

Date: 15/04/2024
Your Ref:
Our Ref: 8546

Enquiries to : Richard Mutch
Extension: 35687
Direct Line: 0131 465 5687
loth.freedomofinformation@nhs.scot
richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION – PAINTERS

I write in response to your request for information in relation to painters within NHS Lothian.

Question:

- From 2014 to present day in relation to all Painters (Estates Workers) in respect of:

- All Job descriptions/person specifications
- All Contracts of Employment
- All Re-banding request applications
- All Re-banding application outcomes
- All Matched Job Reports
- All Grievances raised linked to job evaluation/re-banding of post including applications, outcomes and minutes of the hearings
- All correspondence, applications and outcomes, including extensions (Scottish terms and Conditions Committee) in relation to Recruitment and Retention Premia for NHS Lothian Estates

Answer:

All Job descriptions/person specifications	Enclosed.
All Contracts of Employment	I am advised by the Human Resources Department of NHS Lothian that this information is specific to identifiable individuals and therefore cannot be release under the Freedom of Information (Scotland) Act 2002 – Personal information Section 38(1)(b).
All Re-banding request applications	Enclosed.
All Re-banding application outcomes	Enclosed
All Matched Job Reports	Enclosed.
All Grievances raised linked to job evaluation/re-banding of post including applications, outcomes, and minutes of the hearings	There were 5 or fewer grievances. This information is specific to identifiable individuals and therefore cannot be release under the Freedom of Information (Scotland) Act 2002 – Personal information Section 38(1)(b).



Headquarters
Waverley Gate
2-4 Waterloo Place
Edinburgh EH1 3EG

Chair Professor John Connaghan CBE
Chief Executive Calum Campbell
Lothian NHS Board is the common name of Lothian Health Board

<p>All correspondence, applications, and outcomes, including extensions (Scottish terms and Conditions Committee) in relation to Recruitment and Retention Premia for NHS Lothian Estates</p>	<p>RRP application attached and not included painters. We do not have the previous application.</p>
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I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing, Midwifery and AHPs
Cc: Chief Executive

NHS Lothian**Post: APPRENTICE MAINTENANCE PAINTER****PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<p>Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes.</p> <p>Good communication skills. Good timekeeping and attendance history.</p> <p>Enthusiasm.</p> <p>Ability to understand and follow all NHS Lothian policies and procedure including Data Protection and Confidentiality.</p>	Potential to communicate well with colleagues and other service users within an healthcare environment.	I & R
Qualifications and Training	<p>Successfully completed aptitude test.</p> <p>Willingness to work towards achieving qualification through training programme.</p> <p>Good numeracy and literacy skills.</p>	National 4 or 5 or equivalent.	A, I & C
Experience and Knowledge	<p>Interest / background / experience in maintenance and/or facilities management.</p> <p>Good Health & Safety awareness.</p>	<p>Maintenance experience.</p> <p>Experience in dealing with the public/good customer care skills.</p>	A, I & C
Skills and/or Abilities	<p>Good communication skills including effective written and verbal communication skills.</p> <p>Team worker, able to contribute and work as part of a wider team and across the service.</p> <p>Ability to work accurately, paying attention to detail while working to</p>	<p>Computer skills and IT awareness.</p> <p>Painting/decorating knowledge.</p>	A, I & R

	<p>deadlines.</p> <p>Ability to work alone or unsupervised when necessary.</p>		
Specific Job Requirements	<p>Commitment to complete Apprenticeship within identified period.</p> <p>Positive approach to learning and development, undertake other appropriate development interventions and satisfactory attendance at external training provider whilst undertaking qualification (where appropriate).</p> <p>Willingness to work additional hours from time to time.</p> <p>Ability to carry out assigned tasks effectively in a busy dynamic environment with accuracy and attention to detail.</p> <p>Commitment to work at sites across Lothian.</p>	<p>Full driving licence.</p> <p>Ability to work on own initiative.</p>	A, I, C & R

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

NHS Lothian

Post: MAINTENANCE PAINTER

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<p>Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes.</p> <p>Team player with a flexible approach.</p> <p>Good communication skills able to communicate with colleagues, management and service users.</p> <p>Demonstrate a proactive and innovative approach with the ability to work on own initiative when necessary.</p> <p>Good organisational skills.</p>	<p>Good timekeeping and attendance history.</p> <p>Quick learner</p> <p>Good relationship with colleagues and customers.</p>	A, I & R
Qualifications and Training	<p>Completion of a recognised apprenticeship as a Painting Craftsperson or equivalent.</p> <p>Post apprenticeship experience.</p>	<p>Certificate for the safe operation of Mobile Elevated Work Platforms.</p>	A&C
Experience and Knowledge	<p>Experience on minor works, alterations, refurbishment and/or new installations.</p> <p>Experience in maintenance and minor works service covering a wide and varied range of building fabrics.</p> <p>A good knowledge of other building services disciplines and experience of working alongside other trades.</p> <p>General Health & Safety awareness and knowledge of current legislation.</p> <p>IT literate with keyboard skills.</p>	<p>Multi-disciplinary trade experience.</p> <p>Previous NHS experience.</p> <p>Carrying out and recording PPMs.</p> <p>Experience of hand held technologies.</p>	A, I & R

Skills and/or Abilities	<p>Physically able to carry out competently the duties of the post.</p> <p>Analytical & problem solving skills, time management, able to prioritise workload and ability to work under pressure to resolve routine/non-routine problems.</p> <p>Actively participate in training as required to fulfil duties of the post.</p>	<p>Multi-disciplinary team working.</p> <p>A people person with experience of dealing with the public.</p>	A&I
Specific Job Requirements	<p>Full driving licence.</p> <p>Acceptance of flexible working patterns including out of hours on call system.</p> <p>Able and willing to work in locations across NHS Lothian area as required.</p>		A&I

Key – how assessed

A = Application form	I = Interview
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JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	APPRENTICE MAINTENANCE PAINTER
Responsible to:	TEAM LEADER
Department:	ESTATES
Directorate:	FACILITIES
Operating Division:	NHS Lothian
Job Reference:	L/EST/TMC3
No of Job Holders:	Various
Last Update:	July 2021

2. JOB PURPOSE

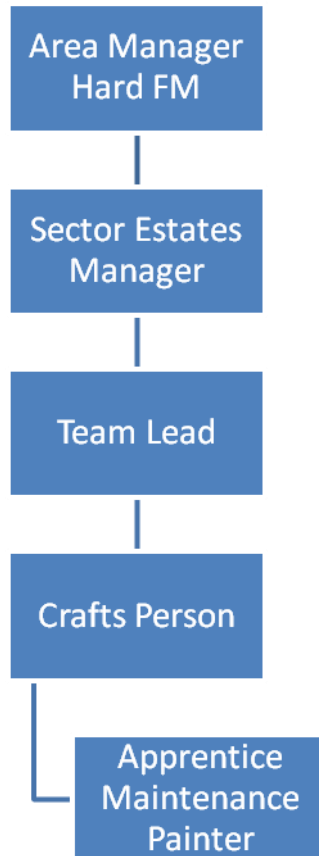
The successful applicant will be required to train as an Apprentice Maintenance Painter to agreed standards as dictated by the Organisation and the Approved External Examining body.

