

## **AGENDA FOR CHANGE**

### **TERMS AND CONDITIONS OF SERVICE**

#### **BANK CLERICAL OFFICERS / HEALTHCARE SUPPORT WORKERS - PAY BAND 2**

##### **Job Grade and Salary**

This post is graded Band 2, under the NHS Agenda for Change grading system. The salary scale for this post is:- £19,609 to £21,615 per annum pro-rata if part-time. **(with effect from 01 April 2021)**

If you are part time you will be remunerated at the full time rate pro rata to actual hours worked. In addition you will be entitled to a payment for unsocial hours when and as they are worked. Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice.

Increments are applied after 1 years service only if you have worked 391 or more hours in the first year. If you have worked less than 391 hours you will not receive an increment until such time as that number of hours has been worked. Thereafter, the clock is reset and you will receive an increment each year (if you work 391 or more hours) or when you reach 391 hours worked.

##### **Hours of duty**

This post will cover various bank shifts, including nightshifts, weekends and public holidays as required to meet the needs of the service. You are not required to accept any offer of work, however, if you regularly refuse work we will remove your details from our list.

##### **Minimum Notice**

No notice period is required as it is on a bank contract basis.

##### **Annual Leave**

The statutory entitlement to annual leave under the Working Time Directive is 28 days. As such the maximum leave entitlement for bank contract staff is 28 days pro-rated to actual hours worked. This should be taken as paid annual leave in line with existing policies covering annual leave for Bank Contract staff.

##### **Medical Fitness**

All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland's Immunisation Policy.

##### **Uniforms/Protective Clothing**

A uniform and protective clothing is issued and must be worn as appropriate. The appointee is responsible for laundering of the uniforms as required. All uniforms and protective clothing remain the property of NHS Highland and must be returned on termination of employment.

##### **Superannuation**

##### **Auto Enrolment**

All employees, eligible to join the NHS must be automatically included in the scheme from the first day of employment. Eligible employees will no longer be allowed to opt out of the scheme before they take up employment. They must be enrolled in the first instance.

Those who are ineligible to join the scheme will be enrolled in NEST, again opt out can only occur once in the scheme.

Further information can be found on the Pension Regulators website [www.sppa.gov.uk](http://www.sppa.gov.uk)

### **Part A - Officer members (including GP Practice Staff who are not practitioners)**

From 1 April 2018 NHS pension scheme members will pay contributions at the rate in column 3 based on their previous year's whole time equivalent pensionable earnings which fall in the relevant banding in column 2 of the table below.

<b>Tier</b>	<b>Whole time equivalent pensionable earnings</b>	<b>contribution percentage rate</b>
1	Up to £16,928	5.2%
2	£16,929 to £22,439	5.8%
3	£22,440 to £27,910	7.3%
4	£27,911 to £51,481	9.5%
5	£51,482 to £73,498	12.7%
6	£73,499 to £114,760	13.7%
7	£114,761 and above	14.7%

Pensionable pay should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

In general the amount you will pay will be based on your previous year's earnings.

If you were employed part-time the amount is uprated to the whole time equivalent pay for that post.

If you change jobs during the current year or have a promotion or step down to a lower paid job your contribution rate will be reset in line with your new pay band.

For more detailed information please see SPPA circular 2015/04 available on the SPPA website.

### **Sick Pay Scheme**

The Conditions of Service provide for operation of a scheme related to length of service.

Staff should keep managers informed of the likely duration of absence and should ring their place of work regardless on the 4<sup>th</sup> day because a self-certificate will be required.

Staff do not need a medical certificate for the first 3 days of sickness absence. For sickness absence of 4 to 7 days, a self-certificate (DSS form SC2) is required. These are available from GP practices and line managers and the self-certificate must be returned to the line manager within 7 days of the first day of incapacity. From the 8<sup>th</sup> day of sick absence the member of staff should go to their General Practitioner for a medical certificate which should be sent to their line manager without delay. When the medical certificate runs out, the member of staff should get another one if they are still not fit for work and again send it to their line manager.

If staff do not follow this procedure then they will be considered to be 'absent' without leave' and therefore will not receive any pay or sick pay for that period of absence.

