

West Midlands Ambulance Service NHS Trust
AGREED SUMMARY OF AGREED NATIONAL & LOCAL TERMS AND CONDITIONS

Ref	Term and Condition	Agreement	Agreed by Regional Partnership Forum
1.	Recruitment & Retention Premia	National R & R paid to Mechanics	National AfC Conditions
		Other groups listed in National Terms & Conditions Handbook, Annex R.	National AfC Conditions
		Local premia subject to business case and consultation through StHA	National AfC Conditions
2. Annex E Para 7	Unsocial Hours:	Applied to staff who work hours identified in National terms	National AfC Conditions
		Permanent relief attracts 25% premium	National AfC Conditions
		Bands 1 – 7 = Minimum unsocial hours paid 5% premium. Bands 8 Local Agreement upto 5%	National AfC Conditions
Annex E Para 4	Unsocial Hours Reference Period	Reference period for unsocial working hours of 13 weeks or over the period in which one cycle of the rota is completed. [See Annex E – paragraph 4]	Regional Partnership Forum
2.15	On call Definition	According to National Handbook, where staff are required to provide a fixed rota outside normal working hours	National AfC Conditions
2.16	On call Ref. Period	Reference period for on call working hours Full rota or over 13 weeks. [See 2.16]	Regional Partnership Forum
2.22	On call if less than 1 in 12	1% or £200 for phone advice per annum	Regional Partnership Forum
2.26	On call Fixed minimum hours Local Agreement	2 Hours including travel time when called out at plain time	Regional Partnership Forum
2.30	Extended Service Cover (Events)	Bands 1 to 7 covered by overtime rates. For staff in bands 8 and above, payments for working on events should be paid at their normal rate where the work required to be undertaken is at that same level, provided there is a commercial contract in place. Where staff are required to work in a role at bands 1 to 7, then staff at this level should be approached in the first instance, and overtime payments payable accordingly particularly where a commercial contract exists .	Regional Partnership Forum

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3.	Overtime	Bands 1 to 7: 1½ basic plus any recruitment and retention premia payments received, if appropriate. Overtime does not attract unsocial hours payments. Double time for Bank Holiday is paid on overtime working only Part Time Staff must complete 37½ before 1½ becomes payable	National AfC Conditions
		Staff remaining on Trust Terms - Single rate only.	Trust Contracts of Employment
		Senior staff in paybands 8 & 9 will not be entitled to overtime payments	
7.	Payment Dates for salaries		Retain current arrangements until single payroll solution in place.
10.1	Hours of Work	37.5 hours per week, (Excluding meal breaks]	National AfC Conditions
12.2	Reckonable service	Previous NHS Service will count	National AfC Conditions
13.2	TOIL for individuals required to work in their standard hours on bank holidays	Shift workers: Time allocated in annual bank holiday entitlement.	Regional Partnership Forum
		Non-shift workers: Required to take bank holidays on the day, otherwise TOIL in plain time	Regional Partnership Forum
13.5	Annual Leave & General Public Holidays: National Handbook Trust Terms	All annual leave entitlements, when converted to hours per annum will be recorded as "actual hours in accordance with Section 13, table 6 and paragraph 13.5 On appointment: 27 days = 202.5 hours 5 years – 10 years 29 days = 217.5 hours 10 years plus 33 days = 247.5 hours All the above are increased by 8 days or 60 hours to cover bank holidays each year. As per AFC Handbook	Regional Partnership Forum
	Recording of annual leave & General Public Holidays	Entitlement for annual leave and General Public Holidays in hours is added together at beginning of year for ease of recording. In year of leaving the Trust 7.5 hours will be deducted for each Bank Holiday not reached.	Regional Partnership Forum