The successful applicant shall undergo extensive in-house and outsourced training to be able to perform work, including activities that may be demanding and/or non-routine, and to develop the skills necessary to repair and install relevant Equipment/Building Fabric.

3. DIMENSIONS

The successful applicant shall be responsible on a day to day basis to the Head of Estates through the particular site Supervisory/Management structure, and with particular reference to the training programme to be completed and approved by the appropriate Supervisor and Nominated Sector Estates Manager working on all the major sites throughout Lothian including the Western General Hospital, Royal Infirmary of Edinburgh, St Johns Hospital, Royal Hospital for Sick Children, Roodlands Hospitals and the Royal Edinburgh Hospital.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The objective of the Department is to operate and maintain a physical environment in which healthcare can be delivered to the patient. The main elements being the maintenance of both building fabric and services e.g. external and internal finishes, fittings and fixtures, plumbing, electrical and mechanical services, piped medical gases etc.

The provision of a project management service to the trust from initial brief and preparation of contract documentation through tendering, contract supervision to completion. Works ranging from minor alterations to major refurbishments.

Compliance with all statutory requirements in relation to safe working practices and safe operation of plant, equipment and services.

Keeping records of all aforementioned activities as per all Scottish Health Technical Memoranda and Quality Assurance Requirements and to provide professional advice and guidance on estates matters.

6. KEY RESULT AREAS

1. The successful applicant shall undergo extensive in-house and outsourced training to be able to perform work, including activities that may be demanding and/or non-routine, and to develop the skills necessary to test, fault find and repair door and window furniture etc and maintain the fabric of the buildings.
2. The successful applicant shall follow a structured programme of training and complete the attainment of specified learning outcomes to enable them to develop the appropriate skills to be able to; -
 - a) Diagnose and repair all fabric of the building.
 - b) Deal with new situations as they arise and pass on this acquired knowledge to others as appropriate.
 - c) Carry out planned preventative maintenance of all painted surfaces.
 - d) Instruct others in the above features and other aspects of his/her work.
 - e) Perform a wide range of skills of other crafts.
 - f) Manufacture, assemble, erect and install new work.
 - g) Use all relevant tools and equipment within safety guidelines as necessary for the completion of the works.
 - h) Follow detailed drawings and Manufacturers Specifications with reference to the Team Leader/Craftsperson where necessary.
 - i) Work in accordance with all relevant Scottish Health Technical Memoranda.
 - j) Follow all Policies, Procedures, SHTM's, Statutory Guidelines and Codes of Practice as relevant.
 - k) Carry and use all pagers and two-way radios as directed.
 - l) Participate in and comply with the Planned Maintenance System and the Agility Management System as appropriate.

7a. EQUIPMENT AND MACHINERY

The post holder will very much be involved with the painting maintenance of various building fabrics also the life cycle maintenance of the painting of hospital estates. Use of non volatile organic compound paint (VOC) in accordance with HAI Scribe.

7b. SYSTEMS

The post holder will be expected to have a working knowledge of information technology systems in operation that support the Estates function. This would include systems such as Agility Management System and Asset Management systems.

8. ASSIGNMENT AND REVIEW OF WORK

The Team Leader will in conjunction with a craftsman assign work. The post holder will liaise with the Team Leader/Craftsperson in relation to any uncompleted/partially-completed work.

9. DECISIONS AND JUDGEMENTS

The post holder for the most part will work alongside and under the direction of the Craftsperson in completing assigned tasks. Expectation to repair or resolve problems, organise spare part acquisition, coherent explanation of unresolved work to Team Leader/Sector Estates Manager. Completion of recorded task risk assessment before progressing work.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Have the ability to complete the assigned task to customer and management satisfaction.

Training on new equipment and systems leading to full knowledge of functions and purpose.

Attendance at college for the full term of the apprenticeship to attain successful examination results when required.

Put the knowledge and skills gained at College into practice within the workplace environment.

11. COMMUNICATIONS AND RELATIONSHIPS

The successful applicant must during their period of training develop the attributes and abilities to be able to; -

- a) Work unsupervised or as part of a team while fostering positive co-operative relationships with other estates groups and departments.
- b) Communicate effectively, both verbally and written.
- c) Be capable of projecting a positive and professional manner and attitude at all times.
- d) Be adaptable to change within the organisation.
- e) Demonstrate an energetic, dynamic and positive approach to challenging situations.
- f) Be self-motivated, flexible, adaptable and innovative.
- g) Provide training, technical advice and support to possible future trainees.
- h) Be responsible for the supervision of possible future trainees while working with them.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical/Environmental

By the nature of maintenance the post holder will be required to work within all areas of Lothian. This work will include work within engineering service ducts i.e. confined spaces which could have excessive temperatures, industrial contamination – biological, asbestos, dirt oil etc; within basements, above suspended ceilings, on roofs or externally. Much of the work undertaken will require work from ladders, scaffolds or with awkward confined spaces. A degree of physical fitness is essential for the postholder to undertake the full range of duties required. The post holder will be trained on manual handling to ensure correct procedures are followed at all times.

Note: Potential hazards are strictly controlled as regards access via permit to work systems and pre surveys

Mental

A working knowledge of keyboards. A need for setting out work from basic components, knowledge of working with complex locking systems.

Emotional

Exposure to acute health situations and occasional work in pathology department leading to emotional distress. Exposure to verbal/physical abuse by disturbed patient groups.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The successful applicant must have:

Attained at least three Standard Grades at General Level 3 or above (one must be maths)

AND

Successfully completed or have the ability to complete an Industry Approved Selection Test i.e. CITB or equivalent.

Or

The applicant has completed a Pre-apprenticeship training course.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **MAINTENANCE PAINTER**

Responsible to: TEAM LEADER

Department: ESTATES

Directorate: FACILITIES

Operating Division: NHS Lothian

Job Reference:

No of Job Holders:

Last Update: July 2021

2. JOB PURPOSE

The post holder will act as a fully trained Painter and Decorator to provide painting services to meet the needs of the service.

