Freelancer Framework

This framework exists to ensure that we are able to provide the best quality service through the engagement of freelancers to undertake specific areas of work. It is essential that our Freelancer engagement processes are fair, consistent and quality assured. This framework aims to:

- Meet the needs of the organisation
- Take account of diversity and inclusion at all stages of the engagement process
- Provide a quality service to Freelancers that is fair, transparent, consistent and equally accessible
- Be consistent across all of the services provided by York Mind
- Adhere to statutory requirements and good practice etc.
- Help promote a good image of York Mind as a service provider.

We will ensure that:

- All York Mind employees who are involved in the engagement of Freelancers are aware of this framework.

Scope:

This framework applies to the engagement of Freelancers across the entire organisation. It is the responsibility of the Chief Executive Officer (CEO) to review this Framework annually or sooner (for example) in the event of changes to legislation, York Mind Policy, Quality Mark requirements or best practice.

Approval to engage a Freelancer:

Approval to engage a Freelancer must be sought from the CEO/SMT.

Defining the Freelancer opportunity:

Managers will consider what is required from the Freelancer and agree the duration of each specific opportunity with the CEO/SMT. A role description is produced for each opportunity and signed off by the CEO/SMT.

Attracting Freelancers:

All of our Freelance Opportunities are selected via this Framework (wherever possible). The Freelancers Framework consists a list of York Mind approved Freelancers who are interested in opportunities that arise at York Mind. All potential Freelancers must complete a Pre-Qualification Questionnaire (PQQs) to be considered for the Framework. The completed PQQ demonstrates the Freelancer`s skills, knowledge, experience and provides York Mind with basic assurances. Areas of specialism/expertise should be made explicit on the PQQ.

Once accepted on to the Freelancers Framework, we will check PQQs against role descriptions as opportunities arise. We will identify PQQs which best meet the requirements of the specific role. A formal discussion will then be arranged with the Freelancer (s). Whilst the Framework is our preferred option when seeking to engage a Freelancer membership of our Framework does not guarantee an offer. The appointing officer has the final decision about which Freelancer is engage – there is no right of appeal.

The list below shows some of the key features we are looking for when selecting a Freelancer including:

- Subject expertise
- Relevant experience
- Membership of Professional Body/Associated Accreditation or Quality Mark (where appropriate)
- Clear and collaborative approach to the development and maintenance of client relationships
- An understanding of what good client care service looks like
- Agreement to operate under York Mind`s standard terms and conditions and relevant professional charters/codes of practice etc.

Notification of membership of the Freelancer Framework

All PQQs will be reviewed within two weeks of the PQQ submission deadline to ensure all criteria has been met. All applicants will notified whether they have been accepted on the framework at the earliest opportunity. The CEO/SMT has the final decision about membership of the Framework– there is no right of appeal.

Annual renewals:

A PQQ is valid for a 12 month period (September to September) after which new and existing members of the Framework are required to submit a pre-qualification questionnaire. Please note existing Framework members are only required to re-apply where there is a change to the original application, where there is no change members are required to upload their original application. The application process is advertised on the York Mind website (www.yorkmind.org.uk)

The selection process:

All Freelance opportunities are selected via this Framework (wherever possible). A role description will be available for each opportunity and as a minimum this will include: brief details of the Freelance opportunity, location, terms e.g. length of contract. Members of our Framework will be assessed against the role description. A shortlist will be compiled. Where there are no suitable Freelancers on our framework the role will then be advertised on our website.

Shortlisted Freelancers will be invited to a formal discussion relating to the specific Freelance opportunity.

All Freelancer opportunities are offered for a specific period, details of which will be set out in the Freelancer Service Level Agreement an extension to a specific Service Level Agreement will only be approved in exceptional circumstances.

Notifying the successful Freelancer:

The successful Freelancer will be noticed of the outcome within 3 working days of the last scheduled formal discussion. Provided the Freelancer accepts the position, then the unsuccessful Freelancers will be notified in writing (usually by email). Freelancer roles are offered at the set rates below and are subject to satisfactory clearances/ receipt of all documents as set out in the PQQ.

