

Early Implementers

AGENDA FOR CHANGE EARLY IMPLEMENTERS NEWSLETTER

Issue no 2

June/July 2003

This is the second newsletter for UNISON stewards and members. It mainly consists of reports directly from UNISON representatives at the EI sites.

Ballot Result

UNISON has announced the results of its ballot of all health service members. 81.5% of members who voted were in favour of proceeding with the NHS pay modernisation, Agenda for Change, in 12 Early Implementer (EI) test sites.

This decision in support of the recommendation of UNISON's Special Health Conference allows Agenda for Change go ahead in the Early Implementer sites. Its impact will be monitored closely so that problems can be identified and resolved, where necessary through further negotiation. Having reviewed its impact in the EI sites, the decision on whether the system should be rolled out to the rest of the NHS will be the subject of a further membership ballot in 2004.

The full result of the ballot was as follows.

76,056 (81.5%) voted YES
17,224 (18.5%) voted NO
Number of ballot papers distributed: 425,790
Number of papers returned: 93,280 (22% turnout)

Job Evaluation and Job Profiles

So far 120 National Job Profiles have been published. The full list can be accessed and viewed through UNISON's Agenda for Change website: <http://www.unison.org.uk/healthcare/a4c/jobevaluation.asp>

Further National Profiles are expected to be published in the near future. However in addition Early Implementer Sites will be developing local profiles (jointly developed through local Matching Panels) that will be fed into a central list to become national profiles.

UNISON is providing 3 training courses for activists advising members on Agenda for Change. These are courses for:

- i. Advisors and advocates
- ii. Local Representatives
- iii. Grievance Panel members

These will initially be aimed at health sector activists working in Early Implementer Sites. Details of the courses are available from the following email address: r.baughan@unison.co.uk

Branch Organisation and Development

UNISON Early Implementer Branches are currently working with UNISON's Regional and National Officers, to assess and develop branch organisation in Early Implementer sites.

What is happening in the EI sites currently?

Since the last newsletter a further meeting of Early Implementer Branch Representatives has been held in London. Below is a summary of the news from these sites.

Acute Trusts

At **Papworth** job matching, local evaluator panel, and extended awareness training have been completed.

The new annual leave and working hours were implemented on June 1. For those working more than 37_ hours under their old terms and conditions, time and a half will be paid for hours in excess of 37_ hours. Work has commenced on job descriptions.

UNISON Eastern Region is developing a recruitment strategy with Papworth's UNISON stewards.

At **Aintree Hospitals NHS Trust** they have established a Project Steering Group and a Project Team. UNISON holds seats on both. The Project Team has four Groups reporting to it covering

- Job Evaluation
- Knowledge & Skills
- Terms & Conditions
- Communications

Assimilation to the new pay arrangements will take place between 1/6/03 and 1/12/03, all backdated to 1/6/03.

All job descriptions have been agreed. A Knowledge & Skills Framework Proforma has been developed.

At **Guys and St. Thomas** a Project Manager has been appointed. He will work closely with a Deputy Project Manager (who is a Staff Side Representative). The Pay and Conditions Forum/ Project Executive has established eight workstreams to lead on implementation on specific parts of Agenda for Change. Each workstream is headed by one manager and one staff-side representative. Matching is due to start soon. There is concern about the number of people trained for the matching process. All Trust Contract Staff are to have jobs evaluated early and would not be required to make a decision about whether to move onto national terms and conditions until this has been done. It has been agreed that pay for new starters would be protected where necessary.

Guys & St. Thomas has a dedicated Agenda for Change Office and website which links to the UNISON site. It also is publishing a regular electronic Agenda for Change Newsletter for staff.

At **City Hospitals Sunderland NHS Trust** a Joint Staff Group letter to be distributed to members has been agreed. A help-line for Agenda for Change has been established.

There are to be both Job Evaluation and Knowledge and Skills Framework Roadshows in July and August. Job Analysis training is being provided. However staff are having difficulties in getting to the training because of where it is being held.

City Hospitals Sunderland is producing an Agenda for Change newsletter. The

in-house magazine has a trade union section.

The Information Technology hardware for matching is in place but won't be up and running until July. Matching has already started and is being done manually.

Community Trusts

At **Herefordshire PCT** the number of UNISON stewards has increased from one to seventeen.

A letter jointly agreed between staff and management side has been sent out to all staff. All staff are currently on local terms and conditions. Staff have been asked to indicate whether they wish to transfer over to the proposed Agenda for Change terms and conditions. Management has agreed that staff transferring over to the new Terms and Conditions will have their annual leave entitlement calculated in line with Agenda for Change provisions, over the full 12 months backdated to 1 April.

