

NHS Terms and Conditions of Service Handbook

This is Volume 3 of the record of amendments

This is a chronological record of amendments to the Handbook starting on 1 January 2011.

Changes to terms and conditions in the NHS Terms and Conditions of Service Handbook are notified to employers by pay circulars and notices in the NHS Workforce Bulletin. The Handbook is on the NHS Employers website at:

www.nhsemployers.org/pay-conditions/agenda-for-change.cfm

Amendment Number	Section(s)/ Annex(es) Number(s)	Section(s) Title	Amendment(s)	Date Amended	Circular Number
22		Title page	The reference to amendment number 21 is changed to: Amendment number 22 Pay circular (AforC) 6/2010 is changed to Pay circular (AforC) 1/2011	31-01-2011	1/2011
	36	Employment break scheme	Paragraph 36.15: a further bullet point has been added as follows: <ul style="list-style-type: none"> NHS pension arrangements during the break. Further information for Scheme members in England and Wales can be obtained from the NHS Pensions website at www.nhsbsa.nhs.uk/Pensions. Members in Northern Ireland should refer to the HSC Pension Service website www.hscpensions.hscni.net. Members in Scotland should refer to the Scottish Public Pensions Agency circular 2009/13 which can be found on their website www.sppa.gov.uk/nhs/circulars2009.htm. <p>Paragraph 36.18: the word “pensions” in line one has been deleted so that the paragraph now is:</p> <p>Other provisions depending upon length of service, i.e. contractual redundancy payments, leave entitlements etc, should be suspended for the period of the break (see also separate provisions in Section 12).</p>		

23		Title page	The reference to amendment number 22 is changed to: Amendment number 23 Pay circular (AforC) 1/2011 is changed to Pay circular (AforC) 2/2011	24-03-2011	2/2011
	Annex B	Table 13	Annex B is a chronological record of pay rates since 1 October 2004. Therefore the existing Table 13 in Annex C becomes Table 12g in Annex B. A new Table 13 in Annex C contains the new pay point values and pay bands which are effective from 1 April 2011.		
24		Title page	“Amendment number 23” is deleted and replaced by “ Amendment number 24 ” “Pay Circular (AforC) 2/2011” is changed to “ Pay Circular (AforC) 3/2011 ”.	11-04-2011	3/2011
		Contents	The title of Annex R has been changed from: “Guidance on the application of nationally agreed recruitment and retention premia” to: “Withdrawal of nationally agreed recruitment and retention premia and transitional arrangements” Annex W "Support for professional fees for staff in bands 5 to 8A (England only)" is deleted and replaced with " Annex W (Unallocated) ".		
	Section 5	Recruitment and retention premia	The last sentence of para 5.3: “Guidance on the application of national recruitment and retention premia is set out in Annex R.” is deleted. The heading above paragraph 5.14 "Transitional arrangements" and paragraph 5.14 itself is deleted. Paragraph 5.14 was: "Further information on assimilation and protection arrangements during the transition to the new system is set out in Part 7, including information on those jobs where it is agreed that there is prima facie evidence that a premium is necessary, to ensure the position of the NHS is maintained in relation to the relevant external labour market, during the transitional period		

			(see Table 20 in Annex R). “		
	Section 46	Assimilation and protection	<p>Paras 46.46 to 46.48 and Table 11, "Jobs subject to nationally agreed recruitment premia" are deleted.</p> <p>Paras 46.49 and 46.50 are renumbered as "46.46 and 46.47".</p> <p>The changes which result from the deletion of Table 11 are set out below.</p> <p>Table 12 in Annex B, "Pay bands and pay points on the second pay spine in England at 1 October 2004" becomes "Table 11" and all the following tables are renumbered up to Table 26 in Annex A3 "Principles for harmonised on-call arrangements" which becomes Table 25.</p> <p>In Section 2, paragraph 2.5, line 7 "Tables 21 and 22" becomes "Tables 20 and 21"; in paragraph 2.10, line 5 "(Table 21)" becomes "(Table 20)" and in the same paragraph in line 7 "(Table 22)" becomes "(Table 21)".</p> <p>In Annex E, paragraph 8, line 9 "Table 14, becomes "Table 13".</p> <p>In Annex F, paragraph 2, line 8 "Table 14" becomes "Table 13".</p> <p>In Annex I, in the third line of the note under "Table 18d" "Table 19" becomes "Table 17e".</p> <p>In Annex X, paragraph 2, line 1 "Table 21" becomes "Table 20"; in paragraph 3 in Annex X, line 3 "Table 22" becomes "Table 21" and in paragraph 4, line 11 "Tables 21 and 22" becomes "Tables 20 and 21".</p>		
	Annex R	Guidance on the application of nationally agreed recruitment and retention premia	This annex is deleted and replaced with a new Annex R - " Withdrawal of nationally agreed recruitment and retention premia and transitional arrangements. "		
	Annex W	Support for professional fees for staff in bands 5	The contents of Annex W are deleted and this Annex becomes " Unallocated ".		

		to 8A (England only)			
	Annex A2	Guidance on frequently asked questions	<p>The following Q&A are deleted:</p> <p>Implementation annexes: Annex R: Guidance on the application of nationally agreed recruitment and retention premia Paragraph 13 Footnote number 1 Are trusts that employ maintenance crafts persons and qualified maintenance technicians required to pay the specified amount of national recruitment and retention premia or can this be varied to a lower rate or not paid at all? The amount specified in Annex R should be paid to all staff so designated. RRP cannot be paid at less than the agreed national rate (£3,205). The nationally agreed rate can be increased “where it is necessary to ensure no loss under the rules in paragraphs 4 to 7 in Annex R (paragraph 13). The minimum level of RRP in Annex R should be paid until it is otherwise varied by the Staff Council.</p> <p>Implementation annexes: Annex R: Guidance on the application of nationally agreed recruitment and retention premia Paragraph 13 Footnote number 1 Will the recruitment and retention premium for qualified maintenance crafts persons and technicians be updated? Yes – the value of the premium is £3,205 from 1 April 2009. (See also paragraph 17 in Annex R).</p> <p>Implementation annexes: Annex R: Guidance on the application of nationally agreed recruitment and retention premia Paragraph 18 in Annex R: National Long-Term Recruitment and Retention Premia Footnote number 2 How long do the national long-term RRPs for posts in the list in Table 20 in Annex R continue? On assimilation the minimum level of premium for posts listed in Table 20 should be set locally. During the transition period the level of premium should be at least sufficient to ensure that staff do not require pay</p>		

			protection (paragraph 9 in Annex R). After the transition period local partnerships will need to review the value of any continuing RRP in accordance with the provisions in Section 5. This does not apply to RRPs for qualified maintenance craft persons, qualified maintenance technicians and chaplains in Annex R.		
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