

Standardisation of Terms and Conditions



Agenda for the Meeting

- Management presentation of the proposals
 - Questions
 - Staff and union discussion (manager(s) to leave the meeting)
 - Manager(s) to rejoin the meeting
 - Final questions
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Message from Margaret Cudmore MD THG

- In 2011 the Huntercombe Group was formed from: Southern Cross(SX) Care Principles(CP) and The Huntercombe Group(THG).
 - Each company had different terms and conditions e.g. 19 different ways in which staff were paid for bank holidays.
 - We have now reviewed all of these against current market rates and are proposing to standardise these terms and conditions to ensure that for the majority of our staff there is a common approach irrespective of when or where somebody joined us.
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Message from Margaret Cudmore MD THG

- This presentation explains how this will be achieved with as little disruption or hardship for existing staff as possible.
 - One of the main objectives of this exercise is to assist with our recruitment and increase our workforce.
 - Overall this initiative represents a significant investment in the terms and conditions of our staff
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Introduction

- General set of terms and conditions to be proposed across THG (“THG Ts&Cs”)
 - Roles in scope of this proposal are for those who have a collective agreement in place with the RCN, Unison and GMB ie
 - Qualified Nursing Staff
 - Care Staff
 - Other Unit based Staff
 - Roles out of scope are being considered but through a different process
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The Consultation is around these THG T&Cs

- Annual leave
 - Unpaid Breaks
 - Bank Holidays
 - Overtime payments
 - Sick pay
 - Pension contributions
 - Life Assurance
 - Voluntary Benefits Scheme including an Employee Assistance Programme
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Proposal – Annual Leave

- Annual leave allowances for FT employees are to be standardised to the following:
 - 25 days plus 8 bank/public holidays for Qualified Nursing Staff
 - 20 days plus 8 bank/public holidays for Care Staff and Other Unit Based Staff
 - Effective from the date of implementation - expected to be the start of your next annual leave year.
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Compensation Package Qualified Nursing Staff

- For a period of three years of commencement an annual compensation payment will be made at the end of the employee's holiday year.
 - Payment equivalent to :
 - basic daily pay x the number of days that are being lost.
 - In each of the three years the payment will be made provided that the employee has been in the employment of The Huntercombe Group for the full year.
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Example of how the compensation package could work for Qualified Nursing Staff

- For those who currently have annual leave allowances in excess of the proposed allowance :
 - Currently: 30 days annual leave entitlement and is paid a rate of £15 per hour for 37.5 hours per week contract
 - Basic pay is £15 x 37.5 hours x 52 weeks (1,950 hrs) = **£29,250** of which **285** hours are paid as annual leave: £15 x 285 = **£4,275**
 - New proposal
 - Basic Pay remains the same with (1,702.5) = **£29,250 plus 247.5** hours paid as annual leave
 - Financial compensation each year of the 3yr transition period would be £562.50 per annum
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Example of how the compensation package could work for Qualified Nursing Staff

- In this three year period, any affected employee will be given the opportunity to retain their current level of annual leave entitlement rather than receive the annual payment
 - In the fourth year post implementation any affected employee would not be entitled to retain a holiday allowance in excess of the standard THG T&Cs.
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Compensation Package Care & Other Units Based Staff

- For staff that have current annual leave entitlements in excess of the proposed standard allowance of 20 days plus 8 bank holidays it is proposed:
 - **The hourly rate of pay will be adjusted to provide financial compensation to those affected.**
 - In the 3 year transition period, it is proposed that any affected employee will be eligible to take unpaid annual leave up to their current level. Therefore leave up to the previous allowance will be approved without detriment in the first 3 years.
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Proposal – Unpaid Breaks

- Breaks will be unpaid under the THG Ts&Cs.
 - In cases where an employee is unable to take a break during a shift, subject to management approval, payment will be made for the missed break at the basic hourly rate for the employee for the shift being worked.
 - For employees that are currently paid breaks, **there will be no loss of pay**. The hourly rate and contracted hours will be adjusted so that the gross payment for worked contracted hours remains the same as under current arrangements.
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Proposal – Bank Holidays

- Recognise 8 (eight) nominated bank/public holidays.
 - For shifts starting on those bank/public holidays, payment will be 1.5 times standard hourly rate for the job worked on that day.
 - The enhanced rate will be for shifts that commence on the bank/public holiday, even if the shift ends on the following day.
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THG Bank/Public Holidays

In England

- New Years Day
- Good Friday
- Easter Monday
- Early May Bank Holiday Monday
- Late May bank Holiday Monday
- August Bank Holiday Monday
- Christmas Day
- Boxing Day

In Scotland

- New Years Day
 - January 2nd
 - Good Friday
 - Early May Bank Holiday Monday
 - Late May Bank Holiday Monday
 - August Bank Holiday Monday
 - Christmas Day
 - Boxing Day
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Proposal – Bank Holidays

