

# STAFFORDSHIRE & STOKE-ON-TRENT PEOPLE HUB

**Information Pack for Employers  
Requesting Workforce Support**



- 3 Introduction
- 4 People Hub Feedback
- 5 What areas do we support?
- 6 Staff & training
- 8 Pay rates
- 9 Service Level Agreement Summary
- 10 Deployment Process
- 11 Accessing Volunteer workforce
- 12 Contact us

## Introduction - What is the People Hub?

We are a team working in partnership with NHS Trusts, local authorities and Care organisations across Staffordshire and Stoke-on-Trent, finding the right people for the right job roles. We recruit caring and compassionate people to our system bank and deploy to busy teams in a variety of settings when they are required.

Individuals recruited to the People Hub are ready to be assigned to urgent work placements, supporting health and social care, including hospital and community settings.

We recruit both registered and non-registered people, provide the necessary pre-employment recruitment checks and prepare them for deployment to our organisation partners when clinical or non-clinical support is required.



# People Hub Feedback from service providers

“Exemplar system in mobilisation, workforce supply & innovation”

**Steve Morrison,  
Regional NHSEI Workforce Director**

“Great service provided. Staff have had all checks and relevant training which is reassuring for service users”

**Dr D Muthumanickam,  
Moorlands Rural PCN**

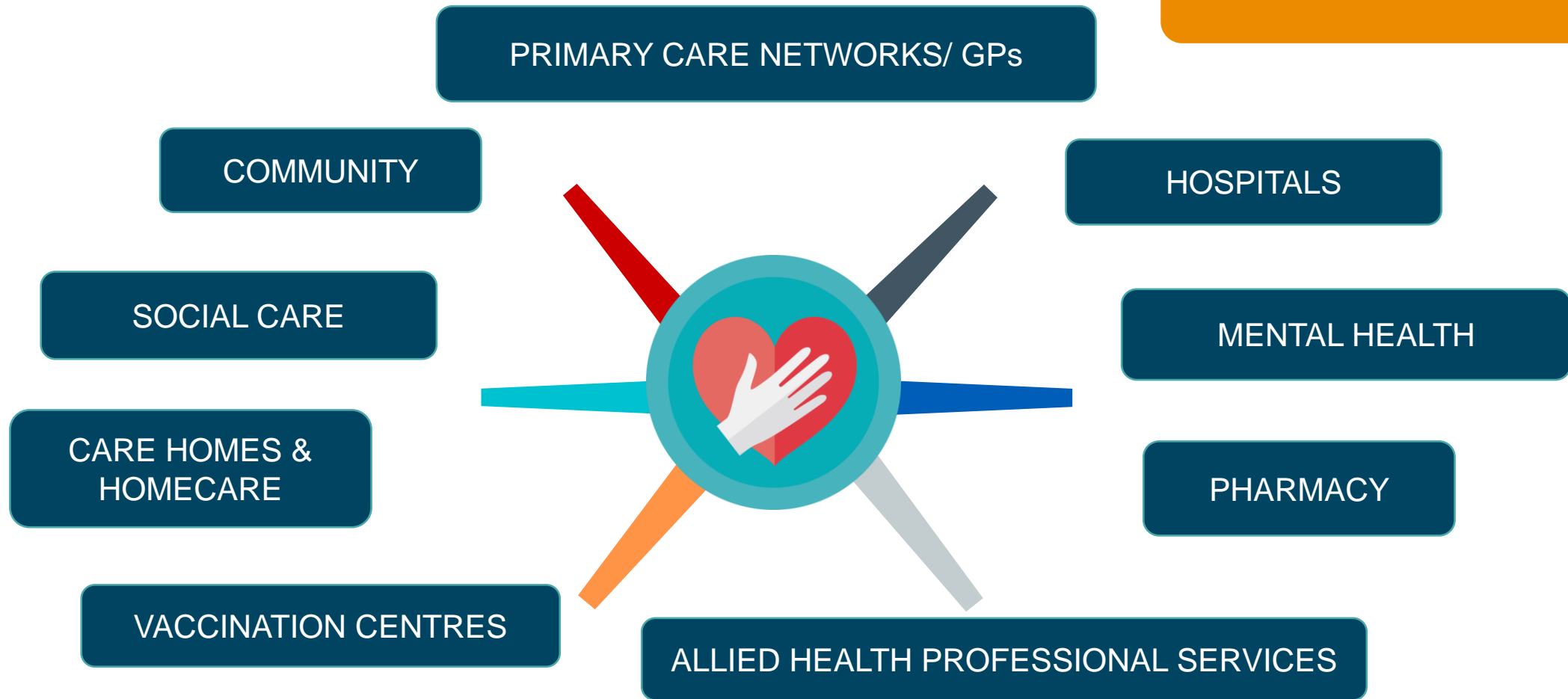
“Thanks to the team for the collaborative, supportive & positive response to their requests”