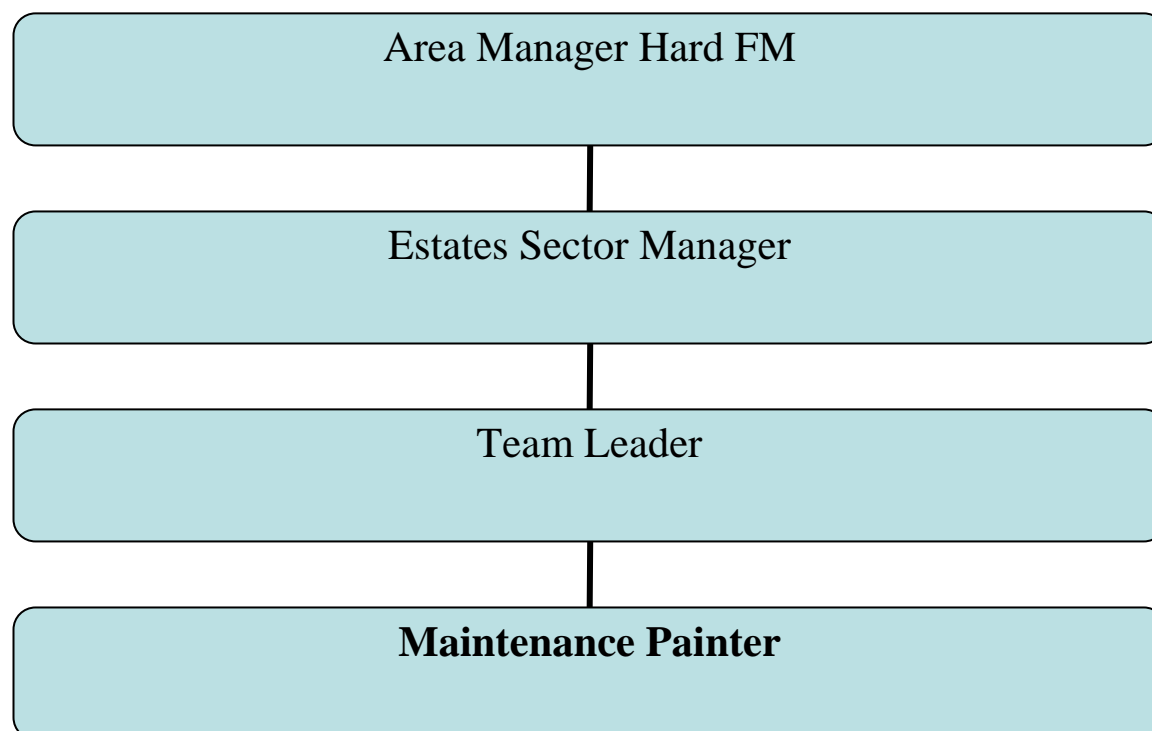
To paint and decorate, internal and external building structures and fixtures within all property's of the organisation in order that they are kept in a safe and presentable condition, and to contribute to the maintenance of the building fabric within the organisation.

3. DIMENSIONS

The division encompasses a large geographical area. The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service needs.

As directed by the team leader the post holder is responsible for carrying out maintenance, repair and minor projects works within any NHS Lothian property.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Estates Department's role is to:

- Maintain the physical environment within which effective healthcare can be provided and be developed to meet changing needs.
- Ensure compliance with all statutory requirements.
- Provide a high quality and cost effective customer focused, planned and ad-hoc maintenance service to all buildings, fabric and equipment.

6. KEY RESULT AREAS

1. To work in hazardous areas taking all safety measures to prevent danger, avoid injury, and prevent damage to equipment.
2. To participate in the operation of the Agility Computer Aided FM System, complete work docket, log books and timesheets.
3. To undertake essential repair work and general maintenance activities under the instruction of the Team Leader.
4. To liaise with the Supervisor regarding the painting and maintenance of structures and fixtures and to request the supply of goods and/or services as necessary.
5. To carry out planned preventative maintenance, inspection and painting in accordance with agreed procedures and relevant Codes of Practice.
6. To follow and work from building drawings and manufacturers specifications.
7. To use all relevant tools and equipment within safety guidelines as necessary for the completion of

works.

8. To carry communication devices (pagers and/or mobile phones) to facilitate immediate response to emergencies.
9. To erect and use access and restraint equipment safely and effectively.
10. To measure work areas and estimate material requirements.
11. Follow policies, procedures, statutory guidelines and codes of practice as relevant and propose changes to working practices for own work area.
12. Carry out preparation work and apply ceramic tiles.
13. Carry out minor plaster repairs.
14. Remove furniture, fixtures and fittings including notice boards, shelving mirrors etc. Clean surfaces, make good and prepare surfaces prior to painting or applying wall coverings.
15. Second on call to assist on-call Plumber and Joiner
16. Cut out and repair plasterboard patches. Ames tape and fill new building work.
17. To be responsible for the lead of trainees and labourers while working with them.
18. To liaise with and assist contractors.
19. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

- Trained in the use of platform hoists, scaffold, limpet ladder system and ladders.
- Trained in the use of paint spraying equipment.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The post holder will be expected to have a working knowledge of information technology systems in operation that support the Estates function including Agility FM system.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

- The Estates Department's workload is generated from a number of different sources including the Help Desk, PPM System, evolving legislation, guidance notes and minor works alterations.
- Review of work shall be undertaken via a combination of regular informal meetings, casual conversations and specific written reports. Reporting on progress of work shall be to the Team Leader.
- Post holder will be issued work on a daily basis and will be required to complete this work unsupervised and where problems arise refer back to Team Leader.

