NHS National Waiting Times Centre Board

Staff bulletin

Important information for all staff

8 April 2009

This bulletin tells you about the following information you need to know:

- **annual pay uplift;**
- **mileage consultation;**
- **the new Working Well challenge fund; and**
- **our Zero Tolerance statement to bullying and harassment.**

NHS pay uplift

All staff on Agenda for Change terms and conditions will benefit from the second year of a multi-year pay settlement. This year's instalment of the three-year deal will apply to national pay bands effective from 1 April 2009.

Rates of pay for 2009/10 will be uplifted by 2.4% with effect from 1 April 2009.

You will notice this increase in your April pay packet. Full details of the pay bands and points for 2009/10 can be found opposite.

You can find the full Scottish Government circular on pay and conditions on our staff intranet at: **http://nwtc-ca3/gjnh/departments/corporate/human_resources/AfC/docs/2009%20circulars/PCS(AFC)2009-02.pdf**.

NHS mileage allowance consultation

The NHS Staff Council has been considering a new system for paying mileage allowances. Draft proposals have now been developed. It has been agreed that the views of all stakeholders will be sought before taking this work further.

The Scottish Government Mileage Review group will analyse the feedback we give and they expect to report on the results of this consultation exercise when the NHS Staff Council meets in July this year. You can view the full consultation document on your intranet at the following link: **http://nwtc-ca3/gjnh/departments/corporate/human_resources/docs/Mileage_Review.pdf**.

Please send any views on this document to **lindsey.ferries@gjnh.scot.nhs.uk**, Director of HR, or **carole.anderson@gjnh.scot.nhs.uk**, Employee Director, by Friday 17 April.

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8a	Band 8b	Band 8c	Band 8d	Band 9
1	13,233	13,233										
2	13,588	13,588										
3	13,944	13,944										
4		14,359										
5		14,774										
6		15,190	15,190									
7		15,725	15,725									
8		16,333	16,333									
9			16,698									
10			17,184									
11			17,732	17,732								
12			18,157	18,157								
13				18,826								
14				19,495								
15				20,102								
16				20,710	20,710							
17				21,318	21,318							
18					22,152							
19					23,019							
20					23,345							
21					24,013							
22					24,831	24,831						
23					25,829	25,829						
24					26,839	26,839						
25						27,844						
26						28,816						
27						29,789	29,789					
28						30,762	30,762					
29						31,856	31,856					
30						33,436	33,436					
31							34,410					
32							35,504					
33							36,719					
34							37,996	37,996				
35							39,273	39,273				
36								40,853				
37								42,434				
38								44,258	44,258			
39								45,596	45,596			
40									47,905			
41									50,580			
42									53,256	53,256		
43									54,714	54,714		
44										57,146		
45										59,821		
46										63,833	63,833	
47										65,657	65,657	
48											68,393	
49											71,736	
50											75,383	75,383
51											79,031	79,031
52												82,824
53												86,800
54												90,967
55												95,333
56												

Zero tolerance statement

At the recent National Staff Survey launch, Nicola Sturgeon, Cabinet Secretary for Health and Wellbeing, indicated that Boards should adopt a Zero Tolerance approach to bullying and harassment.

One of the most important drivers of employee engagement is the need for staff to feel they are treated with dignity and respect. Our recent staff survey results indicated that only 65% of respondees gave a positive answer to this question. In addition, 16% reported that, in the last 12 months, they had been treated in a way they described as bullying or harassment and 13% had personally experienced a violent or aggressive incident.

Our zero tolerance statement on bullying and harassment was approved by our Board and will be clearly posted in all public and staff areas in the near future.

Our statement:

The NHS National Waiting Times Centre is committed to establishing and maintaining a working environment in which staff are treated with dignity and respect, and given the opportunity to reach their full potential. That is why we regard all forms of violence, including harassment and bullying, as completely unacceptable. Such behaviour will not be tolerated under any circumstances.

For patients, visitors and guests:
If you behave in an unacceptable way, we will review the healthcare services we provide to you and may withdraw these services and report you to the police.

For staff:
If you behave in an unacceptable way, we will treat it as misconduct and you may be disciplined. Our Dignity at Work policy outlines our processes for reporting and dealing with bullying and harassment.

We use the following definitions of violence, harassment and bullying.

Violence
"Any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, wellbeing or health."

Harassment
"Any conduct based on age, sex, sexual orientation, gender assignment, disability, HIV status, race, colour, language, religion, political, trade union or other opinion or belief, national or social origin, association with a minority group, domestic circumstances, property, birth or other status, which is not reciprocated or wanted."

Bullying
"Offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanction, which makes the recipient feel threatened, humiliated or vulnerable, which undermines their self-confidence, and which may cause them to suffer stress." This also includes making homophobic insults and engaging in banter or making jokes which are degrading to an individual's actual or perceived sexual orientation."

Working Well Challenge Fund

The NHS National Waiting Times Centre has an opportunity to bid for money under the Working Well Challenge Fund.

This fund is designed to support initiatives that promote the wellbeing of NHSScotland staff and projects that combat violence against them. You can find out more about the Fund, including types of bids that will be accepted, by visiting http://www.scotland.gov.uk/Topics/Health/NHS-Scotland/nhsworkforce/experience/wwchallenge.

Staff can suggest ideas for a project or initiative we can carry out here at the Golden Jubilee National Hospital and Beardmore Hotel and Conference Centre.

All ideas put forwarded will be considered for the Board's bid, which we must submit in May 2009.

If you have a suggestion, please email **Lindsey.Ferries@gjnh.scot.nhs.uk** by close of play on **Friday 17 April 2009**.

Tell us what you think...

We want to hear your views. If you would like to comment on any of the issues featured in this staff bulletin, please complete the form below and return it to: Communications Department, NHS National Waiting Times Centre, Golden Jubilee National Hospital, Clydebank. You can also e-mail us at: **comms@gjnh.scot.nhs.uk**

Name and department (optional):

Comments/questions:

SB/8Apr09