Unsocial hours will be calculated over a 13 week reference period. The reference period will be audited every two years. Those staff who every 37.5 hours worked, work less than 5 hours of their time as unsocial hours, will have their percentage supplement calculated as follows:

- More than 0 and up to 1 hours 1%
- More than 1 and up to 2 hours 2%
- More than 2 and up to 3 hours 3%
- More than 3 and up to 4 hours 4%
- More than 4 and up to 5 hours 5%

At Central Cheshire Primary Care Trust the implementation process began on 11 June, backdated to 1 June. In April the Terms & Conditions Group identified certain groups for special attention. As a result the following sub-groups were formed:

- Ancillary Staff (who are on Trust Contracts)
- Term time only staff and annual leave for part-time staff
- Unsocial hours/on-call/bank staff
- Additional allowances
- Nursing Home Staff (on mirror Whitley Terms but seconded to work for private/charitable employers)

All NHS service is to be counted when calculating the new annual leave entitlements from 1 June. It is being proposed that annual leave for all staff should be calculated in hours with managerial discretion as to whether periods of less than _ day can be taken as annual leave. It has also been agreed to identify any part-time staff (whose leave is currently rounded up to a complete day) who might lose out when their leave is calculated in hours and to make sure they are protected. Fifteen ancillary workers with frozen holidays dating back for many years have been offered a buy-out of the holidays owing to them (in line with present Whitley Council arrangements).

In order to assess the impact of the new unsocial hours arrangements, Central Cheshire Primary Care Trust will produce several worked examples of the relationship between existing pay levels and the total pay staff will receive under Agenda for Change on a year by year basis. If the effects of the unsocial hours payments lead to staff loss or recruitment difficulties Recruitment and Retention Premia will be considered. It has been agreed to enhance the salaries of all staff working between one and five unsocial hours by 5%. The initial 13 week reference period used to calculate unsocial hours enhancements will be February to April 2003. Bank staff will have their enhancements calculated on a weekly basis, although they will still be paid monthly.

All Matching Panel training has been completed. Matching is being carried out by three panels, meeting two days each week. A quorum of three per panel, including at least one staff-side and one management-side member, is required. Job specifications, as well as job descriptions, are required by the panels. Staff will begin to receive their new pay rates (backdated to June 1) once placed in their new pay band. They will be adjusted subsequently if a Job Evaluation or Matching Panel leads to a higher banding. Outstanding grading appeals should be dealt with by using the Agenda for Change scheme to evaluate the job as a priority once the job evaluation process starts. Any pay increases resulting from this will be backdated to the time of submission of the original appeal.

Acute/PCT combined

At **James Paget** a letter has been sent to Whitley, Trust and Bank staff. New starters are still being placed on Whitley contracts. All staff will have any pay increases, resulting from the implementation of Agenda for Change, backdated to 1 June.

UNISON has undertaken a series of staff briefings for

- i. Hospital Sterile Supplies
Department Staff
- ii. Catering Staff
- iii. Ancillary

A joint staff-side/management newsletter has been produced.

UNISON has called for jobs to be evaluated on what people are actually doing as opposed to outdated job descriptions. It has also called for management to involve staff in the updating of their job descriptions so that there is a sense of ownership in the process.

Staff are reporting difficulties in travelling to Job Evaluation/Matching training that is being provided off-site.

Time-off to cover Agenda for Change activities has been agreed. However there has been difficulty in obtaining cover for specialist occupations.

Ambulance Trusts

At **North East Ambulance** matching has begun. UNISON is seeking to ensure that staff have all the information they need (including what band they are to be assimilated to) before any draft Agenda for Change contracts are sent to them.

At **East Anglia Ambulance** Job Evaluation training has been completed. Knowledge and Skills Framework training has commenced. Updated job descriptions are currently being compiled and collated. Local job profiles are being completed in family groups. A Joint Staff-Side/Management Newsletter is being produced.

Mental Health

At **West Kent** where 2294 staff are affected, the Staff-Side has nine UNISON seats (out of fourteen). A Project Group, with Unison staff side lead and seven Agenda for Change working groups have been set up, 6 with Unison leads. Job Evaluation Training has been completed and matching will be done by four groups meeting three days a week for nine weeks from 23rd June. The New Conditions Group have identified all leads and allowances, are planning the transition to new working hours and are considering the use of Recruitment & Retention premia. Seven joint roadshows have just been completed. A stakeholder event with all other Kent NHS Trusts was held on 20th June to share experience so far. Further meetings, where trade union reps from sites all over Kent will also be invited, will now take place quarterly. Time off

has been agreed for trade union organising work.

At South West London and St. George's Mental Health NHS Trust

Job Matching and Job Evaluation Training has commenced. Matching panels have been set up. Unsocial hours enhancements are initially to be assessed on hours worked in a thirteen-week period between 1 April and 1 July.

At Avon & Wiltshire the Project Manager is not to start until August. As of the beginning of June Job Evaluation training was not fully completed. More Staff Side reps are needed for Job Analysis. Jobs are to be evaluated over a three month period using the following timetable:

- September: Inpatient
- October: Outpatient
- November: Rest

The Knowledge & Skills Group is to have its first meeting at the beginning of July.

Two Terms and Conditions days are being run for staff.

The first Trust Newsletter is due to go out shortly. UNISON is also developing its own branch newsletter.

Getting involved

If you are interested in becoming a UNISON steward or are interested in becoming more involved in UNISON contact your local UNISON Branch Secretary, your Regional Office or UNISONdirect on 0845 355 0845

If you are not a UNISON member join us today. You will be consulted and supported through the process if you are a union member. Make your voice heard by joining UNISON. Application forms are available from local stewards, from UNISONdirect on 0845 355 0845 or the web at www.unison.org.uk