<p>9. DECISIONS AND JUDGEMENTS</p> <ul style="list-style-type: none"> • Plan and organise own workload to find, prioritise proactive solutions to suit the needs of the service, applying skills, judgement and experience while minimising the hazards to patients, staff, visitors and themselves within the properties of the organisation. • Operate unsupervised and use own initiative while carrying out redecoration of structures and fixtures and to report remedial action/spares required.
<p>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</p> <p>Keeping up to date with changes to Painting Practices and Materials through training and personal development. Working efficiently with the co-operation of building occupants to produce a high standard of redecoration work with due regard to safety of the occupants, patients and the general public.</p>
<p>11. COMUNICATIONS AND RELATIONSHIPS</p> <ul style="list-style-type: none"> • Ability to understand and communicate technical information. • Ability to work unsupervised or as part of a team while fostering positive co-operative relationships with other estates groups and departments. • Good communication skills. • To project a positive and professional manner and attitude at all times. • To be adaptable to change within the organisation. • Energetic, dynamic and positive approach to challenging situations. • Self motivated, flexible, adaptable and innovative. • To provide training, technical advice and support to trainees and labourers.
<p>12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB</p> <ul style="list-style-type: none"> • Periods of prolonged moderate physical effort: - Painting at high level, spray painting, infectious washes, moving heavy tins of paint, moving furniture and erecting scaffolding. • Periods of mental effort: - Accurate cutting to lines of paintwork, accurate cutting and trimming of wall papers, mixing of paint, stenciling. • Periods of emotional effort: - Working in post mortem suites, body fridges, children's wards and contact with terminally ill and isolated patients. • Working in confined spaces: - Working in and around furniture and equipment, working in and around ducting and pipe work, plant rooms and floor ducts. • Working in hazardous areas: - Working at heights using/cleaning dust producing equipment, using various solvent containing materials (paints, varnishes, thinners, paint strippers) carry out infectious washes in Theatres. • Working in dusty/dirty/high/low temperature areas: - Using heat guns, spray painting, working in plant rooms, roof and crawl spaces, laundry, working outside. • Contact with abusive/aggressive patients while working in A/E and Psychiatric wards.
<p>13. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED TO DO THE JOB</p> <ul style="list-style-type: none"> • Recognised and registered EITB or CITB (or equivalent) craft apprenticeship. Plus • City and Guilds Certificate in Painting and Decorating. Plus • Health and Safety Passport

- Experience and Training, which will be appropriate to satisfy the necessary academic standard required.
- Training in Lifting and Handling, First Aid, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection, Mobile Platforms and Safety at Work (after appropriate training).
- To attend training establishments/on the job training as necessary.
- To have knowledge of own trade to a high level of skill that will enable them to deliver a consistent high standard of work.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Maintenance Painter

Responsible to: Team Leader

Department(s): Estates

Directorate: Facilities

Operating Division:

Job Reference:

No of Job Holders: 1

Last Update 2022

2. JOB PURPOSE

The post holder will act as a fully trained painter and Decorator to provide Decorating services to meet the need of the service.

To Paint and decorate, internal and external building structures and fixtures within all property's of the organisation in order that they are kept in safe and presentable condition, and to contribute to the maintenance of the building fabric within the organisation.

3. DIMENSIONS

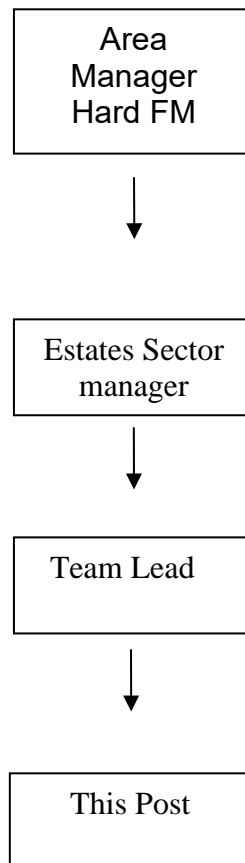
Estates Maintenance Painter and decorator "The post holder" is one of many fully trained and certified painter and decorator employed by NHS Lothian, comprising of the 4 sectors as detailed below, The post holder is based within one of these 4 named sectors.

1. St John's Hospital & West Lothian community
2. East & Mid community, East & Mid Community hospitals & bio quarter
3. WGH, LB
4. REH,AAH & Edinburgh Community

They are responsible to the Team leader on operational matters and accountable to the Team Leader.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Estates Department's role is to:

- Maintain the physical environment within which effective healthcare can be provided and be developed to meet changing needs.
- Ensure compliance with all statutory requirements.
- Provide a high quality and cost-effective customer focused, planned and ad-hoc maintenance service to all buildings, fabric and equipment.

6. KEY RESULT AREAS

1. Carry out Painting and decorating duties to a high specification and undertake planned preventative maintenance.
2. Undergo training & continual development of Health and Safety requirements relating to the provision of Estates services, to ensure personal safety and maintain a safe environment for staff and patients
3. Work to all Board H&S policies & procedures propose changes to working practices for own work area.
4. Carry out painting & decorating maintenance within healthcare facilities in compliance with HAI SCRIBE policies & procedures, as well as industry codes, standards and H&S requirements
5. Assess risks within the work area and comply with risk assessments to ensure own safety and that of others
6. Be aware of COSHH best practice and manufacturers recommendations.
7. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
8. At all times to carry identified communication devices to facilitate immediate response to emergencies.
9. To work under own initiative when working out with core hours (overtime) when performing emergency or planned repairs.
10. To use all relevant tools and equipment within safety guidelines as necessary for the completion of works.
11. Participate in the operation of Agility (CAFAM) system. Reading, understanding and input of data on mobile device.
12. Liaise with contractors and NHSL colleagues to assist them with their performance of their duties.
13. Undertake essential repair work and unscheduled maintenance activities.
14. Construct and utilise working platforms and alloy scaffolds within scope of training and competence.
15. Carry out minor plaster repairs, plasterboard patches, Ames taping and filling. Along with preparation and application of ceramic tile repairs.
16. Be responsible for the supervision of trainees and labourers working with them.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

Paint brushes and rollers	Application of paint, varnish and other sealers or finishes Access to high level
Trestles scaffolding hydraulic access tower steps and ladders	Cleaning existing surfaces in preparation for painting or for maintenance
Sponge, scourer, bucket, detergent	Setting out of horizontal and vertical datum lines prior to decorating
Laser level, water level, plumb line	Removing old paint or varnish prior to re-finishing
Blow lamp, scraper	Pasting paper or vinyl prior to hanging
Pasting table	Prevention of splashes especially when working in contaminated area
Personal protective equipment	Graffiti removal
Power washer	Car park re-lining
White lining machine	Inter-site travel and picking up spare parts.
Works van	

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

Agility work allocation system. The post holder will be expected to have a working knowledge of information technology systems in operation that support the estates' function including Agility FM system

Record and report on planned maintenance tasks/remedial actions taken and materials used via handheld electronic device.

Microsoft office (word, excel, outlook etc)

Following NHSL Safe systems of work.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Work is generated in several ways:

Reactive repair maintenance reported by the customer via the Help desk operator programmed and redirected by Team Leader.

Emergency response: reported by the customer via the Help desk operator or direct phone call through Team Lead/Estates Manager to investigate, assess and resolve the emergency or where this is not possible provide a situation report to the Team Leader/Estates Manager.

