

Minor updates to the NHS Terms and Conditions of Service Handbook

Pay and Conditions Circular (AforC) 4/2014

Summary

This Pay and Conditions Circular informs employers of various textual changes to the NHS Terms and Conditions of Service Handbook which have been agreed by the NHS Staff Council.

The amendments to the Handbook detailed in the Annex to this circular will be published in amendment number 33.

Action

1. Employers should check if the textual changes in the Annex to this Circular have any implications for their local policies.

Effect of this amendment

2. The changes which are made effective by this circular are described in detail in the attached Annex.

Enquiries

3. Employees must direct personal enquiries to their employer.
4. Employers should direct enquiries to: agendaforchange@nhsemployers.org
5. Copies of this circular can be downloaded from: www.nhsemployers.org
6. A copy of the NHS Terms and Conditions of Service Handbook can be downloaded from the NHS Employers website at the following web address:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/nhs-terms-and-conditions/nhs-terms-and-conditions-of-service-handbook>

11 August 2014

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7. Prior to the establishment of NHS Employers in November 2004, responsibility to inform the NHS of changes to pay and allowances for staff on Agenda for Change contracts rested with the Department of Health. Changes were published in Advance Letters. Copies of Advance Letters going back to 1995 may be obtained from the Department of Health website.

Issued by

A handwritten signature in black ink, appearing to read 'Geoffrey Winnard', with a stylized flourish at the end.

Geoffrey Winnard

Assistant Director - Agenda for Change and Employment Relations

NHS Employers

Annex

Pay Circular (AforC) 4/2014

NHS Terms and Conditions of Service Handbook, amendment number 33

Title page

“Amendment number 32” is deleted and replaced by “**Amendment number 33**”

“Pay Circular (AforC) 3/2014” is changed to “**Pay Circular (AforC) 4/2014**”.

Contents

The entry "Annex V: NHSScotland: Partnership Information Network guidelines" is changed to "**Annex V: NHSScotland: partnership information network (PIN) policies**"

Principles and partnership

Paragraph 2: line 7: the word "guidelines" is deleted and the word "**policies**" is inserted.

Section 1: Pay structure

In paragraph 5: line 1: the word "third" is deleted and the word "**fourth**" is inserted".

Section 1(a) (England): pay structure

In paragraph 5: line 1: the word "third" is deleted and the word "**fourth**" is inserted".

Section 14(a) (England): sickness absence

In paragraph 1: line 6: “POSHH” is deleted and “**Health, Safety and Wellbeing Partnership Group (HSWPG)**” is inserted.

In paragraph 1: line 8: “These POSHH guidelines” is changed to “**These guidelines.**”

In paragraph 4: line 2: the word “contracted” is inserted after the word “disease”.

In paragraph 4: line 3: the words “and” and “not” are deleted.

Section 35: Balancing work and personal life

In paragraph 31: line 3: the sentence "the rate of SAP is the same as for statutory maternity pay" (the last sentence) is deleted.

Annex G: Good practice guidance on managing working patterns

In paragraph 4: line 7: the word "Guidelines" is deleted and the word "**policies**" is inserted.

Annex N: Subsistence allowances

In paragraph 4 the entries:

"Married employees and employees with responsibilities equivalent to those of married employees."

"Employees without responsibilities equivalent to those of married employees and those staying in non-commercial accommodation."

"Maximum amount payable: £25.00"

are deleted.

Annex V: NHSScotland

The existing Annex V is deleted and a new Annex V is inserted.

Annex A2: guidance on frequently asked questions (FAQs)

"Part 2: Pay

Part 2: Section 1: Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service."
is changed to

"Part 2: Pay

Part 2: Section 1: Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service. If you have any queries about specific circumstances, please contact the Joint Secretaries."

Annex A2(a) (England): guidance on frequently asked questions (FAQs)

"Part 2: Pay

Part 2: Section 1(a) (England): Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service."

is changed to

"Part 2: Pay

Part 2: Section 1(a) (England): Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service. If you have any queries about specific circumstances, please contact the Joint Secretaries."

Part 3: Section 14(a) (England): Sickness absence

Paragraph 4

Footnote number 2

Are on-call allowances and on-call payments included in pay during sickness absence?

Paragraph 14.4 allows on-call allowances and payments to be included in pay during sickness absence for staff on pay spine points 1 to 8 only. This will include on-call allowances and on-call payments where these are normally paid at regular intervals. An allowance which is paid only occasionally will not count.

is changed to

Part 3: Section 14(a) (England): Sickness absence

Paragraph 4

Footnote number 2

Are on-call allowances and on-call payments included in pay during sickness absence?

Paragraph 14.4 allows on-call allowances and payments to be included in pay during sickness absence only for staff on pay spine points 1 to 8 and those absent due to a work related injury or disease, contracted in the actual discharge of their duties. This will include on-call allowances and on-call payments where these are normally paid at regular intervals. An allowance which is paid only occasionally will not count.