

**HUMAN RESOURCES DIRECTORATE  
PAY AND EMPLOYMENT UNIT**

**Chief Executives of HSC Bodies<sup>1</sup>;**

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Your Reference: **HSC (AfC)(3) 2012**

30 May 2012

Dear Colleagues

**THE APPLICATION OF AGENDA FOR CHANGE ARRANGEMENTS FOR  
BANK STAFF EMPLOYED IN THE HEALTH AND SOCIAL CARE**

1. This Circular replaces HSS (AfC) (3) 2008 issued on 14 April 2008 and seeks to provide the necessary guidance to facilitate a move to the new computerised HR, Payroll, Travel and Subsistence (HRPTS) system. The content of this Circular has agreed by Regional TUS. This guidance does not address the administration of a Bank scheme as these arrangements should be agreed locally.

**Bank Staff**

2. Bank staff comprise of two distinctive groups: (1) Staff who have a substantive contract and who also work as Bank staff and (2) Staff who are engaged on a Bank contract only. Staff who have a substantive contract with one Trust and are engaged on a Bank contract for another Trust are considered as having a Bank contract only for the purpose of this guidance.

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<sup>1</sup> The Health and Social Care Board, HSC Trusts, the Public Health Agency, the Business Services Organisation, the Northern Ireland Blood Transfusion Service Agency, the Northern Ireland Guardian ad Litem Agency, the Northern Ireland Practice & Education Council for Nursing, Midwifery & Health Visiting (NIPEC), the Northern Ireland Social Care Council (NISCC), the Patient & Client Council, the Northern Ireland Regulation and Quality Improvement Authority and the Northern Ireland Medical and Dental Training Agency (NIMDTA)

## **Action**

3. HSC employers are required from the date of this Circular to implement these arrangements for all staff engaged in Bank working. Knowledge and Skills Framework (KSF) arrangements will apply to staff engaged on Bank working. Bank staff who have a substantive contract with the Trust operating the Bank arrangements will not be required to have separate KSF arrangements.

## **Enquiries**

4. **Employees should direct personal enquiries to their employer.**
5. Employers should direct enquires about the contents of this Circular to the Non-Medical Unit of the Human Resources Directorate, Room D1.3, Castle Buildings, Upper Newtownards Road, Belfast, BT4 3SJ, telephone 028 90522832, email; [p&e@dhsspsni.gov.uk](mailto:p&e@dhsspsni.gov.uk)

## **Further Copies**

6. Copies of this Circular can be obtained from the Department's internet site at [http://www.dhsspsni.gov.uk/index/hrd/pay\\_and\\_employment/pepublications.htm](http://www.dhsspsni.gov.uk/index/hrd/pay_and_employment/pepublications.htm)

*Diane Taylor*

**DIANE TAYLOR**  
Director

<b>Terms and Conditions</b> <i>(Page 1 of 2)</i>	<b>Staff With A Bank Contract Only</b>	<b>Staff Working On A Bank Who Also Have A Substantive Contract</b>
<b>Remuneration</b>	<p>The payment will be made at an equivalent salary point as if the Bank staff was a permanent member of staff recognising previous service as set out in AFC guidance Circular 9/2006.</p>	<p>1. Where the substantive role is a higher pay band, and a higher pay point than the maximum point of the bank role, the payment will be based on the maximum pay point of the bank role.  Eg.  Sub. role – band 6 – point 29  Bank role – band 5 – paid at point 23 for bank work</p> <p>2. Where the substantive role is a higher band than the bank role but the pay points overlap that individual will be paid on their current pay point.  Eg.  Sub. role – band 6 – points 21/22/23  Bank role – band 5 – paid at point 21/22/23 for bank work</p> <p>3. If the substantive role and the bank role is in the same pay band that individual will be paid on their current pay point.  Eg.  Sub. role – band 5 – point 20  Bank role – band 5 – paid at point 20 for bank work</p>
<b>Increments</b>	<p>Increments will be due subject to 488 Bank hours having been worked or at intervals of 12 months which ever is the longer.</p>	<p>Increments will be in line with the substantive post.</p>
<b>Working Time Regulations</b>	<p>Bank staff who are not substantive employees are personally accountable for accepting Bank work and ensuring other employment does not affect their ability to carry out their role.</p>	<p>Work by substantive employees will be monitored to ensure compliance with Working Time Regulations.</p>

<b>Terms and Conditions</b> <i>(Page 2 of 2)</i>	<b>Staff With A Bank Contract Only</b>	<b>Staff Working On A Bank Who Have A Substantive Contract With The Trust</b>
<b>Pay for Public Holidays</b>	Payments for working on statutory holidays will be at the rate specified in the Agenda for Change Hand Book. Time off in lieu of public holiday working is not available.	
<b>Annual leave</b>	Annual leave will be accumulated at 1 hour's annual leave for every 8 hours bank work.	
<b>Unsocial working hours</b>	Payments for working at unsocial hours will be in accordance with Agenda for Change arrangements.	
<b>Sick pay arrangements</b>	Statutory entitlements only – there will be no additional entitlement to any occupational benefits	Arrangements will be in accordance with the main contract of employment.
<b>Maternity pay arrangements</b>	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.	Arrangements will be in accordance with the main contract of employment.
<b>Paternity pay arrangements</b>	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.	Arrangements will be in accordance with the main contract of employment.
<b>Adoptive Leave arrangements</b>	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.	Arrangements will be in accordance with the main contract of employment.
<b>Grievance Procedures</b>	Trust arrangements will apply.	
<b>Disciplinary Procedures</b>	Trust arrangements will apply.	
<b>Mileage and Subsistence allowances</b>	Calculated in accordance with the Agenda for Change Hand Book arrangements.	