Plan and organise own activities including Minor works and maintenance of building elements, fixtures, and fittings, liaise with contractors and hospital staff and adapt the above to suit the service requirements in the event of unforeseen circumstances such as interruptions or emergencies.

Co-ordinate with clinical staff to ensure that patient care is uncompromised in the event damage/failure of building structure, fixtures & fittings.

The post holder works unsupervised and priorities own work from workload allocation.

9. DECISIONS AND JUDGEMENTS

Work is managed not supervised and Post holder is required to use own initiative to establish the performance or other attributes of a structure and to compare, analyse and interpret the results. Determine required remedial actions and/or spare parts required.

Plan & organise own allocated daily workload to suit the needs of the service, applying skills, judgement, and experience to minimise and control the hazards to patients, staff and visitors. Discretion applied on work finishes and standards.

During emergencies, implement safe control of hazards, identify and resolve cause of hazardous situation, during such emergencies Co-ordinates with clinical staff to ensure impact on patient care is minimised.

Required to work both independently and as part of an effective team.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Keeping up to date with all legislation, policies and procedures and ensuring these are complied with in the execution of the job.

Prioritising tasks in stressful situations. Working under pressure from other staff where there is an impact on service

Daily working in highly unpleasant conditions i.e.: noise, smell, cramped and high ambient temperatures

11. COMMUNICATIONS AND RELATIONSHIPS

Ability to interpret and communicate information to technical and non technical staff. To provide guidance, technical advice & support to apprentices, maintenance assistants, fellow colleagues & clinical staff and managers.

Communicates and relates with all levels of staff and patients, relating to investigation of reported failures & planned maintenance tasks and the direct impact these may have on service continuity Overcome barriers to understanding when explaining the technical tasks that are to take place and how they impact on the ward/patients.

Consult with clinical staff to establish working restrictions in relation to the control of risk of infection.

Communicates with internal Estates management, peers & external specialist contractors: To support a wider team approach to resolving complex estates service issues to minimise adverse impact on clinical service provision.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical:

Use of fine hand tools and test equipment, manual dexterity, workshop machinery skills, standard keyboard skills.

Manual handling for periods greater than 20 minutes on a frequent basis, climbing stairs and ladders Crawling, stooping and lifting objects Working in cramped conditions and in high ambient temperatures Working with COSHH controlled substances Coming into contact with hazardous materials and body fluid

Mental:

Frequent concentration is needed Working under pressure during Emergency Response to critical service failures.

Mental resilience to cope with the unpredictable nature of the wards and patient groups.

Emotional:

Frequent Exposure to distressing situations whilst carrying out duties in wards.

Environmental:

Daily work in varied environmental conditions external in cold and inclement weather internally in high temperatures.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Recognised and registered CITB (or equivalent) craft apprenticeship in Painting Decorating.

City and Guilds Certificate in Painting and Decorating or equivalent approved qualification.

SVQ Level 3 or equivalent

Health and Safety Passport (Required to gain once in post)

Experience and Training, which will be appropriate to satisfy the necessary academic standard required.

Training in Lifting and Handling, First Aid, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection, Mobile Platforms & Safety at Work (after appropriate training).

To attend mandatory awareness training establishments/on the job training as necessary including HAI Scribe, PUWER, LOLER etc.

To have knowledge of own trade to a high level of skill that will enable them to deliver a consistent high standard of work.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Maintenance Painter

Responsible to: Maintenance Supervisor

Department(s): Estates

Directorate: Facilities

Operating Division:

Job Reference:

No of Job Holders:

Last Update (insert date):

2. JOB PURPOSE

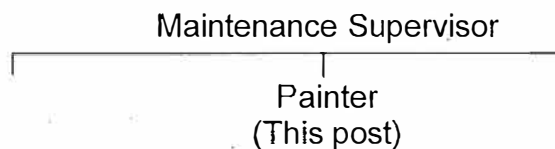
The Post Holder will act as a fully trained Painter and Decorator to provide painting services to meet the needs of the service.

To paint and decorate, internal and external building structures and fixtures within all property's of the organisation in order that they are kept in a safe and presentable condition, and to contribute to the maintenance of the building fabric within the organisation.

3. DIMENSIONS

- The Division encompasses a large geographical area.
- The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

- The Estates Department's role is to
- Maintain the physical environment within which effective healthcare can be provided and be developed to meet changing needs.

- Ensure compliance with all statutory requirements.
- Provide a high quality and cost effective customer focused, planned and ad-hoc maintenance service to all buildings, fabric and equipment.

6. KEY RESULT AREAS

1. To work in hazardous areas taking all safety measures to prevent danger, avoid injury, and prevent damage to equipment.
2. To participate in the operation of the Backtraq Labour Management System, complete work docket, log books and timesheets.
3. To undertake essential repair work and general maintenance activities under the instruction of the Supervisor.
4. To liaise with the Supervisor regarding the painting and maintenance of structures and fixtures and to request the supply of goods and/or services as necessary.
5. To carry out planned preventative maintenance, inspection and painting in accordance with agreed procedures and relevant Codes of Practice.
6. To follow and work from building drawings and manufacturers specifications.
7. To use all relevant tools and equipment within safety guidelines as necessary for the completion of works.
8. To carry communication devices (pagers and/or mobile phones) to facilitate immediate response to emergencies.
9. To erect and use access and restraint equipment safely and effectively.
10. To measure work areas and estimate material requirements.
11. Carry out washing down of Theatres, adhering to all infection control guidelines.
12. Follow policies, procedures, statutory guidelines and codes of practice as relevant and propose changes to working practices for own work area.
13. Carry out preparation work and apply ceramic tiles.
14. Carry out minor plaster repairs.
15. Remove furniture, fixtures and fittings including notice boards, shelving mirrors etc. Clean surfaces, make good and prepare surfaces prior to painting or applying wallcoverings.
16. First on-call for infectious washes, body fluid spills/ solids contamination, and smoke/fire damage.
17. Second on call to assist on-call Plumber and Joiner
18. Cut out and repair plasterboard patches. Ames tape and fill new building work.
19. To be responsible for the supervision of trainees and labourers while working with them.
20. To liaise with and assist contractors.
21. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

- Trained in the use of platform hoists, scaffold, limpet ladder system and ladders.
- Trained in the use of paint spraying equipment.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

- The Estates Department's workload is generated from a number of different sources including the Help Desk, PPM System, evolving legislation, guidance notes and minor works alterations.
- Review of work shall be undertaken via a combination of regular informal meetings, casual conversations and specific written reports. Reporting on progress of work shall be to the Maintenance Supervisor.
- Post holder will be issued work on a daily basis and will be required to complete this work unsupervised and where problems arise refer back to Maintenance Supervisor.

