

## Should auld acquaintance be forgot?

Long time – no see. It's been a while since the last edition of *All Change* but many people have been working long hours over the last seven months to make sure that Agenda for Change (AfC) becomes a reality for NHSGG's staff.

Because of the timelag since the last *All Change*, there's a chance to recap what AfC is all about below. But first, some important news...

## Hotel Services staff move to Agenda for Change in February

The first group of NHS Greater Glasgow (NHSGG) staff to be paid under the new AfC agreement will be around 1700 staff in Hotel Services, part of the Support Services job family.

At the end of February, weekly and monthly paid Hotel Services staff, who have signed off their job descriptions and have been successfully matched to National Profiles, will be paid on the new AfC rates of pay. Hotel Services posts include Domestic Assistants (ward cleaning), General Services Assistants, Support Services Assistants, Porters, Laundry and Sewing Room staff and Drivers. Charge hands and Supervisor posts are also included.

**Not all** staff in the types of posts listed above will be paid at the end of February. Some of the reasons for this include situations where a post has not matched to a national profile and may be put forward for local evaluation (or set aside if a new profile is to be published) and where posts that are currently part of Support Services or Facilities have been matched against national profiles in a different job family or sub-job family. Two examples of this are General Assistants, who work in laboratory areas and who have been matched to the Clinical Support Worker profile in the Health Science Services job family; and Theatre Porters, who have been matched to the Porter (Theatre) profile in Sterile Services or another sub-job family in Support Services.

One of the features of AfC is that staff are grouped in new job families that in some cases are different from traditional Whitley Council groups. All of the new AfC Job Families are divided into sub-job families. Support Services sub-job families include Hotel Services, Catering, Maintenance and Estates, Stores, Sterile Services, Security and Supplies and Procurement.

We are already making preparations for more staff to move across to the new pay bands in the next few months. More details will be publicised in the next edition of *All Change*.

## Agenda for Change Explained

During 2004, NHSGG began work to implement a new pay and conditions of service package called Agenda for Change. Designed to modernise the NHS pay system and create fair, harmonised conditions of service, the new package is the most radical shake-up of the NHS pay system since 1948 and affects **all** NHS staff across the UK, with the exception of consultants, doctors, dentists and some senior managers

Agenda for Change introduces a new NHS Job Evaluation Scheme based on principles of equal pay for work of equal value. Over the years, various anomalies and differences have come about between different parts of the NHS. This can mean that staff doing similar jobs have different pay and conditions of service depending on where they work.

AfC will smooth out these differences and provide a fair and level playing field for each group of staff. Two new **pay spines** will be introduced with 9 pay bands. NHSGG jobs are submitted for job matching or job evaluation and this process determines which pay band you are placed on.

### What are the aims of AfC?

The Scottish Executive are motivated by the improvements promised by the initiative:

- The new pay system will support new ways of working, which in turn will lead to more patients being treated more quickly;
- The balance of skills in the NHS workforce will be improved;
- Recruitment, staff retention and morale will be raised;
- Terms and conditions will reflect equal opportunities, especially with regard to career development and training opportunities, and provide more flexible, family-friendly working patterns;
- Equal pay for equal work through fairer, modernised pay bands.

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Agenda for Change is being implemented in full co-operation between staff side partners and NHSGG. A full-time project team of HR and staff side officials lead the project, reporting to a partnership based Project Steering Group, which includes representation from across NHS Greater Glasgow.

### **What is Job Evaluation?**

Job Evaluation is essentially a system for comparing different jobs. It looks at the demands of the job only and not the performance of any individual employee. Comparisons are based on 16 different factors, leading to a decision on which pay-band each job will be placed in.

The new scheme considers the knowledge and skills required to do the job, the responsibilities involved, the physical, mental and emotional effort required as well as any extra demands imposed by the working environment.

