



Dudley
Clinical Commissioning Group

ON-CALL PAYMENTS POLICY

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REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
Steph Cartwright	Mar 14	HR Lead	D1
Julia Dixon	Mar 14	Staff Side Lead	D1
Emma Smith	Dec 14	Governance Support Manager	V1
Alice McGee	May 17	Head of HR and OD	V2
Staff Forum	5 June 2017		V2

APPROVALS

This document has been approved by:

VERSION	NAME	DATE
V1	Remuneration Committee	9 June 2014
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N.B: the version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

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RELATED DOCUMENTS

These documents will provide additional information.

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1.0 Policy Overview

Purpose

- 1.1 This policy sets out the pay arrangements where staff within the CCG are required to be on-call in order to manage a CCG service.

Who this policy applies to

- 1.2 The policy applies to all staff on Agenda for Change Terms and Conditions that are employees of the organisation in either a permanent, fixed term or temporary post.

Key principles

- 1.3 Employees on-call are entitled to receive an on-call payment. This policy is determined by local agreement for on-call and other extended service cover. These payments will be made where the CCG requires a service to be covered out of hours and in line with the definitions within the policy.

Legal considerations

- 1.4 Health Action 2006 and the Health & Safety at Work Act 1974 and Agenda for Changes Terms and Conditions of Service Handbook

2.0 On-Call process

2.1 The CCG manages a number of services that require a formal on-call arrangement in order for the services to be effectively managed for example Continuing Health Care. Where a service is identified as requiring an on-call rota this will be formally agreed by the Accountable Officer and Chief Finance Officer.

2.2 On-call is defined as:
“When a member of staff is required to be contactable and available in the event of management support being needed outside of normal working hours”

2.3 Where an on-call arrangement has been agreed payroll must be informed in order to make the regular payments in line with the defined rota. Any agreements for on-call should be recorded and placed on the employee’s personal file.

2.4 On-call payments do not form part of normal pay and therefore can be stopped at any point by the CCG if on-call arrangements are no longer required. On-call payments will not be considered for pay purposes in any cases of pay protection.

2.5 Directors are expected to be available to be on call where there is a major incident, irrespective of whether they are named as on call or receiving on call payment

3.0 On-Call Payments

3.1 Each employee participating in an on-call arrangement will be paid a flat rate per on-call period (12 hours) as detailed below. This rate will be reviewed on an annual basis to reflect any salary increases due to cost of living arrangements:

Monday to Friday	£13
Saturday and Sunday	£17
Bank Holidays	£22

3.2 This flat rate is made in recognition of being available to work, payment is the same regardless of the pay band of the employee, full time or part time status of the employee.

3.3 If staff are required to be on-call for a period of less than 12 hours or more than 12 hours, the availability payment will be calculated based on a proportionate basis:

Average length of on-call period	
9 hours or more but fewer than 12	80% of full availability payment
6 hours or more but fewer than 9	60% of full availability payment
Less than 6 hours	40% of full availability payment

4.0 Attending Work during on-call period

- 4.1 Where an employee is required to attend work during the on-call period they will be reimbursed these hours by paid overtime or TOIL including the travel time to attend work.
- 4.2 Within the on-call rota and agreement it will be pre-determined whether payment or TOIL will be given for hours worked.
- 4.3 Overtime and TOIL arrangements will be in accordance to Agenda for Change (Part 2, Section 3) as detailed below:

Agenda for Change extract:

All staff in pay bands 1 to 7 will be eligible for overtime payments. There is a single harmonised rate of time and a half for all overtime with the exception of work on general public holidays which will be paid at double time. Overtime payments will be based on the hourly rate provided by basic pay plus any long-term recruitment and retention premia.

Part-time employees will receive payments for the additional hours at plain time rates until their hours exceed standard hours of 37.5 hours a week.

Senior staff in pay bands 8 or 9 will not be entitled to overtime payments however can take TOIL in its place.

Time off in lieu of overtime payments will be at plain time rates

5.0 Equality Statement

- 5.1 In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.

Appendix 1 – On-Call Arrangements Form

Name	
Job Title	
Team/Function	
Manager	
Date	
Period of on-call	

On-Call arrangements

<p>Please detail the on-call arrangements for the function including</p> <ul style="list-style-type: none">- likely frequency- owner of the rota- Review of on-call- Manager responsible for informing payroll- Any other special agreements

Hours worked during on-call

Please detail the agreement for hours worked during on-call (TOIL or overtime)

Signed	
Employee	Manager