9. DECISIONS AND JUDGEMENTS

- Plan and organise own workload to find, prioritise proactive solutions to suit the needs of the service, applying skills, judgement and experience while minimising the hazards to patients, staff, visitors and themselves within the properties of the organisation.
- Operate unsupervised and use own initiative while carrying out redecoration of structures and fixtures and report remedial action/spares required.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Keeping up to date with changes to Painting Practices and Materials through training and personal development. Working efficiently with the co-operation of building occupants to produce a high standard of redecoration work with due regard to safety of the occupants, patients and the general public.

11. COMMUNICATIONS AND RELATIONSHIPS

- Ability to understand and communicate technical information.
- Ability to work unsupervised or as part of a team while fostering positive co-operative relationships with other estates groups and departments.
- Good communication skills.
- To project a positive and professional manner and attitude at all times.
- To be adaptable to change within the organisation.
- Energetic, dynamic and positive approach to challenging situations.
- Self motivated, flexible, adaptable and innovative.
- To provide training, technical advice and support to trainees and labourers.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- Periods of prolonged moderate physical effort: - Painting at high level, spray painting, infectious washes, moving heavy tins of paint, moving furniture and erecting scaffolding.
- Periods of mental effort: - Accurate cutting to lines of paintwork, accurate cutting and trimming

of wall papers, mixing of paint, stenciling.

- Periods of emotional effort: - Working in post mortem suites, body fridges, children's wards and contact with terminally ill and isolated patients.
- Working in confined spaces: - Working in and around furniture and equipment, working in and around ducting and pipe work, plant rooms and floor ducts.
- Working in hazardous areas: - Working at heights using/cleaning dust producing equipment, using various solvent containing materials (paints, varnishes, thinners, paint strippers) carry out infectious washes in Theatres.
- Working in dusty/dirty/high/low temperature areas: - Using heat guns, spray painting, working in plant rooms, roof and crawl spaces, laundry, working outside.
- Contact with abusive/aggressive patients while working in A/E and Psychiatric wards.

13. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED TO DO THE JOB

- Recognised and registered EITB or CITB (or equivalent) craft apprenticeship.
Plus
- City and Guilds Certificate in Painting and Decorating.
Or
- Equivalent Approved Qualification.
Plus
- Health and Safety Passport
- Experience and Training, which will be appropriate to satisfy the necessary academic standard required.
- Training in Lifting and Handling, First Aid, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection, Mobile Platforms and Safety at Work (after appropriate training).
- To attend training establishments/on the job training as necessary.
- To have knowledge of own trade to a high level of skill that will enable them to deliver a consistent high standard of work.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

BATJIC Information Sheet

2020-2021

NEW WAGE RATES FROM BATJIC
EFFECTIVE MONDAY 22 JUNE 2020

The Building and Allied Trades Joint Industrial Council (BATJIC) has agreed new wage rates to apply from Monday 22 June 2020 to Sunday 20 June 2021.

BATJIC Information Sheet

2020-2021

New wage rates from BATJIC effective Monday 22 June 2020

The Building and Allied Trades Joint Industrial Council (BATJIC) has agreed new wage rates to apply from Monday 22 June 2020 to Sunday 21 June 2021.

Working Rule 1: Standard rates of wages for 39 hours per week

S/NVQ3: City and Guilds London Institute Advanced Craft	£513.63	£13.17 per hour
S/NVQ2: City and Guilds London Institute Intermediate Craft	£442.65	£11.35 per hour
Adult General Operative	£392.73	£10.07 per hour

Young Adult Operatives

The standard rate of wages for young operatives shall be:

16 Years of Age	£228.15	(£5.85 per hour)
17 Years of Age	£297.96	(£7.64 per hour)

The Adult General Operative rate is payable once the Young Adult Operative reaches the age of 18.

Apprentices/Trainees rates

The weekly standard rate of wages for entrants under 19 years of age whose terms and conditions are under the BATJIC rule agreement:

For Apprentices under 19 years of age:

16 Years of Age	£212.16	(£5.44 per hour)
17 Years of Age	£274.56	(£7.04 per hour)
18 Years of Age	£344.37	(£8.83 per hour)
(without NVQ level 2)		
18 Years of Age	£364.26	(£9.34 per hour)
(with NVQ level 2)		

Full craft rate (£13.17 per hour) is payable on the acquisition of NVQ level 3, including if achieved before the end of the third year of the apprenticeship. If the apprentice remains at NVQ level 2 at the end of the apprenticeship, the hourly rate will be £11.35, until he or she achieves NVQ level 3, even after completion of the apprenticeship.

For Entrants aged 19 years and over

First 12 Months	£330.33	(£8.47 per hour)
Second 12 Months	£364.26	(£9.34 per hour)
Third 12 Months	£364.26	(£9.34 per hour)
(without NVQ level 2)		
Third 12 Months	£418.08	(£10.72 per hour)
(with NVQ level 2)		

Full craft rate (£13.17 per hour) is payable on the acquisition of NVQ level 3, including if achieved before the end of the third year of the apprenticeship. If the apprentice remains at NVQ level 2 at the end of the apprenticeship, the hourly rate will be £11.35, until he or she achieves NVQ level 3, even after completion of the apprenticeship.

For Apprentices in Scotland:

Year 1	£206.31	(£5.29 per hour)
Year 2	£274.56	(£7.04 per hour)
Year 3	£344.37	(£8.83 per hour)
Year 4	£344.37	(£8.83 per hour)
(without SVQ level 2)		
Year 4	£364.26	(£9.34 per hour)
(with SVQ level 2)		

Full craft rate (£13.17 per hour) is payable on the acquisition of SVQ level 3, including if achieved before the end of the fourth year of the apprenticeship. If the apprentice does not achieve SVQ level 3 at the end of the apprenticeship, the hourly rate will be £11.35, until he or she achieves SVQ level 3.

Working Rule 1c

Intermittent and consolidated rates of pay for skill

- (a) The following are rates of pay per hour which shall be paid in addition to the general operatives' rate of pay to those operatives who apply these skills on an intermittent basis:

49 pence per hour:

Compressor driver; concrete mixer driver; barrow hoist operator; pump person; handroller operative; electric operated vibrating plate operator, and paint sprayer.

77 pence per hour:

Drag shovel operator; dumper driver (up to 2,000kg); power roller driver (up to 4,000kg); light tyred tractor driver; pipelayer (up to 300mm); concrete screeder/leveler; forklift/sideload driver (up to 3,000kg).