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14.	Sickness Absence	Full pay, which includes the basic pay and any unsocial hours, on-call pay and/or recruitment/ retention premium, as applicable.	National AfC Conditions
14.4	Pay for Sickness Absence		
14.8	Sickness on a Bank Holiday	No entitlement for time back therefore 7.5 hours deducted from "pot".	Regional Partnership Forum
	Sickness on an Off Day that falls on a Bank Holiday	7.5 hours entitlement given at start of year remains in "pot".	Regional Partnership Forum
14.4	Reference period for calculation of sick pay	Rolling 12 months when making reference to sick pay, i.e. full pay, ½ pay, no pay.	National AfC Conditions
	Third Party Compensation	Sickness absence as a result of an accident and compensation is recoverable from a third party, no entitlement to sickness pay when injured whilst working for someone else or as a sporting injury.	National AfC Conditions
	Temporary Injury Allowance	Human Resources Department will be responsible for authorizing the processing of all temporary injury allowance claims and for reporting and monitoring these levels.	Regional Partnership Forum
	Medicals required	Condition of employment that Trust has the right to require employees to attend for medical examinations/surveillance	Regional Partnership Forum
15.	Maternity Leave & Pay	AfC Terms and Conditions	National AfC Conditions
17.	Lease Cars	Trust Lease Car Policy developed for Regular Users	
17	Mileage	Staff who return to work on an overtime shift and incur additional mileage expenditure, shall be entitled to receive a payment in accordance with the 17.28. Rates as per AfC Terms and Conditions Annex L No "regular user" designation. Business mileage at Standard User rate. Business Insurance Certificates required.	Regional Partnership Forum
27.	Working Time Regulations	Operational staff: - agreed should not work more than 72 hours in any one week. All other staff: - agreed should not work more than 55 hours per week. Above maximum hours per week meet Working Time Regulations' requirements.	Regional Partnership Forum
	Reference period	17 week reference period as per AfC guidance Section 27	
46.18/19	Pay Protection	As per agreed Change Management Policy	Management of Change Policy

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Annex E	Unforeseen Changes to agreed Patterns of Working	£15 payment made when timing of shift is changed within 24 hours of scheduled work period. Not applicable to overtime or shift swaps or where location of work changes.	National AfC Conditions
Annex G	Advance notice of working patterns	Rota's to be published at least 4 weeks in advance unless exceptional circumstances impede this..	National AfC Conditions
Annex O	Overtime claimable	Overtime will be calculated to the nearest 15 minutes. [See Annex O]	Regional Partnership Forum
Annex O	Carry over of annual Leave	37.5 hours for full time members of staff, or pro rata if working part time, at Manager's discretion.	Annual leave policy
Annex O	Relocation and removal expenses	Relocation Policy for Trust staff to be considered	Regional Partnership Forum
Annex O	Telephone Expenses	No new telephone expense arrangements to be introduced	Regional Partnership Forum
None	Allocation of shift preferences	Requests for changes in working patterns will be considered in accordance with Annex G.	Regional Partnership Forum
None	Length in hours for a day's annual leave for all shifts	1 day = 7.5 hours (based on 37.5 hours working week)	National AfC Conditions
	CRB checks (Criminal Records Bureau)	Enhanced Disclosure for all Operational Staff, Volunteers and staff with access to sensitive information, in accordance with CRB and DoH guidance	ISA/CRB/DH guidance
	Notice Periods	Trust to Employees, will be as follows: Bands 1 to 7 : Statutory: Less than 2 years continuous Trust service = 1 week 2-12 years continuous Trust service = 1 week for every completed year Over 12 years continuous Trust service = 12 weeks Bands 8 + = 12 weeks Employees to Trust, will be as follows: Fixed term 1 week Bands 1 to 7 4 weeks Bands 8 + 12 weeks	Regional Partnership Forum
	Corporate Uniform	Operational Staff, PTS and Reception Staff only.	Regional Partnership Forum

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	Long Service Award	20 years Queens Long Service Medal (criteria set by Royal Warrant) Certificate for non operational staff or those that do not qualify for medal, 25 years: Certificate plus £250 in vouchers 30 years service with WMAS or Predecessor Trusts: Trust Bell	Regional Partnership Forum
	Retirement Party Fund	For 20 years service with WMAS or Predecessor Trusts plus: Application of up to £50 to charitable funds and personalized memento e.g. Trust Shield or similar	Regional Partnership Forum