

Checklist: relevant information about local on-call payment systems

The NHS Staff Council's on-call sub-group has developed the following list of questions. The list is not exhaustive but it aims to support local partnerships when considering what information they need to get – in partnership – in preparation for local negotiations to harmonise on-call payment arrangements, when the national principles have been finalised.

Rotas
1. How many staff does this system apply to?
2. Is there an on-call rota?
3. How many staff participate in the rota?
4. What period does the rota cover?
5. Is participation in the rota voluntary or required ie is it part of the contractual commitment?
6. Is a system of electronic rostering involved?
7. If yes, is this a system of self-rostering?
Payments
8. Is there an annualised commitment fee?
9. How is the payment made up eg is there a sessional fee, is there a monthly payment?
10. Does payment depend on frequency of commitment?
11. If it does, how is the calculation done?

12. Say how payment for each type of commitment is worked out e.g. standing-by at home or at the place of work: call-out?
13. Are any other types of commitment paid for?
14. Is travel to work time paid for?
15. What, if any payment is made for working at home eg telephone or computer work?
16. Is payment at enhanced rates on public holidays – if so, give details?
17. Is payment based on frequency of commitment eg is it in line with Section 2, paragraphs 2.31 to 2.47 in the NHS terms and conditions of service handbook.
Time off
18. Is there an option to take time off in lieu, rather than be paid?
19. How does this work?
20. How is the amount of time off calculated?
21. How is compensatory rest recorded?
22. How is compliance with the working time regulations managed?
The type of work done
23. Is the work done on-call the same or different to the work done in normal hours?
24. Is the pay the same or different?
25. If it is different please say how this works?

Back up
26. Is there second and third level back-up cover?
27. Are there different rates of pay for different levels of on-call cover e.g. second and/or third in line cover?

Part-time staff
Do part-time staff participate in the rota?
If so how are their payments worked out?