£1.05 per hour:

Batching plant driver; dumper driver (over 2,000kg); power roller driver (over 4,000kg); banksperson; watchperson; pipelayer (over 300mm); concrete trowel and planhand; forklift/sideload driver (up to 3,000kg)

(b) The following shall apply to semi-skilled grades with continuous responsibility

£459.04

Travelling, overhead, crawler, mobile or tower crane operator (up to 2 tonnes); wheeled or tracked tractor driver (up to 70hp); trenching machine operator (up to 30hp); excavator driver (up to 3/8 cu yd); timberperson.

£471.04

Travelling, overhead, crawler, mobile or tower crane operator (over 2 tonnes); wheeled or tracked tractor driver (over 70 hp); trenching machine operator (over 30 hp); excavator driver (up to ¼ cu yd).

£483.01

Travelling, overhead, crawler, mobile or tower crane operator (over 5 tonnes); excavator driver (over ¼ cu yd).

(c) Payment for discomfort, inconvenience or risk:

(i) Detached Work

15m and up to 30m	38 pence per hour
30m and up to 45m	44 pence per hour
45m and up to 60m	63 pence per hour
60m and up to 75m	85 pence per hour
75m and up to 90m	129 pence per hour

(ii) Exposed Work

Above 40m and up to 50m	32 pence per hour
Above 50m and up to 60m	41 pence per hour
Above 60m and up to 75m	43 pence per hour

The extra payment to be increased by 29 pence per hour for each 15m above 75m. All heights to be calculated from ground height.

(iii) Cranes

Control platforms over	
15m and up to 30m	33 pence per hour
30m and up to 45m	41 pence per hour
45m and above	43 pence per hour

(The above does not apply to Tower Cranes.)

(iv) Work in swings 70 pence per hour

(v) Furnace firebrick work and acid resisting brickwork

Furnace or similar work up to 120 deg F	41 pence per hour
Brickwork using acid bonding material	44 pence per hour
New firebrick work	70 pence per hour
Repair of firebrick work	70 pence per hour

Working Rule 11

Travelling, fares and lodgings

Note: This rule covers the United Kingdom and all European Union countries. The same geographical area now applies to Appendix F Note 3 Working Rule 11(a).

Note: The daily fare allowance is only paid one way.

Employers should pay operatives for their one-way travel time at their standard hourly rate of pay. The travel time to be paid should be agreed in advance between employers and operatives.

Daily Fare Allowance

Distance (km)	Fare (£)		
1 to 6	Nil	28	£7.66
7	£0.51	29	£7.75
8	£1.04	30	£7.93
9	£1.56	31	£8.10
10	£2.08	32	£8.23
11	£2.65	33	£8.43
12	£3.15	34	£8.52
13	£3.67	35	£8.79
14	£4.19	36	£8.91
15	£4.72	37	£9.10
16	£5.12	38	£9.39
17	£5.42	39	£9.53
18	£5.74	40	£9.82
19	£6.06	41	£10.05
20	£6.23	42	£10.29
21	£6.48	43	£10.52
22	£6.72	44	£10.77
23	£6.86	45	£10.99
24	£7.02	46	£11.28
25	£7.22	47	£11.49
26	£7.40	48	£11.72
27	£7.52	49	£11.98
		50	£12.20

Daily fare allowance in excess of 50km is 27 pence per km.

Appendix F Note 3

Lodging allowance: paragraphs 1 and 2 £44.05

Working Rule 12

Sickness and Injury Benefit

Sick Pay is payable at £26.00 per day, with a maximum of £130.00 per week, for a maximum of 12 weeks, and subject to a maximum of one waiting day at the beginning of the period of sickness. In addition to payment under this rule you are required to pay Statutory Sick Pay due.

Working Rule 12e(i)

No benefit shall be payable for the first qualifying day of each period of absence.

Working Rule 13

Benefits Scheme

Death Benefit Scheme £50,000 including a £25,000 Accidental Death Double Indemnity Insurance

Holiday

BATJIC holiday entitlement is 22 days holiday plus all bank and public holidays. Holiday pay for all, usually 30, days is to be calculated as the normal earnings level, including all PAYE earnings, in accordance with, and as defined by, the Working Time Regulations 1998.

PRIME COST OF DAYWORK RATES BASED ON THE BATJIC AGREEMENT

June 22 2020 to June 20 2021

Notes	Calculations	
1 BATJIC STANDARD HOURS AND HOLIDAYS INFORMATION		
a) The total number of hours worked per annum (pa) without holiday pay = 2028hrs.	52 Weeks x 39 hrs/week = 2028 hrs pa	<p>What are the Prime Cost of Day Work Rates?</p> <p>The Prime Cost of Day Work Rates are a guide for employers showing them how to work out the real cost of employment so that it can be factored into quotes for work. They show the workings out for these calculations based on application of the current BATJIC working rule agreement and pay rates. However, they do not cover other costs such as workers travel or accommodation, and do not cover any of the non employment costs that employers need to factor into quotes for work such as administration, supervision, materials etc.</p>
b) BATJIC pays 30 days holiday to a total of 234 hrs.	17 Days Annual Holiday at 8 hrs/day	
	5 Days Annual Holiday at 7 hrs/day	
	7 Days Public Holiday at 8 hrs/day	
c) This means that the standard number of hours worked pa = 1794	1 Day Public Holiday at 7 hrs/day	
	2028hrs total - 234hrs holiday = 1794 hrs	
d) This means that there are 46 weeks worked in a year.	30 days holiday divided by 5 working days per week = 6 weeks holiday per year.	

