



Better health and sustainable healthcare for Bristol

Reckonable Service Policy

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Policy ref no:	HR030-14
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Date Approved	May 2014
Approved by	Quality and Assurance Group
Date of next review	May 2017
How is policy to be disseminated	All Staff

Check list for Governing Body/approving committee	
Has an Equality Impact Assessment been completed?	Yes
Has legal advice been sought?	No
Have training issues been addressed?	Yes
Are there financial issues and have they been addressed	Yes
How will implementation be monitored	Through the SWCSU HR Team
How will the policy be shared with: <ul style="list-style-type: none"> • Staff • Patients • Public 	Via the Bristol CCG internet site and dedicated communication to Bristol CCG employees.
Are there linked policies and procedures	

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1 Policy Statement

Bristol Clinical Commissioning Group believes that it should set out clear, fair and practical guidance on whether previous NHS and non NHS service is recognised and if so the procedure for recognising other service. This guidance has been developed to take account of section 12 of the NHS Terms and Conditions of Service Handbook regarding contractual continuity of service.

2 Introduction

Reckonable service, in accordance with Agenda for Change Terms and Conditions has been locally agreed as any previous employment in the NHS. Any non NHS service that is requested to be recognised will be considered on a case by case basis depending on the non NHS organisation.

3 Policy Aim

This policy describes the service which can be considered as “reckonable” for the purposes of annual leave, sick leave, maternity leave and redundancy payments.

4 NHS Employment

An employee’s continuous previous service with any NHS employer will count as reckonable service in respect of NHS agreements on redundancy, maternity, paternity sick pay and annual leave but does not impact upon starting salaries or pay banding.

Further information regarding contractual continuity of service can be found in section 12 of the Agenda for Change Terms and Conditions.

5 Re-Appointment of Previous NHS Employees

1. On returning to the NHS employment, a previous period or periods of NHS service will be counted towards the employee’s entitlement to annual leave.
2. On returning to the NHS employment, a previous period or periods of NHS service will be counted towards the employee’s entitlement to sickness absence, where there has been a break or breaks in service of 12 months or less.
3. An employee’s continuous previous service with any NHS employer will count as reckonable service in respect of NHS agreements on redundancy and maternity pay.

6 Non-NHS Employment

The CCG does not recognise non-NHS service as reckonable service for the purposes of annual leave, maternity/paternity/adoption pay, sick leave or redundancy.

7 Process to Gain Recognition of Previous NHS Service

The responsibility to provide evidence to verify previous NHS service is with the employee. The employee must provide evidence verifying their previous NHS

service within 6 months of joining the CCG if they want this to be considered for the purposes of annual leave, sick leave, maternity/paternity/adoption leave and redundancy.

The methods of verifying service are set out in the procedure below.

All NHS Service needs to be verified if it is to be counted by the organisation as reckonable service for annual leave. Unverified service will not be counted as reckonable service for annual leave.

The organisation will accept the following methods as verification / validation of previous NHS service:

- Inter Authority Transfer form
- Employment contracts and pay slips,
- Pension / superannuation records,
- P60s
- P45 if combined with pay slips etc.
- References from appropriate staff with an appropriate level of accountability for the post-holder.

For employees to verify their current NHS salary prior to commencing a role within the CCG a copy of their most recent payslip will need to be provided to the HR team. The payslip will be taken as confirmation to either match their salary if the band of their current NHS post is the same band as the post they are taking up in the CCG and to confirm their incremental date. The payslip will be used to confirm the point that the employee should commence on if the post in the CCG is a band higher than their current NHS post. This will be the first point on the pay band which will give the individual a salary increase of one pay point higher. For example, existing salary Band 6, spine point 26 moving to Band 7 would commence on Band 7 spine point 27 (in line with Agenda for Change April 2014 payscales). The incremental date would then be the date they started in the role.

For existing staff there will be a regular validation exercise, carried out in line with the Data Protection Act (1999) which will check all the information held on the Employee Database for all CCG staff. This will include cumulative NHS Service and provide the opportunity for staff to correct this information if it is not accurate. Staff correcting their details should provide evidence set in paragraph 4.2 above to confirm their previous service.

8 Statement of Compliance with the Equality Act 2010

All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. The Act prohibits discrimination on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. It also means that each manager or member of staff involved in implementing the policy must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity between those who

share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Document Lead (author) who will then actively respond to the enquiry.

9 Counter Fraud

The CCG is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

10 Review

This policy will be reviewed every 3 years but can be reviewed at any time if the CCG deems it necessary to do so or a review is requested by management or staff.

Judith Champion
Senior HR Business Partner

April 2014