



# **BANK WORKING ARRANGEMENTS OPERATIONAL POLICY – EXTERNAL STAFF**

**Under Review**

**Policy Extant Agreed via Area Partnership Forum (APF)  
Review March 2019**

**Version No: 1**

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<b>Responsible Officer:</b>	<b>Head of Human Resources On behalf of the Local Partnership Forum</b>

**BANK WORKING ARRANGEMENTS**  
**OPERATIONAL POLICY – EXTERNAL STAFF**

**1.0 INTRODUCTION**

- 1.1 Shetland NHS Board (the ‘Board’) has a flexible staffing system the aim of which is to ensure continuity of services delivered and safe and appropriate staffing.
- 1.2 Bank working arrangements will be used to cover vacant shifts or part shift where normal substantive staff planning is unable to provide cover, for example, post vacancies, unexpected absence/illness.

**2.0 SCOPE**

- 2.1 Bank arrangements can include any area of the Board’s responsibility.

**3.0 TERMS AND CONDITIONS**

- 3.1 The Board is not obliged to offer members of the Bank any work assignments.
- 3.2 All members have the right to either accept or reject any work assignment offered by the Board.
- 3.3 Members of the Bank are only entitled to payment for hours worked and are not entitled to payment for non-attendance for any reason during an agreed assignment.
- 3.4 The Board will pay the agreed remuneration for assignments completed monthly in arrears directly into a bank account after submission of an authorised time sheet via the appropriate line manager.

The cut-off date each month for the submission of authorised time sheets will be confirmed by the line manager.

- 3.5 Bank staff whilst carrying out work assignments are subject to the Board’s Policies and Procedures in force from time to time with the exception of those policies which apply only to staff who hold a contract of employment with the Board, for example, Sickness Absence, Annual Leave, Maternity and Paternity Leave. A Policy and Procedures manual is held by each Head of Department and the Personnel Department. In addition, policies relating to Business Conduct and Confidentiality will continue to apply in between assignments.

#### **4.0 WORKING HOURS**

- 4.1 Under the terms of the Working Time Regulations, the Board has a duty to monitor the total working hours of all staff working for the Board at any time. This is to comply with the 48-hour working week Regulation.
- 4.2 Members joining the Bank will be asked to furnish this information and to sign a declaration form (Form Dec 1 attached).
- 4.3 Staff who wish to join the Bank and who do not wish to provide this information can 'opt out' of the 48 hour working week by signing a declaration form (Form Dec 2 attached). To effect membership of the Bank, either Form Dec 1 or Form Dec 2 must be signed and accepted.
- 4.4 Further information regarding the Working Time Regulations can be accessed by contacting the Head of Human Resources at the Board's Headquarters at Brevik House, Lerwick.

#### **5.0 ANNUAL LEAVE**

- 5.1 Under the terms of the Working Time Regulations members of the Bank who do not hold a separate contract of employment with the Board are entitled to accrue annual leave entitlement.
- 5.2 The annual leave entitlement is calculated according to the bank hours of work undertaken and is paid as an addition to the basic hourly rate of pay.
- 5.3 The Head of Human Resources will offer any clarification and advice needed in this area.

#### **6.0 AVAILABILITY**

- 6.1 To ensure continuity of service delivery and to facilitate the offer of appropriate work assignments, members need to make their line managers aware of their availability on a regular basis and notify any change of address or contact telephone number.

#### **7.0 TERMINATION OF MEMBERSHIP**

- 7.1 This membership can be terminated by either party at any time for any reason without formal notice from either party.
- 7.2 If a situation is reached where no work assignments are either offered by the Board or accepted by the Bank member for a period of six (6) months, then membership of the Bank will be automatically terminated.
- 7.3 On the termination of membership for whatever reason, or at the earliest request of the Board, members must immediately return to the Board all minutes, records, lists, files, papers, books, agreements and other documents and data of the Board in his/her possession or under his/her control together

with any and all notes and memoranda relating to the business of the Board made or received by him/her during the course of his/her work. No member of the Bank may retain copies of any of the foregoing.

## **8.0 ACCEPTANCE**

8.1 Each member of the Bank will be required to read the operational policy and to confirm acceptance by signing the Acceptance Form (Form Acc 1 attached).

**SHETLAND NHS BOARD**

**BANK WORKING ARRANGEMENTS**  
**OPERATIONAL POLICY**

**FORM OF ACCEPTANCE OF MEMBERSHIP**

I have read the Operational Policy and confirm my understanding and acceptance of the terms and conditions of membership.

**Signed:** ..... **Dated:** .....

**Name:** .....

**FORM DEC 2**

**SHETLAND NHS BOARD**

**BANK WORKING ARRANGEMENTS**

**OPERATIONAL POLICY – EXTERNAL STAFF**

**MEMBERS AGREEMENT TO WORK MORE THAN 48 HOURS PER WEEK**

The Board and yourself agree that in order to allow you the flexibility you need to carry out your duties effectively both within the membership of the Bank arrangements and any other work that you undertake, that you may need to be able to work more than 48 hours in any given week.

You therefore give your consent to waive your right under the Working Time Regulations to have your working time limited to an average of 48 hours per week over the reference period as it may be defined or set down from time to time. You further agree that, in the event that you wish to withdraw this consent, you will give to the Board one month's written notice of withdrawal of your consent.

In addition you also agree that you will comply with the duty to provide the Board with records of your working time for Bank work assignments by completion of the time sheets provided by us. These time sheets should record the time you started work, the time when you ended work and the total amount of time you took as rest break(s) during the assignment.

I have read and understood the terms set out above and agree to them. I also agree that the terms set out above form part of the overall terms of my membership of the Shetland NHS Board Bank Working Arrangements.

**Signed:** ..... **Dated:** .....

**SHETLAND NHS BOARD**

**BANK WORKING ARRANGEMENTS  
OPERATIONAL POLICY – EXTERNAL STAFF**

**MEMBERS WHO HOLD MORE THAN ONE JOB**

It is our duty to generally monitor your working hours including hours that you work for a person, firm or employer other than working within the Bank arrangements for the Board.

You therefore agree that within two weeks of the day on which you signed this Agreement that you will inform the Board of the following:

- Any other work you carry out for any other person, firm or employer, other than the Board;
- The days on which you carry out such other work;
- The hours that you work for such other person, firm or employer and the times at which you carry out such work;

In addition, you agree that within two weeks of any change to work you carry out for a person, firm or employer other than the Board, you will notify the Board of such change whether it involves a change to the total hours of such work, the times at which you perform such work, or indeed, where you commence work for a different person, firm or employer.

I have read and understood the terms set out above and agree to them. I also agree that the terms set out above form part of my overall terms of membership of Shetland NHS Board’s Bank Working Arrangements.

**Signed:** ..... **Dated:** .....