

Prepared by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 Date: \_\_\_\_\_

## USE OF CONTRACT AND AGENCY STAFF INTERNAL CONTROL QUESTIONNAIRE

This audit could be undertaken as part of a Value for Money (VFM) review. It is sometimes best to run this audit alongside a staff utilization audit as some of the areas complement each other.

Question	Yes	No	N/A	Comments
<b>Analysis of Shortfall</b> <ul style="list-style-type: none"> <li>• Are procedures in place to document the shortfall between contract hours and available hours from full time staff?</li> <li>• Is there an agreed policy on how to meet the shortfall in terms of the further appointment of full time staff as opposed to using contract/agency staff?</li> </ul>				
<b>General</b> <ul style="list-style-type: none"> <li>• Does the organization decide to allocate specific responsibilities to contract/agency staff?</li> <li>• Is the use of contract/agency staff in line with the organization's mission?</li> </ul>				
<b>Approval of the Use of Contract/Agency Staff?</b> <ul style="list-style-type: none"> <li>• How are contract/agency posts approved?</li> <li>• How are adverts placed?</li> <li>• What checks are undertaken on new staff i.e. qualifications and references?</li> </ul>				
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Who is responsible for managing the agency/contract staff?</li> <li>• How is performance and attendance reviewed?</li> <li>• Is there a signed contract of employment for the agency/contract employee?</li> <li>• Does this contain expectations, hours and responsibilities?</li> </ul>				
<b>Payments</b> <ul style="list-style-type: none"> <li>• What checks are undertaken on agency/contract staff claims for payment?</li> <li>• Who authorizes the payment?</li> </ul>				

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Question	Yes	No	N/A	Comments
<b>Management Information</b> <ul style="list-style-type: none"><li>• What information is produced?</li><li>• Does this examine hours, costs, quality and usage of contract/agency staff?</li></ul>				