Freelancer rates:

General freelancers	£20.00 per hour (inclusive)
Counsellors	£26.00 per hour (inclusive)
Advocates	£15.00 per hour (inclusive)

York Mind reserves the right to conduct additional checks on any Freelancer`s identification, references or other evidence where deemed necessary by the CEO/SMT.

Timeline Freelancer engagement process 2019/20

Date	Action
12 August 2019	Pre- qualification questionnaires invited via www.yorkmind.org.uk
29 September 2019 (5pm)	Deadline for submission of PQQ
Week Commencing 30 September	Notification of successful /unsuccessful framework applications
Ongoing	Freelance opportunities available

Freelancer Engagement checklist

This checklist should be used in conjunction with the York Mind Freelancer Framework.

Approval to engage	
	CEO/SMT approval to engage a Freelancer
	Freelancer role description developed and signed off by CEO
Attracting Freelancers	
	Refer to existing PPQ`s on the York Mind Freelancer Framework
	Where there are no suitable Freelancers – place advert on York Mind website (www.yorkmind.org.uk)
Shortlisting Freelancers	
	Shortlist most relevant Freelancers based on the role description
	Invite shortlisted Freelancers to formal discussion
Formal discussion	
	Assess Freelancers experience of delivering activities as described in the role description - noting strengths and weaknesses
Post formal discussion	
	On completion of all discussions suitable freelancer will be selected. There is no right of appeal.
	Verbal offer of Freelance opportunity (subject to satisfactory clearances/receipt of all documents as set out in PQQ)
Paperwork	
	The **original** notes from the formal discussion will be retained (min 6 months) for all unsuccessful Freelancers. All copies will be destroyed.

Appendix 1:

Freelancer Framework

Pre-Qualification Questionnaire (PPQ) and Guidance

The York Mind Freelancer Framework exists to ensure that we are able to provide the best quality service through the engagement of freelancers to undertake specific areas of work. It is essential that our Freelancer engagement processes are fair, consistent and quality assured. This framework aims to:

- Meet the needs of the organisation
- Take account of diversity and inclusion at all stages of the engagement process
- Provide a quality service to Freelancers that is fair, transparent, consistent and equally accessible
- Be consistent across all of the services provided by York Mind
- Adhere to statutory requirements and good practice etc.
- Help promote a good image of York Mind as a service provider.

We will ensure that:

- All York Mind employees who are involved in the engagement of Freelancers are aware of this framework.

All Freelance opportunities are selected via this Framework (wherever possible). A role description will be available for each opportunity and as a minimum this will include: brief details of the Freelance opportunity, location, terms e.g. length of contract. PQQs currently on our Framework will be assessed against the role description. Where there are no suitable Freelancers on our framework the role will then be advertised on our website www.yorkmind.org.uk

Pre-qualification questionnaire (PQQ) – Guidance

Please note that taking part in our Framework does not guarantee the offer of a freelance opportunity. However, the Framework is our preferred option. Details of all of our services can be found on our website. www.yorkmind.org.uk

PQQ return date: Check the return date on our website www.yorkmind.org.uk as late submissions may not be accepted.

Contact point for all queries: vacancies@yorkmind.org.uk

This PQQ should be returned to: vacancies@yorkmind.org.uk. Please note PQQs received after the return date may not be considered.

Section 1: Information about your business

- Name of organisation
- How long trading under this name/previous name
- Contact name for enquiries about this PQQ
    - Name
    - Telephone number
    - Email address

Section 2: Business activities

- Your core business functions
- Relevant trade or professional associations which your business is a part of
- Summary of experience relevant to the role of freelancer
- Include any specific areas of specialism/expertise

Section 3: Quality

- Details of any Quality Assurance Certificates/ Quality Assurance Systems/Quality Marks you use and how it relates to the role of freelancer

Section 4: Insurance

- Please provide details of your organisations insurance policies in terms of professional indemnity and public liability, minimum value £5,000,000