It also captures most of those aspects of jobs currently recognised through pay supplements and allowances. The outcome of the Job Evaluation Scheme will be a points score which can be matched up against pay-bands and allow the basic level of salary to be determined. The new pay structure will bring jobs of similar scores together into common pay bands.

### **What are Job Profiles?**

You may have heard the term 'Job Profile' and wondered what it means. These are "National Job Profiles" that have been developed for most standard NHS jobs that have many common features.

The profiles developed for the evaluation scheme are agreed in partnership following a process of consultation. Every Job Profile comes with a rationale describing the evaluation decision, factor by factor.

National Job Profiles provide a basis for introducing the new NHS pay system without having to evaluate every single job individually at a local level. There are job profiles available for all job families and these can be viewed on the pay modernisation website at: -

[http://www.dh.gov.uk/PolicyAndGuidance/HumanResourcesAndTraining/ModernisingPay/AgendaForChange/AgendaForChangeArticle/fs/en?CONTENT\\_ID=4102346&chk=ahQUPq](http://www.dh.gov.uk/PolicyAndGuidance/HumanResourcesAndTraining/ModernisingPay/AgendaForChange/AgendaForChangeArticle/fs/en?CONTENT_ID=4102346&chk=ahQUPq)

### **Job Matching**

This is the phrase used to describe a process where jobs are matched across 16 factors using a job description, person specification and other evidence provided either in writing or verbally. Where a job clearly matches a National Job Profile, it will be possible to place it directly in the appropriate pay-band.

NHSGG's **Job Matching Panels** are made up of two staff and two management representatives. Panel members are trained to use job evaluation computer software that aids the matching process.

**Job Evaluation Panels** will use completed **Job Analysis Questionnaires (JAQs)** rather than job descriptions to evaluate those **jobs that don't match a national profile**. If your job is evaluated locally, you will be asked to complete a JAQ. After you have done this, you will meet two trained job analysts – one each representing the staff side and management – and they will make sure that all the information required by the evaluation panel has been provided. This phase of the project will commence in the first quarter of 2006.

### **What is meant by Assimilation?**

"Assimilation" is the expression used to transfer staff from their Whitley Council pay scales to AfC pay bands. This process follows on from your job being matched against a national profile or locally evaluated using a Job Analysis Questionnaire.

### **How will you be notified of your new terms and conditions?**

You will receive a letter explaining the changes to your pay, allowances and other terms and conditions. Attached to this letter will be your matched job report and the national job profile, which applied to your job if it has been matched, or the evaluated job report if your job was locally evaluated.

### **Who will I contact if I have a query?**

Local contacts will be identified in each operating division/Directorate within NHSGG, details of whom will be advertised on local notice boards, intranet sites and will be available from HR departments.

### **When will I receive my new rate of pay?**

Hotel Services sub job family will be paid in February. Discussions are ongoing to determine a timetable for transferring **other** NHSGG staff groups across to the full Agenda for Change terms and conditions, details of which will be published in due course.

### **Will this payment be backdated?**

Yes, AfC effective date is **01 October 2004** (or your date of commencement with the NHS if this is later). Once you have transferred across to your new Agenda for Change Pay Band it is anticipated that any back pay you may be entitled to, will be paid to you in due course.

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## Assimilation Awareness Workshops

Starting in January 2006 assimilation training is being rolled out across NHS GG. The aim of which is to advise HR, Managers, Payroll and Staff Representatives on the assimilation process and explain the content of the assimilation letter. These initial sessions have been targeted at those dealing with the Hotel Services staff groups.

Those attending will be equipped to deal with employee enquiries as the assimilation of NHS GG staff progresses. This should help employees understand the process as they move across from Whitley Council pay scales to Agenda for Change pay bands.

## When will I have to start on my Knowledge and Skills Framework (KSF)?

The first thing you need to do is to develop a KSF outline for your post. **You do not need to wait until assimilation to develop your KSF outlines, work can begin as soon as a job description for a post has been agreed**; however outlines must be developed and agreed **within three months of being assimilated**. KSF outlines are based on the job description for the post and developed and agreed in partnership by staff and managers.

