

NHS Terms and Conditions of Service 2018

Employers checklist

This checklist will help you to prepare for implementation of the NHS Terms and Conditions of Service 2018.

Engagement with local staff side

- ✓ Identify appropriate arrangements to engage with staff side locally.
- ✓ Work in partnership to agree how implementation will be managed and reported.

Internal project management

- ✓ Set up a project group/board with suitable representatives.
- ✓ Consider how you will report on progress, for instance:
 - updates to board reports
 - updates to staff engagement plans/forums
 - updates to local staff side engagement.
- ✓ Build evaluation and clear measurables in to your plans.
- ✓ Consider how you will undertake local equality analysis.

Communications

- ✓ Inform your board.
- ✓ Update line managers.
- ✓ Keep your staff updated.
- ✓ Explain the new pay step points within bands.
- ✓ Develop plans of how you will communicate the pay progression system.

Pay & Payroll

- ✓ Ensure your staff records are up to date on ESR.
- ✓ Undertake the necessary preparations to pay backpay as soon as possible. *NB: This should be back dated to 1 April 2018.*
- ✓ Update contracts of employment as/if appropriate.
- ✓ Read the revised NHS Terms and Conditions of Service Handbook, alongside pay and terms and conditions advisory notices.
- ✓ Re-assess the NHS Pension Scheme tiered contribution rate for employees based on the 2018/19 pay increase and apply a new contribution rate if this is appropriate.

Update existing information

- ✓ Review your existing internet and intranet information and update accordingly.
- ✓ Update jobsite copy including supporting information for NHS Jobs.
- ✓ Review and update recruitment and induction materials.
- ✓ Consider what updates need to be made to careers information/materials.

Closure of band 1

- ✓ Band 1 will close to new entrants on 1 December 2018. The NHS Staff Council will be providing supporting guidance on how the closure will be managed and on the upskilling of existing band 1 roles to band 2. In the meantime, it will be helpful to:
 - ensure you have sufficient job evaluation capacity to support this work
 - undertake mapping of current band 1 roles and staff numbers
 - understand the workforce impact of the closure of band 1.

Pay progression

- ✓ The NHS Staff Council will hold further negotiations on the detail of the new system, and issue further guidance prior to 1 April 2019.
- ✓ In the meantime, gather details of your current progression and appraisal system including the details and outcomes from any local incremental pay progression policy introduced since 2013.
- ✓ Does your organisation use ESR Self Service (ESS)? If not, do you have a plan to introduce it?

Next steps

The agreement commits the NHS Staff Council to further work on:

- ✓ Band 1 closure and upskilling roles to Band 2.
- ✓ Apprenticeship pay.
- ✓ The pay progression system.
- ✓ Enhanced shared parental leave, child bereavement leave, and a national framework for buying and selling annual leave.
- ✓ Improving health and wellbeing to improve levels of attendance in the NHS.
- ✓ Exploration of a collective framework for bank and agency working.
- ✓ Monitoring the implementation of the deal.

Further guidance and resources will be developed. These will be made available at www.nhsemployers.org/2018contract.