Section 4: Health and Safety

- Please provide a copy of your organisations risk assessment
- Does your organisation have a written health and safety policy – please provide a copy. If you do not have a policy please provide details of practices you have in place **or** provide confirmation that you will adhere to the York Mind`s Health and Safety Policy and Procedures which can be found at www.yorkmind.org.uk

Section 5: Equal Opportunities

- Does your organisation have a written Equal Opportunities policy - please provide a copy. If you don't have a policy please provide details of practices you have in place **or** provide confirmation that you will adhere to the York Mind`s Equality and Diversity Policy and Procedure which can be found at www.yorkmind.org.uk

Section 6: Client experience

Please indicate which of the following client groups have you had experience of working with

- Vulnerable Young People
- Vulnerable Adults
- Other – please specify

Please provide details of your disclosure and barring service certificate. You may be required to obtain an updated DBS certificate if your current certificate is more than 12 month old.

Section 7: Supporting Statement

- When developing your statement you may find it useful to familiarise yourself with the services provided at York Mind by visiting out website: www.yorkmind.org.uk
- Please briefly outline your skills, knowledge and experiences relevant to the role of freelancer (include any specialist areas of expertise)

Section 8: Other

Timeline Freelancer engagement process 2019/20: Key dates

Date	Action
12 August 2019	Pre- qualification questionnaires invited via www.yorkmind.org.uk
29 September 2019 (5pm)	Deadline for submission of PPQ (late applications may not be accepted)
Week Commencing 30 September	Notification of successful /unsuccessful framework applications
Ongoing	Freelance opportunities available

Current rate of pay (2019/20)

Freelancer roles are offered at set rates as out below and subject to satisfactory clearances/documents as set out in the PQQ.

General freelancers	£20.00 per hour (inclusive)
Counsellors	£26.00 per hour (inclusive)
Advocates	£15.00 per hour (inclusive)

Freelancer Framework - Pre-qualification questionnaire (PQQ)

Section 1: Information about your business		
Name and address of organisation		
How long trading under this name/previous name		
Contact name for enquiries about this PQQ	Name	
	Tel No.	
	Email	

Section 2: Business activities Include: your core business functions; relevant trade or Professional Associations which your business is a part of and; summary of experience relevant to the role of freelancer

Section 3: Quality Quality Assurance certificates/ Quality Assurance Systems/Quality Marks you use and how it relates to the role of freelancer

Section 4: Insurance Please provide details of your organisations insurance policies in terms of professional indemnity and public liability. Minimum £5,000,000

Policy Type	Expiry date	Insurer	Indemnity Value
Professional indemnity			
Public liability			
Other (please provide details)			

Section 5: Health and Safety

Please provide a copy of your organisations:

- Risk assessment
- Health and Safety Policy **or** provide confirmation that you will adhere to the York Mind`s Health and Safety Policy and Procedures which can be found at www.yorkmind.org.uk

Section 6: Equal Opportunities

Please provide a copy of your organisations:

- Equal Opportunities policy/ details of practices you have in place **or** provide confirmation that you will adhere to the York Mind`s Equality and Diversity Policy and Procedure which can be found at www.yorkmind.org.uk

Section 7: Client experience

Please indicate which of the following client groups have you had experience of working with:

Client group	Brief outline of experience
Vulnerable Adults	
Vulnerable Young People	

Other – please specify	

Section 8: Disclosure and Barring Service

Please provide details of your disclosure and barring service certificate. You may be required to obtain an updated DBS certificate if your current certificate is more than 12 month old

Type please specific (Standard/ Enhanced)	Date issued	Certificate number

Section 7: Supporting Statement (max 400 words)

Briefly outline your skills, knowledge and experiences relevant to the role of freelancer (include any specialist areas of expertise)

Please note that taking part in our Framework does not guarantee the offer of a freelance role. However, the Framework will usually be our preferred option when seeking to fill a freelancer position. Please ensure you submit this PQQ to vacancies@yorkmind.org.uk by the submission deadline as late submissions may not be accepted.

Signed

Date