

**HUMAN RESOURCES DIRECTORATE
PAY AND EMPLOYMENT UNIT**

Chief Executive of each HSS Board, HSC Trust,
the Central Services Agency and each Special
Agency¹

Room D1.4
Castle Buildings
Upper Newtownards Road
BELFAST
BT4 3SQ

For information:

**Director of Finance and
Director of Human Resources of each
body**

Tel: 02890-520233
Fax: 02890-522912
Email: diane.taylor@dhsspsni.gov.uk

Your Reference: **HSS (AfC)(3) 2008**

14 April 2008

Dear Colleagues

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

1. The guidance set out in the Annex to this Circular covers the application of Agenda for Change terms and conditions to Bank staff employed in the HSC. These arrangements have been agreed by the Joint Negotiating Forum. 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 with the Trust 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.

¹ Health and Social Services Boards, HSC Trusts, the Central Services Agency (CSA), the Health Promotion Agency, the Northern Ireland Blood Transfusion Service Agency, the Northern Ireland Regional Medical Physics Agency, the Northern Ireland Guardian ad Litem Agency, the Northern Ireland Practice & Education Council for Nursing & Midwifery (NIPEC), the Northern Ireland Social Care Council (NISCC), the Northern Ireland Regulation and Quality Improvement Authority and the Northern Ireland Medical and Dental Training Agency (NIMDTA)

Action

3. HSC employers are required 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 substantial contract with the Trust operating the Bank arrangements will not be required to have separate KSF arrangements.

Enquiries

4. Enquires about the contents of this Circular should be directed to the Pay and Employment Unit of the Human Resources Directorate, Room D1.4, Castle Buildings, Upper Newtownards Road, Belfast, BT4 3SJ, telephone 028 90522832, email; p&e@dhsspsni.gov.uk.
5. Employees should direct personal enquiries to their employer.

Further Copies

6. Copies of this Circular can be obtained from the Department's extranet site at <http://extranet.dhsspsni.gov.uk>.

Diane Taylor

DIANE TAYLOR
Deputy Director

Terms and Conditions <i>(Page 1 of 2)</i>	Staff Working On A Bank Who Have A Substantive Contract With The Trust	Staff With A Bank Contract Only
Remuneration	The payment will be based on the grade of the job to be carried out and not the substantive grading of the individual. The payment will be equivalent to the pay point of the substantial post but will not exceed the maximum point of the scale for the job.	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.
Increments	Increments will be in line with the substantial post.	Increments will be due subject to 488 Bank hours having been worked or at intervals of 12 months which ever is the longer.
Working Time Regulations	Work by substantive employees will be monitored to ensure compliance with Working Time Regulations.	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.
Annual leave	Substantive employees will not accrue additional annual leave for Bank working.	Annual leave allowance should be calculated at 1 full days annual leave for every 11 full days worked (i.e. 11 x 7.5 hours = 82.5 hours)
Unsocial working hours	Payments for working at unsociable hours will be in accordance with Agenda for Change arrangements.	Payments for working at unsociable hours will be in accordance with Agenda for Change arrangements.

Terms and Conditions <i>(Page 2 of 2)</i>	Staff Working On A Bank Who Have A Substantive Contract With The Trust	Staff With A Bank Contract Only
Statutory Holidays	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.	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.
Sick pay arrangements	Arrangements will be in accordance with the main contract of employment.	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.
Maternity pay arrangements	Arrangements will be in accordance with the main contract of employment.	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.
Paternity pay arrangements	Arrangements will be in accordance with the main contract of employment.	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.
Adoptive Leave arrangements	Arrangements will be in accordance with the main contract of employment.	Statutory entitlements only – there will be no additional entitlement to any occupational benefits.
Grievance Procedures	Trust arrangements will apply.	Trust arrangements will apply.
Disciplinary Procedures	Trust arrangements will apply.	Trust arrangements will apply.
Mileage and Subsistence allowances	Calculated in accordance with the Agenda for Change Hand Book arrangements.	Calculated in accordance with the Agenda for Change Hand Book arrangements.

