

## HR & Payroll

**Confidentiality** – Due to our workforce being external most of our communications are via email. As the information sent to you is with regards to inspection and is highly confidential email addresses should not be shared with other family members and you should be the sole person accessing this account.

**Terms, conditions and payments** - We offer two contractual agreements to SpAs; Casual Worker Agreements and Secondment Agreements (only optional if your current employer is an NHS TRUST or other REGISTERED CQC PROVIDER). You can only have one type in place at any time.

**Casual Worker Agreement (CWA)** - This agreement is between the individual and CQC; the SpA attends inspections outside of any other employment they may undertake. The casual worker agreement will be issued for an initial period of 3 years.

Casual workers are issued a payroll assignment number and paid directly by CQC. The day rate is £268 plus annual leave allowance (£482 plus annual leave allowance for GPs attending GP inspections only). Our standard pay date is the 19th of each month.

Please complete the claim form for fees and expenses (including your payroll number) and submit this to the lead inspector at the end of the inspection.

Email [SPApayments@cqc.org.uk](mailto:SPApayments@cqc.org.uk) for claims and expenses queries.

**Inward Secondment Agreement** - This agreement is between the SpA, their current employer and CQC. The employer releases the SpA for the inspection and we reimburse the seconding organisation at the rate of £300 per day plus approved expenses. The secondment agreement will be issued for an initial period of 3 years. The payment process is detailed below.

Please submit pay and mileage claims to your employer. These claims must be countersigned by a CQC Head of Inspection or Inspection Manager; we recommend you do this at the end of your final day on inspection.

Email [SPAsecondedclaims@cqc.org.uk](mailto:SPAsecondedclaims@cqc.org.uk) for queries about claims.

Secondees are required to inform Flexible Workforce Office of any changes to substantive employment, please notify us by completing and returning a Secondee In form (Please request this from [FlexibleWorkforce@cqc.org.uk](mailto:FlexibleWorkforce@cqc.org.uk) we will then issue a new agreement.

**Pensions** - The CQC has a legal obligation to automatically enrol workers into the NHS or NEST pension scheme and all income is subject to PAYE deductions and NI contributions. You may choose to opt out of the pension scheme by contacting our payroll provider on 0303 123 1144.

The CQC is an official NHS Employing Authority. This means that individuals engaged by the organisation, if eligible, have access to the NHS Pension Scheme and we are local administrators of that Scheme. Along with NHS Pensions, we are bound by the obligations of the NHS Pension Scheme's statutory regulations and must work together to adhere to their requirements.

**All NHS Pension Scheme administration** for CQC is dealt with by NHS Shared Business Services.

SBS can be contacted via telephone or webform, see below: Tel: 0303 123 1144 (option 2)  
<https://www.sbs.nhs.uk/article/13730/Employment-Services-Web-Form>

If you would like to know more about the Scheme and the terms and conditions around being a Scheme member, visit their website: [www.nhsbsa.nhs.uk/Pensions](http://www.nhsbsa.nhs.uk/Pensions) please visit the **Member Hub** for information and get in touch details.

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Tel: 0303 123 1144

<https://www.sbs.nhs.uk/article/13730/Employment-Services-Web-Form>

**Expenses** - See our expenses policy in the links section; please include receipts with all claims. Please note that Specialist Advisors are not able to claim for stationery and incidentals.