

AGENDA FOR CHANGE
TERMS AND CONDITIONS OF SERVICE
Band 2

Job Band 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 - £21,615; per annum pro rata if part time.

Appointment will normally be to a minimum of the scale unless you have previous NHS service in a relevant field. You will be remunerated at the full-time rate pro rata to actual hours worked. Your salary will be credited one month in arrears to a bank /building society of your choice.

Hours of duty

Bank does not automatically entitle you to regular work; if Bank Workers are not required for service no placement will be offered. Conversely, as a Bank Worker, you are not required to undertake any work which may be offered to you.

The work will be on a casual basis and your hours of work are as agreed between you and the Domestic Manager to meet the needs of the service. NHS Highland cannot require you to work at any time and the decision on whether or not to take up any offer of employment is one for you to make.

Annual Leave Entitlement

Bank Workers will be paid during periods of annual leave based on the hours worked prior to the leave being taken.

Breaks for annual leave may be taken at any time. It is important to ensure that hours worked are carefully recorded and collated, including how many hours are unsocial. Bank Workers will have to submit a claim/time sheet and inform the Domestic Manager when going on annual leave to ensure that they are paid the appropriate amount of statutory annual leave.

Breaks of over 4 weeks should be notified in advance in writing to the Domestic Manager.

Uniforms/Protective Clothing

A Uniform and protective clothing is issued and must be worn as appropriate. 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

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.

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
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.

Part B - Practitioners members

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
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 contribution rates apply across both the old scheme (1995 and 2008 sections) and the new 2015 scheme

Practitioner members pay contributions at the rate in column 3 based on their total current year practitioner earnings from all sources which falls into the relevant band in column 2.

There is a calculator on the SPPA website where you can see what these changes mean for you. For more detailed information please see employers circular 2015/04 also available on the website. If you have any enquiries about which contribution rate you are paying please contact Practitioner Services Division of NHS National Services.

Changes to the NHS Pension Scheme from 1 April 2015 – for further information please visit the SPPA website www.sppa.gov.uk or email: nhsensionsreform@scotland.gsi.gov.uk

BANK WORKERS – MEMBERSHIP OF NHS SUPERANNUATION SCHEME (SCOTLAND)

Pension contributions will be deducted from payments for bank work and service within the NHS Superannuation Scheme will accrue on each shift worked to build up pension benefits on the bank service or to add the bank service to superannuable service accrued in other employments. The accrual rate and most conditions are the same for bank workers and non bank employees however one important difference is that death in service cover does not apply to staff that are not in active pensionable employment (i.e. working in a ward/department/work area and paying contributions to the scheme). Being registered on the bank but not actively working is not regarded as being in pensionable employment.

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.

Induction Standards and Code of Conduct.

Your performance must comply with the "Mandatory Induction Standards for Healthcare Support Workers in Scotland" 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time.

Copies can be obtained on-line at <http://www.hcswtoolkit.nes.scot.nhs.uk/> or from your Employment Services Department.

Sickness

Sickness absences exceeding 3 days must be covered by either a self or medical certificate, (as appropriate).

Sick Pay Scheme

Dependant on your meeting the necessary criteria **you may have entitlement** to Statutory Sick Pay (SSP) or DSS Sickness Benefit. In these cases, submission of the Notification of Sickness Certificate (SC2) for the fourth to seventh days of sickness is required, followed by medical certificates from your G.P should your illness continue into a second week and forwarded to the Domestic Manager.

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 Bank Work is conditional on such certification. All appointees are required to comply with NHS Highland's Immunisation Policy

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 senior 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 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 is also regarded as a breach of confidence and may lead to disciplinary action.

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 the Domestic Manager to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned to the Domestic Manager when you leave the Domestic Bank.

Equal Opportunities

NHS Highland affirms that all Workers should be afforded equal opportunities, 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.

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 it's buildings or in it's 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 Workers 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.)

Bank Workers 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. Information will also be held on your personal file. There will be no unauthorised access.

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 pay band.

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.scot

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.

Childcare Vouchers

Employees wishing to enrol for Childcare Vouchers can visit www.childcarevouchers.co.uk and click on 'join the scheme' under "tools for parents" on the right hand side of the screen.

Employees without online access can call the enrolment helpline on 0870 365 1248 to obtain a paper salary sacrifice agreement by post.

For help employees can call the above number or email helpline@accorservices.co.uk