- Sometimes a bank holiday falls on a weekend and a ‘substitute’ day is recognised in the UK e.g.
 - Christmas Day (Saturday) & Boxing Day (Sunday), ‘substitute’ BH’s holidays will often be allocated to Mon 27th Dec & Tues 28th Dec.
 - In this case, enhanced payment rates will apply to:
 - 25th December and 26th December, and standard rates applied on 27th and 28th December.
 - The granting of any additional bank or public holidays announced by the Government will be entirely at the discretion of the company.
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Proposal – Bank Holidays

- It is proposed that any bank/public holiday entitlement of either days or rates that are over and above the proposed THG Ts&Cs will continue to apply up to and including 1st January 2015, thereafter the new standard bank holiday rate and days will apply to everybody.
 - Where an employees' current entitlements in terms of rates and/or days for bank/public holidays are lower than the proposed THG Ts&Cs, the enhanced terms will apply from the date of implementation of the THG Ts&Cs.
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Proposal - Overtime

- Where entitled to overtime payments, payments will be calculated as follows :
 - on a four weekly basis to coincide with the dates of the four weekly pay cycle attached to your unit
 - agreed and approved overtime will be paid at **time and a quarter** for each hour worked in excess of the full time equivalent hours for your unit.
 - the calculation is based upon hours worked by an employee at their base unit in the four week period
 - excludes any hours rostered but not worked due to sickness, compassionate leave or any unauthorised absence.
 - Payment for agreed and approved overtime hours worked in any four week period will be made in the same pay period as payment is made for basic hours worked.
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Proposal – Sickness

- All employees covered by this proposal will be eligible to discretionary company sick pay as follows:
 - Eligibility to company sick pay will be assessed over a rolling 12 month period for all employees.
 - Subject to the SSP rules, all episodes of sickness will be subject to two waiting days from the onset of the episode of sickness.
 - No payment will be made for sickness in these two waiting days. Triggers will apply to the management of sickness and managers will be able to exercise discretion over whether company sick pay will be paid.
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Sickness – Qualified Nursing Staff

- In any rolling 12 month period, company sick pay equivalent to **eight weeks** of contracted hours will be paid after waiting days are accounted for.
 - Payment for the **first four weeks** in the rolling 12 month period will be at full pay.
 - Payment for the **second four weeks** will be at half pay, thereafter SSP will apply.
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Sickness – Care and Other Unit Based Staff

- In any rolling 12 month period, company sick pay equivalent to **four weeks** of contracted hours will be paid after waiting days are accounted for.
 - Payment for the **first two weeks** in the rolling 12 month period will be at full pay.
 - Payment for the **second two weeks** will be at half pay, thereafter SSP will apply.
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Sickness

Work Related or Discretionary

- Work related sickness & discretionary company sick payments over and above the general terms may be made but will be subject to written approval from the relevant operational manager.
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Sickness

- The proposal terms will apply from the date of implementation of the THG Ts&Cs, with any periods of sickness in the 12 months preceding this date not being included in the calculation for eligibility of company sick pay.
 - Any periods of sickness in the preceding 12 month period will be retained on the employee record for the purposes of absence management.
 - Where individuals are subject to absence management procedures these historic sickness records will still apply
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Proposal – Pension

- All employees will be eligible to receive matched pension contributions up to 3% of pay.
 - For any employees that are transferring to the THG Ts&Cs and are currently a member of a pension scheme that offers higher matched contributions, these arrangements will be honoured for the duration of employment with the company.
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Life Assurance

- All employees will be eligible to 2x their annual basic pay.
 - For any employees that are transferring to the THG Ts&Cs and are currently a member of a life assurance scheme that offers higher cover, these arrangements will be honoured for the duration of employment with the company.
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Voluntary Benefits Scheme (VBS)

- All employees will be eligible for membership of a new VBS which has over 8,000 offers and discounts available online or over the phone including reloadable shopping cards for Argos, Asda, Sainsbury's and Marks and Spencer's with discounts between 5% and 15%.
 - As well as the regular savings, the scheme includes offers
 - Health and well being services
 - Childcare voucher scheme
 - Employee Assistance Programme (EAP). A confidential telephone counselling and legal information service 24 hours a day 7 days a week.
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VBS

- A separate presentation will take place later in the year giving more detail about the VBS and how you can take advantage of the scheme
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Process

- Joint consultation meetings with staff during July and early August
 - Feedback to be collected via the unions and discussed with the company at national level
 - National level meeting with union and THG – mid to late August
 - A ballot of union members in September
 - Planned implementation date – October 2014
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What happens now

- 15 minutes with the union representative
 - 10 minute final discussion with the manager(s) in attendance
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