### **Knowledge & Skills Framework (KSF)**

To support personal development and career progression, there is an NHS Knowledge and Skills Framework which supports the process of annual development review and agreeing personal development plans.

The NHS Knowledge and Skills Framework helps staff develop their skills to the full in a particular NHS post. It helps ensure better links between education, development and career and pay progression for all NHS Staff.

The first gateway in each pay band will be after one year in post.

The position of the second gateway will vary between pay bands but will fall between the top three points of the payband.

### **NHS Highland Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct which could result in serious disciplinary action, including dismissal, being taken against you.

The unauthorised disclosure of official business under consideration by NHS Highland or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.

All new members of staff will be required to sign an NHS Highland Confidentiality Statement.

### **Rehabilitation of Offenders Act 1974 & ( Exceptions) Order 1975**

Because of the nature of the work this post has been exempted from the provisions of the Act and you are therefore required not to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

During employment you must inform your Line Manager of any new conviction.

### **Disclosure Scotland**

Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post is considered to require a Standard Disclosure as it involves substantial access to children and vulnerable adults. A Standard Disclosure will contain details of all convictions on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred will be included in the Disclosure. It may also contain non conviction information held locally by the police, where this is considered relevant to the post.

Following the selection interview only the "successful" candidate will be subject to a check by Disclosure Scotland to verify details previously supplied by him/her. Offers of appointment will be made subject to satisfactory Disclosure Scotland screening and medical fitness

### **Identity Badge Policy**

NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact your Supervisor to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.

### **Car for Business Use**

If you are required to use your own car to carry out the duties of the post you must hold a full current driving licence and comprehensive car insurance which includes business use.

### **Equal Opportunities in Employment**

NHS Highland affirms that all employees should be afforded equal opportunities in employment, in accordance with its Equal Opportunities Policy.

## **Smoke Free Highlands**

Please be aware that smoking tobacco products or e-cigarettes is not allowed anywhere in NHS Highland properties, vehicles or grounds. All staff who smoke can access information regarding services provided by Occupational Health and locality based Stop Smoking Advisers for smoking cessation support - for more information please visit [www.smokefreehighland.co.uk](http://www.smokefreehighland.co.uk).

All NHS Highland employees will have the same part to play when maintaining the Smokefree Policy. It will be everyone's role to enforce the policy by reminding people that NHS Highland provides a smoke-free environment and that they cannot smoke anywhere inside its buildings or in its grounds.

When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy.

## **Scottish Workforce Information Standard System (SWISS)**

### **DATA STATEMENT**

The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)

Staff information will be held securely in a national database, which will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.

### **Healthy Working Lives**

Healthy Working Lives (formerly SHAW, Scotland's Health at Work) is the national award programme designed to encourage and reward employers in their efforts to improve the health and well-being of their staff. Healthy Working Lives involves having policies and practices in place which help employees be better informed to make healthy choices. It also involves recognising that organisations themselves can have a direct impact on the health and well-being of the individual members of staff.

Over the last few years, NHS Highland has placed the wellbeing of staff high on our list of priorities and is committed and signed up to achieving the Healthy Working Lives Award.

Healthy Working Lives needs the support and involvement of staff. To find out where your nearest contact for Healthy Working Lives is, contact Susan Birse on [susanbirse@nhs.net](mailto:susanbirse@nhs.net)

### **The Highland Clinical Research Facility**

The UHI Millennium Institute's (UHI) Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute; phase III of the new Centre for Health Science building adjacent to the Raigmore Hospital site, it opened in January 2009.

The Clinical Research Facility is a joint NHS/UHI initiative aiming to provide a high quality clinical environment in which participants can take part in research programmes safely according to ethically approved study protocols. It comprises a bedded clinical research unit in which patient monitoring may be conducted on a day case or 24 hour basis. The facility has the capacity to be used by departments or specialties within NHS Highland, UHI or other research institutions for clinical research.

The facility is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User's Group,

It is staffed by a small team comprising a dedicated manager, research nurses, research pharmacist, part time pharmacy technician and administrative support under the leadership of a part time CRF Director, Prof Sandra MacRury.