**Kath Frain,  
Stoke City Council**



# What areas do we support?

PLUS MANY MORE AREAS



We are continually adding further workforce to our team offering additional skills and experience to cover a wide range of service demands. If you have specific workforce needs please speak to our team for further information.

# Staff Training

## Statutory Training to be completed by all People Hub Staff Members

- Basic Life Support Level 1
- Conflict Resolution
- Data Security Awareness Level 1
- Equality, Diversity and Human Rights Level 1
- Fire Safety Level 1
- Health and Safety Level 1
- Infection Control Level 1
- Moving & Handling for Inanimate Load Handlers
- Safeguarding Adults Level 2

## Additional Training that may be required to support Vaccinations

- Basic Life Support Level face to face
- Core Knowledge for Covid-19 Vaccinators
- Covid-19 Vaccine Moderna (Spikevax)
- Covid-19 Vaccine Pfizer-BioNTech 30mg
- Covid-19 Vaccine Pfizer-BioNTech 10mg
- Flu Immunisation – Core Knowledge
- Flu Immunisation – Inactivated Flu Vaccines
- Flu Immunisation – Live Flu Vaccines

# Costs

Band & Role	NHS Rates plus On Costs – 2022/23			
Band 2	Years of experience	Annual Rate	Hourly Rate	On Costs (+23.8%)
Front of House	2+ years	£20,270	£10.90	£13.20
Steward				
Health & Care Assistant				
<b>Band 3</b>				
Health & Care Assistant	2+ years	£21,730	£11.85	£14.43
Administration				
<b>Band 4</b>				
Un-registered Vaccinator	3+ years	£23,949	£13.44	£19.36
Shift Lead Administrator				
<b>Band 5</b>				
Band 5 Clinical Shift Lead	2+ years	£29,180	£14.92	£12.08
<b>Band 6</b>				
Band 6 Clinical Shift Lead	2+ years	£35,572	£18.19	£26.30

## Example of rates plus on-costs

- NHS rates 2022/23. Example is based on spine point +2/3.
- Cost is specific per individual and will be confirmed prior to successful deployment.
- Bank workers pay starts at spine point 2 or 3 in accordance with Agenda for Change pay scales. This compensates for an annual leave entitlement.

For further information on Agenda for Change:  
<https://www.nhsemployers.org/articles/pay-scales-202223>

# Honorary Practice Agreement (HPA) /Service Level Agreement (SLA)

Over 10 organisations across Staffordshire and Stoke-on-Trent have already signed up to the agreement which covers employee and worker hosting arrangements. If you would like to become a part of the agreement full details will be shared with you.



