



Members' Guide 2008

Health and
Social Care

Agenda for
Change

Conditions of
Service and
Pay Bands

nipsa

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HOURS

With the implementation of Agenda for Change the standard hours for full-time staff, excluding lunchbreaks is 37¹/₂ per week. Protection Arrangements for the staff working less than 37¹/₂ hours are as follows:-

Current Full Time Hours	New Hours	Timescales
36	2 years on 37	1.12.07 - 30.11.09
35	4 years on 35 2 years on 36 1 year on 37	1.12.04 - 30.11.08 1.12.08 - 30.11.10 1.12.10 - 30.11.11
33	4 years on 33 2 years on 35 1 year on 37	1.12.04 - 30.11.08 1.12.08 - 30.11.10 1.12.10 - 30.11.11

UNSOCIAL HOURS CHANGES

Pay Band	Any time on Sat (m'night-m'night) & any week day after 8pm & before 6am	All time on Sun & Public Hols (m'night-m'night)
1	Time plus 50%	Double Time
2	Time plus 44%	Time plus 88%
3	Time plus 37%	Time plus 74%
4-9	Time plus 30%	Time plus 60%

KNOWLEDGE AND SKILLS FRAMEWORK

KSF Framework defines and describes the knowledge and skills that members need to apply in their jobs to deliver quality services. It is designed to support the development of individuals in the work they do in their current post and for future career progression.

At two defined points in a pay band known as '**Gateways**' you will be required to demonstrate you are applying the relevant knowledge and skills identified in the KSF outline for your post, as part of this process you will undertake an annual development review.

The 2 Gateways are as follows:-

- **Foundation Gateway** - This takes place no later than 12 months after you are appointed to a pay band. The purpose is to check you can meet the basic requirements for the post.
- **Second Gateway** - This is a fixed point towards the top of a pay band. At this stage, you will be required to demonstrate you are meeting the full demands of the post. Position of Second Gateway:-

Pay Band	Position of Second Gateway
Band 1	Before final point
Band 2-4	Before 1st of last 2 points
Band 5-7	Before 1st of last 3 points
Band 8 (Ranges A-D)	Before final point
Band 9	Before final point

TRAVEL AND SUBSISTENCE

CAR MILEAGE RATES with effect from 1.7.08

Regular User

	Lump Sum	Up to 9,000 miles	Over 9,000 miles
- up to 1,000 cc	£508	29.7p	17.8p
- 1,001 to 1,500 cc	£626	36.9p	20.1p
- Over 1,500 cc	£760	44.0p	22.6p

Standard Rate

	Up to 3,500 miles	Over 3,500 miles
- up to 1,000 cc	37.4p	17.8p
- 1,001 to 1,500 cc	47.3p	20.1p
- Over 1,500 cc	58.3p	22.6p

Motor Cycle Rate

	Up to 5,000 miles	Over 5,000 miles
- 125 cc or less	16.2p	6.1p
- Over 125 cc	25.3p	9.0p

Public Transport Rate (PTR) - 24.0p

Passenger Allowances - 5p per mile

Pedal Cycle - minimum 10p per mile

SUBSISTENCE ALLOWANCES

RECOMMENDED ALLOWANCES

Day Subsistence

Lunch (more than 5 hours away from base)	£5.00
Evening Meal (more than 10 hours and return after 7.00 pm)	£15.00

Night Subsistence

- First 30 nights	- Receipted actuals up to maximum of £55* subject to provision of para 18.3 of Agreement
- Meals allowance	- £20 per 24 hour period
- Night allowance (non commercial accommodation)	- £25 per 24 hour period
- Incidental expenses	- £4.20 per 24 hour period (subject to tax liability)

Overtime Payment

All staff in Pay Bands 1 - 7 eligible for overtime payments. Single rate - time and a half except for work on general public holidays - double time.

LEAVE

ANNUAL LEAVE & GENERAL PUBLIC HOLIDAYS

On appointment	27 + 10
After 5 years service	29 + 10
After 10 years service	33 + 10

To convert Annual Leave entitlement to hours use the following:-

Weekly contracted hours divided by 5 multiplied by leave entitlement in days, eg a member who works 25 hours with 10 years service, would calculate leave in hours as follows:-

25 divided by 5 multiplied by 33 = 165 hours.

To convert public holiday entitlement to hours use the following formula:-

Weekly contracted hours divided by 5 multiplied by 10 days.

SICK ABSENCE

Sick Pay

- | | |
|---------------------------------------|----------------------|
| - During 1st year of service | - 1 month's full pay |
| | - 2 month's half pay |
| - During 2nd year of service | - 2 month's full pay |
| | - 2 month's half pay |
| - During 3rd year of service | - 4 month's full pay |
| | - 4 month's half pay |
| - During 4th and 5th years of service | - 5 month's full pay |
| | - 5 month's half pay |
| - Over 5 years service | - 6 month's full pay |
| | - 6 month's half pay |

MATERNITY

- | | | |
|-------|--------------------|-------------------|
| Leave | - Up to 52 weeks | - paid and unpaid |
| Pay | - 39 weeks | - paid |
| | - remaining period | - unpaid |

Qualifying service periods apply

MATERNITY SUPPORT LEAVE

Two weeks leave with full pay plus reasonable time off to attend ante-natal classes.

PARENTAL LEAVE

Up to 13 weeks unpaid leave.

ADOPTION LEAVE

Same leave and pay as for maternity.

EMPLOYMENT BREAK SCHEME

All staff should have access to an Employment Break Scheme. The minimum length of break should be 3 months and the maximum 5 years.



Review of Public Administration

plus

Comprehensive Spending Review

plus

Efficiency Savings

equals

***Cuts in Health and
Social Care Provision***

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**Protecting Public Services
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