

**HUMAN RESOURCES DIRECTORATE
PAY AND EMPLOYMENT UNIT**

Chief Executives of HSC Bodies¹;

For information:

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Your Reference: **HSC (JNF) (8) 2011 -
addendum**

12 June 2012

Dear Colleagues

AGENDA FOR CHANGE: HSC ON CALL ARRANGEMENTS

1. This Circular is an addendum to Appendix 1 of Circular HSC (JNF) (8) 2011 issued on 13 September 2011 and provides clarification on the content of paragraph 16 of that Circular. The addendum to this Circular has been agreed by the Joint Negotiating Forum under the Health and Social Care partnership working arrangements.
2. Recent discussions at the Joint Negotiating Forum have highlighted a lack of consistency around the payment of the On Call Availability Allowance, in particular when the on-call period is less or more than a twelve hour period. The JNF has now agreed that, where the on-call period is less than or more than twelve hours, managers should record a cumulative total in 12 hour blocks of the on-call hours that each individual was required to be available.

¹ The Health and Social Care Board, HSC Trusts, the Public Health Agency, the Business Services Organisation, the Northern Ireland Blood Transfusion Service Agency, the Northern Ireland Guardian ad Litem Agency, the Northern Ireland Practice & Education Council for Nursing, Midwifery & Health Visiting (NIPEC), the Northern Ireland Social Care Council (NISCC), the Patient & Client Council, the Northern Ireland Regulation and Quality Improvement Authority and the Northern Ireland Medical and Dental Training Agency (NIMDTA)

Paragraph 16

3. The following new paragraph 16 should be substituted for the existing Paragraph 16 of HSC (JNF) (8) 2011:

“16. Staff will be paid an availability allowance of £23 for each on-call period of twelve hours. When the on-call period is less or more than a twelve hour period, managers should record a cumulative total (in twelve hour blocks) of the on-call hours that each individual was required to be available in each session. The £23 payment for each cumulative twelve hour period will be authorised for payment once a twelve hour period has been completed. Any remaining hours, over a twelve hour period will be included in the next calculation. This allowance will be reviewed annually in line with annual pay awards.”

4. This clarification relates only to the on-call availability allowance and has no implications for the pay arrangements for work done as outlined in HSC (JNF) (8) 2011.

Implementation Date

5. It has been agreed that the implementation date for this agreement is **1 February 2012.**

Action

6. HSC employers should ensure that the new paragraph 16 is inserted in Circular HSC (JNF) (8) 2011 and that staff on Agenda for Change terms and conditions of service who provide on-call cover receive payments in line with these arrangements.

Enquiries

7. **Employees should direct personal enquiries about the content of this circular to their employer or their trade union.**
8. Employers should direct enquires about the contents of this Circular should be directed to the Pay and Employment Unit of the Human Resources Directorate, Room D1, Castle Buildings, Upper Newtownards Road, Belfast, BT4 3SJ, telephone 028 90522832, email; p&e@dhsspsni.gov.uk

Further Copies

11. Copies of this Circular can be obtained from the Department's website at www.dhsspsni.gov.uk/index/publications. A copy of the NHS Terms and Conditions of Service Handbook (which includes at Annex 3 the agreed Principles for harmonised on-call arrangements) can be downloaded from the NHS Employers website at:
http://www.nhsemployers.org/sitecollectionDocuments/afc_service_handbook_aw_010708.pdf.

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