## Assurances

- Recruitment Checks (Including appropriate DBS and registration checks)
- Candidates have the appropriate qualifications, experience, skills and competencies to perform the duties required of the role they are undertaking
- Adequate Training

## Limitation of Liability & Indemnity

- Legalities pertaining to losses, injury, health, safety and welfare

## Obligations of Co-operation

- Co-operative matters, providing access and working in partnership

## Quality and Effectiveness reviews and termination

- Honorary Services review timescales, notification of termination

## Also Included;

- Announcements, Variations, General Provisions

# Deployment Process

## How to request additional work force supply

1. A provider contacts The People Hub & requests support



2. The People Hub ask for a form to be completed and submitted with full details of the workforce request



3. The People Hub and team receive request & process



4. Deployment agreed



**People Hub  
team contact details**

**Team Inbox for Deployment  
Requests/Queries:**  
[SSOT.ICSPeopleHub@mpft.nhs.uk](mailto:SSOT.ICSPeopleHub@mpft.nhs.uk)

**Martine Stokes**  
People Resourcing Lead

**Ruth Beard**  
Recruitment & Deployment  
Manager

**Diane Mellor**  
Deployment Team Leader

**What the People Hub will do upon receipt:**

- Confirm all information has been received on the request form.
- Complete HPA/SLA to support development (where applicable).
- Scope resource to meet request (either through available central bank or request for mutual aid).
- Agree suitability of initially scoped resource.
- Agree availability, pay and start dates, uniform, ID and any other employment needs with individuals.
- Agree all costs and requirements with requester prior to successful deployment.
- Confirm recharge finance arrangements with the requester (where applicable) for invoice purposes.
- Hand over information of individuals to lead person to continue liaison regarding rota and line management.
- Ongoing liaison with lead person and individual in relation to employment administration of deployed staff.

**Please note:**

- Current Operating Hours: Mon-Fri 08:00-17:00
- Response time: 48 working hrs <10 staff / 5 working days > 10 staff.
- Day to day line management to sit with requester.
- Hours worked by each deployed individual must be submitted to **Peoplehubtimesheets@mpft.nhs.uk** weekly.
- List of staff may be collated by us and sent to requester, but more recently we have been asking staff to contact the requester directly with their availability (to be agreed, dependent on request)
- The requester decides who they will use and then lets us know for timesheets etc.
- Weekly liaison between requester and People Hub team to ensure pay processing and confirm ongoing deployment needs.

# Volunteers access

Voluntary support for where you may have gaps/shortages at your Organisation

We encourage organisations to book volunteers to support workforce continuity for your service and to build and grow those important relationships to maintain regular volunteer attendance.

## St John's Ambulance (SJA)

Non Reg Vaccinators, Post Vaccination Care & Patient Advocates

St John Ambulance's highly skilled volunteers have been working to support the NHS throughout the COVID-19 pandemic. All volunteers will meet strict selection criteria, mandated by the NHS, and receive appropriate clinical training. This includes official courses developed in partnership with and approved by NHS England. As well as extensive training, they will be subject to assessments and clinical supervision to ensure their own safety and that of everyone receiving the vaccine.

To apply for SJA support please use the attached word document:



Further information can be found on the following link:  
[www.sja.org.uk/what-we-do/Coronavirus-support/coronavirus-vaccine/](http://www.sja.org.uk/what-we-do/Coronavirus-support/coronavirus-vaccine/)

## The Royal Voluntary Scheme & GoodSam

Non Clinical Volunteers | Marshalls/Stewards (only)

RVS and GoodSam has been asked by NHS England to provide volunteers to any COVID-19 vaccination site that requires non-clinical volunteers (stewards).



Support accessed by using the following link:

[www.goodsamapp.org/NHSreferral](http://www.goodsamapp.org/NHSreferral)



If you are unable to source volunteers through RVS or GoodSam please contact the Staffordshire and Stoke-on-Trent Health and Care People Hub  
[SSOT.ICSPeopleHub@mpft.nhs.uk](mailto:SSOT.ICSPeopleHub@mpft.nhs.uk)



*For further information, please email*

[SSOT.ICSPeopleHub@mpft.nhs.uk](mailto:SSOT.ICSPeopleHub@mpft.nhs.uk)

