

## Agenda for Change – What's it all about?

Agenda for Change is a proposed new pay and grading system for the NHS. It will harmonise Terms and Conditions of employment and provide a clearer path for your career development.

Agenda for Change has been negotiated in partnership between employee and employer representatives and supports NHS modernisation. Its proposed national roll-out is from 1 October 2004, subject to the satisfactory outcome of a second ballot being held by some trade unions. The initiative is divided into three main parts:

**Job Matching and / or Evaluation**  
**Terms & Conditions**  
**Knowledge and Skills Framework**

## Suddenly Susan

The Greater Glasgow Area Partnership Forum has announced the appointment of a Staff-side Co-ordinator for Agenda for Change. Susan B. Russell, Lead NHS Officer of GMB Scotland trade union, has been seconded to the role on a part-time basis. Susan's role will include ensuring effective communication and liaison with staff and staff representatives.

## Whoops...

In the last edition of the newsletter, we inadvertently missed out the 'uk' from the Agenda for Change web address. The correct address is of course:

[www.nhsgg.org.uk/agendaforchange](http://www.nhsgg.org.uk/agendaforchange)

We apologise for any inconvenience caused.

## Your guide to Terms and Conditions

Agenda for Change offers a new set of Terms and Conditions of employment, which will apply across the United Kingdom. At this time, they remain draft proposals, which are to be subject to review. The proposed Terms and Conditions incorporate new standardised arrangements for calculating special payments, such as for overtime, unsocial hours and on-call working.

The plan is that local teams will compile details of shift patterns, working hours, leave entitlement and all other Terms and Conditions currently applying to different groups of staff in preparation for their integration into the new system.

## The new pay structure

Agenda for Change introduces two pay 'spines' - one for nurses and other health professionals and one for all other staff directly employed by the NHS, except for doctors, dentists and very senior managers.

Each of the spines will have eight common pay-bands and jobs will be placed into these bands.

(You can read more about this process in the 9 June edition of All Change)

There are a number of 'spine points' on each pay-band (the number does vary between bands) and you should normally expect to progress annually until you reach the top of your band. However, there will be two **Gateway** points in each band. (The 23 June edition of All Change will say more about this).

## The new pay bands

Band	Minimum	Maximum
1	£10,762	£11,827
2	£11,508	£14,278
3	£13,266	£15,877
4	£15,504	£18,647
5	£18,114	£23,442
6	£21,630	£29,302
7	£26,106	£34,417
8 Range A	£33,298	£39,958
8 Range B	£38,786	£47,949
8 Range C	£46,671	£57,539
8 Range D	£55,941	£69,260

## New working hours

All full-time staff will have a standard working week of **37½ hours**, excluding meal breaks.

For full-time staff who currently do not work this number of hours, a phased adjustment to hours will apply, which will see them gradually move to 37½ over an agreed period of time.

## Staff working unsocial hours within standard working week

If your job means you regularly work, as part of your standard working week, on evenings, nights, weekends or bank holidays, you will receive a pay supplement.

The supplement will be calculated as a percentage of basic salary. It will be based on an **average** number of unsocial hours which are calculated over 13 weeks or over a period in which one cycle of a rota is completed.

### Definition of unsocial hours

Unsocial Hours	Times
<b>Bands 1-7</b>	Any hours outwith 7am to 7pm Monday to Friday and all hours worked on Saturdays, Sundays and bank/public holidays.
<b>Band 8</b>	Any hours out with 7am to 10pm Monday to Friday and 9am to 1pm on Saturdays plus all hours worked on bank/public holidays.

### Unsocial hours supplement

Av Hrs Worked	% of Salary	
	Bands 1-7	Band 8
Up to 5	By local agreement	
More than 5 – 9	9%	9%
More than 9 – 13	13%	10%
More than 13 – 17	17%	10%
More than 5 – 21	21%	10%
More than 5 – 9	25%	10%

## Staff on-call outwith the standard working week

If you are required to be on-call, you will receive a pay supplement depending on the frequency of your rota.

If you are on-call and actually called into work, you will receive pay for the extra hours worked, including any travel time.

Staff who currently have 'local' on-call arrangements may agree with their employer to retain these for a period of up to four years.

### On-call supplement

On Call Frequency	% of Salary
1 in 3 plus	9.5%
1 in 6 plus but less than 1 in 3	4.5%
1 in 9 plus but less than 1 in 6	3.0%
1 in 12 plus but less than 1 in 9	2.0%
Less than 1 in 12	By Local agreement

## Overtime

**Only staff in pay-bands 1-7 will be entitled to overtime payments and you will receive them when you have worked in excess of your standard working week of 37½ hours.**

All NHS staff in those bands will receive a common rate of time-and-a-half for overtime, except for bank/public Holidays, which will be paid at double-time.

### Annual leave and public holidays

All staff will receive the same entitlements for annual leave and public holidays, although there will be a five-year protection period for those staff who currently receive more. Those working other than a standard 7½-hour shift will have their annual leave calculated in hours rather than days to ensure they are not disadvantaged. This arrangement will also apply to part-time staff.

Staff required to work public holidays will be entitled to equivalent time-off in lieu in addition to payment.

### New annual leave entitlement

Length of service	No. of Days
Up to 5 years	27 days + 8 public holidays
5 – 10 years	29 days + 8 public holidays
More than 10 years	33 days + 8 public holidays

### Recruitment and retention

There are particular types of job where it is very difficult to recruit and keep staff. Agenda for Change lets employers offer extra pay supplements of up to 30% above basic salary, known as the Recruitment and Retention Premia. This will be negotiated and monitored at a Scottish level.

### Pay protection

In the minority of cases where protection of earnings may be necessary, the Scottish Agenda for Change pay protection arrangements will apply.

### What's happening?

Staff in the Agenda for Change project teams are busy setting up and delivering awareness training across all Divisions aimed at NHS Greater Glasgow's 33,000 staff. Details of sessions will be published on the website. Our website – [www.nhsgg.org.uk/agendaforchange](http://www.nhsgg.org.uk/agendaforchange) – also has an e-mail box that you can use to send in any comments or questions you might have about Agenda for Change.

For full details of Terms and Conditions please refer to the **Agenda for Change Proposed Agreement**. This can be accessed on [www.show.scot.nhs.uk/sehd/paymodernisation/](http://www.show.scot.nhs.uk/sehd/paymodernisation/) and there is also a link on our website. **Please note that the Agenda for Change proposals are subject to review and the details provided above are accurate at the time of going to print.**

**Did you get the 12th May edition of All Change?** – If not, contact your line manager or visit [www.nhsgg.org.uk/agendaforchange](http://www.nhsgg.org.uk/agendaforchange). The next edition of All Change will be out on 9 June and will have a major feature on Job Matching and Evaluation.

### Further Information

In advance of local divisional contacts being arranged call or e-mail the following people:

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