When you have an agreed KSF outline for your post, you and your manager and reviewer should meet and develop a Personal Development Plan based on the outline. All staff should have a KSF outline for their post and a Personal Development Plan based on the outline by October 2006.

For more information, training and support to develop KSF outlines, and for further information on KSF please contact the KSF leads for your Division or see the KSF Newsletter.

## Just a reminder of general terms and conditions

### Overtime

Overtime rates have been harmonised in Agenda for Change, all overtime will be paid at time and half with the exception of overtime-public holiday, which will be at double time.

### Please Note:

There was an agreement made last year to continue to pay double time for Sunday overtime until staff are assimilated on the understanding that if you are entitled to arrears of pay that the difference between double time and time and half will be offset against back pay due.

### Local Agreements across NHS GG

Some staff groups currently receive average overtime payments during periods of sick leave and annual leave. There is no facility in Agenda for Change to continue paying this and will therefore cease on assimilation.

### What is the Interim Regime for Unsocial Hours?

The NHS Staff Council are currently reviewing and devising new harmonised arrangements to be paid to staff for work during unsocial hours including on call. In the mean time an arrangement to continue to pay staff their current Whitley enhanced rates for work carried out during unsocial hours, when worked as part of the standard working week, has been agreed. This is known as the "Interim Regime" (further details can be found in part 2 section 2 of the AfC handbook). This agreement covers the period from **01 October 2004 until 30 September 2006**.

## LOCAL CONTACTS

### NORTH GLASGOW

e-mail: [afc@northglasgow.scot.nhs.uk](mailto:afc@northglasgow.scot.nhs.uk)

Write to: Divisional Human Resources,  
North Glasgow, 300 Balgrayhill Road,  
Glasgow G21 3UR

### SOUTH GLASGOW

e-mail: [carolann.mcnicol@sgh.scot.nhs.uk](mailto:carolann.mcnicol@sgh.scot.nhs.uk)

Write to: Agenda for Change,  
c/o Human resources Department,  
Management Annexe, Southern General Hospital

### YORKHILL

e-mail: [afc@yorkhill.scot.nhs.uk](mailto:afc@yorkhill.scot.nhs.uk)

Write to: Human Resources Office  
2<sup>nd</sup> Floor, Medical Records Building

### PRIMARY CARE

e-mail: [agendaforchangequestion@glacomen.scot.nhs.uk](mailto:agendaforchangequestion@glacomen.scot.nhs.uk)

Write to: Your local HR advisor via your line manager

### NHS BOARD

e-mail: [agendaforchange@nhs.org.uk](mailto:agendaforchange@nhs.org.uk)

## What's New?

### What will this mean for you?

It will mean that as you start transferring across to AfC pay bands your current unsocial hours arrangements will continue, **but be paid** at the new AfC rates until the new negotiated terms replace those currently in place.

### Recruitment & Retention Premia Policy Released

The AfC handbook (Section 5 and Annex R) contains a facility to pay a recruitment and retention premia in addition to the pay of an individual post or specific group of posts. The policy describes the implementation process and a copy can be obtained from your local HR Department or NHS Greater Glasgow website.

### Payment for staff who previously weren't entitled to enhanced hours

One of the benefits of Agenda for Change is allowing staff groups, who previously weren't entitled to unsocial hours under Whitley Council arrangements, to now gain an entitlement to payment, if hours were worked as part of the normal working week.

The Glasgow Terms and Conditions Working Group has produced a protocol, which addresses this. However, this is still in draft format and will hopefully be agreed in the near future.

A list of staff groups affected can be obtained from your local AfC lead.

Previous *All Change* newsletters and copies of the AfC Handbook and other material can be downloaded from:  
[www.nhs.org.uk/agendaforchange](http://www.nhs.org.uk/agendaforchange)

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