Examples		
Advanced Craft	Intermediate Craft	Adult General Operative
£513.63pw / £13.17phr	£442.65pw / £11.35phr	£392.73pw / £10.07phr

2. GUARANTEED MINIMUM EARNINGS

This is the amount of money paid to the worker for the hours worked. This excludes benefits and paid holiday. Note: Those applying intermittent and consolidated rates of pay for skill, should refer to Working Rule 1c of the BATJIC Working Rule Agreement, and adjust the pay rate accordingly.	Weeks worked pa x weekly pay = Net Total pa	46 x £513.63= £23,626.98	46 x £442.65= £20,361.90	46 x £392.73= £18,065.58
NET TOTAL PA		£23,626.98	£20,361.90	£18,065.58

3. BASIC EMPLOYERS COSTS AND CONTRIBUTIONS

a) Employers National Insurance Contributions (ENICs) are paid at 13.8% above earnings threshold of £169 per week.	((Weekly pay - £169) x 13.8%) x 52	£2,473.12	£1,963.52	£1,605.24
b) Holidays with Pay	Hourly rate x 234 Hours	£3,081.78	£2,655.90	£2,356.38
c) CITB Levy at 0.35% (for direct labour PAYE employees)	(Net Total pa + Holiday Pay) x 0.35%	£93.48	£80.56	£71.48
d) Approximate calculation for workplace pension, according to minimum employer contributions under pensions auto-enrolment rules: 2% of pay between £6,032 and £46,350 and 3% from 6th April 2019.	[(Net Total pa + Holiday Pay - £6,032) x (0.75x2%)] [(Net Total pa + Holiday Pay - £6,032) x (0.25x3%)]	£465.23	£382.18	£323.77
e) Death Benefit	£9.40 x 12 months, plus £7.50 per annum	£120.30	£120.30	£120.30
ANNUAL COST OF EMPLOYMENT	Net Total + a + b + c + d + e	£29,860.89	£25,564.36	£22,542.75

4. HOURLY BASIC RATE

This is the amount that the employer will have to charge per hour per worker on that pay scale, to cover wages and direct employer's obligations. This sum does not include overhead costs, administration, materials, supervision etc.	Annual Cost of Employment <hr/> 1794 standard working hours	£16.64	£14.25	£12.57
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5. NON PRODUCTIVE HOURLY BASIC RATE

This is the prime cost of employment per person, which the employer has to meet even if there is no work for the employee to do.	(Weekly pay x 46) + ((Weekly pay - £169) x 13.8% x 46) <hr/> 1794 standard working hours	£14.55	£12.44	£10.96
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The printers / compilers cannot accept any responsibility for the accuracy of the contents above or legal responsibility for any errors contained therein. All calculations above have been made based on the rounding of all numbers to two decimal places at every stage of calculation.

EVALUATION REQUEST FORM – New/Revised Posts

Post Details	
Generic Post Title Selected or; New / Revised Post Title	Maintenance Painter and Decorator
Unique Identifier: NB: this will be Generic Post selected or original UID or Revised Post e.g. L-MED- NUR2. New posts will have a UID allocated by the job evaluation team	
Department:	Estates
Service Area: e.g. Facilities, REAS, EHSCP :	Facilities
Location:	Royal Edinburgh Hospital
Manager Contact Details (this should be the line manager of the post with detailed knowledge and understanding of the role)	
Name:	Thomas Watson
Designation:	Sector Estates Manager
Email Address:	Thomas.watson@nhslothian.scot.nhs.uk
Contact Telephone Number (work): (mobile):	07767272507
Partnership Representative	
Name:	Gordon Archibald
Email Address:	Gordon.Archibald@nhslothian.scot.nhs.uk
Contact Telephone Number (work): (mobile):	07585727087
Approval Mechanisms:	
Please confirm which groups the post has been approved through:	
Management Team	Yes
Local Partnership Forum	Yes
Workforce Organisational Change Group	No
Organisational Charts:	

To aid the understanding of proposed introductions / changes to posts and support the measurement process copies of the original and new organisational charts should be provided.

Current Organisational Chart provided: Yes
New Organisational Chart provided: No

If no to either of the above insert reason:
organisational chart remains the same.

Rationale/background to submission: please give a brief summary of the rationale / background to submission of the new or revised post.

As part of a partially upheld grievance. it was decided the job description for this post should be reviewed and marked.

Impact of development of new or revised post(s): When developing a new or revised post it is important to consider the impact of the introduction or change on other posts within the organisational structure including posts above, below and peers. Please demonstrate below that consideration has been given to this and what, if any, impact has been identified. Where an impact has been identified confirmation should be given that this has been reflected in amendments to other job descriptions in the organisational structure and additionally whether these changes would require further consideration through job evaluation e.g. where a new post has taken on a staff management responsibility previously held by the post above it in the structure, this must be updated in all job descriptions affected.

The job description has been reviewed to come in line with current expected duties and to meet the prior agreed personal specification. Changes to this post should not impact on other roles within the department but could impact on the same post type with in the board.

Please provide the Unique IDs of any posts associated with, and which are potentially affected by, the new post or changes described i.e. line management posts, peers or subordinates as described in the organisation chart. UID will be in the format of e.g. L-MED-NUR2

Unique ID 1 : _____

Unique ID 2: _____

Unique ID 3 : _____

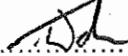
Unique ID 4: _____

Generic Job Description Used:

Where a generic job description has been identified from the Generic Job Description Library please attach a copy of this including tracked changes to sections 1,3,4,5 inserting local dimensions and context.

If an addendum has been used to reflect any additional responsibilities of the post this should be submitted in addition to the generic job description, as per Appendix 6 of this document however checks should be undertaken to ensure additional responsibilities are not already captured in the generic job description content.

I confirm that the submitted job description accurately reflects the responsibilities required of the post and that funding implications have been planned for.

Signed:  Line Manager

(Designation) Sector Estates Manager Date: 31-08-2022

Counter Signed:

Signed: General Manager / Head of Service

(Designation) Date:

I confirm that I have been involved in the discussions to agree the development of the New/Revised post and believe the submitted job description accurately reflects the responsibilities required of the post.

Signed Partnership Representative

(Designation) Date:

(Second Signatory for technical content if appropriate)

Signed Staffside /Professional Organisation

(Designation) Date:

COMPLETED FORMS SHOULD BE RETURNED DIRECTLY TO THE JOB EVALUATION MAILBOX AT Jobevaluation@nhslothian.scot.nhs.uk BY THE GENERAL MANAGER / HEAD OF SERVICE CLEARLY MARKING IN THE SUBJECT HEADER THE NATURE OF THE SUBMISSION e.g. for this form "New/Revised Posts".

Matched Job Report

Job Title	Maintenance Painter
Job ID	Sco13/L-FAC-EST-MP
Score	218
Band	3
Status	Band Matched
National Profile	Estates Support Worker Higher level

Job Statement

The post holder will act as a fully trained painter and Decorator to provide Decorating services to meet the need of the service.

To Paint and decorate, internal and external building structures and fixtures within all property's of the organisation in order that they are kept in safe and presentable condition, and to contribute to the maintenance of the building fabric within the organisation.

1. Communication and relationship skills

National Profile Level: 2

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

**Provide and receive routine information to inform work colleagues, patients, clients **

Exchange routine information with colleagues, external contacts

Relevant Job Information

Meets Level 2

Ref Section 6

8. At all times to carry identified communication devices to facilitate immediate response to emergencies.

Ref Section 11

Ability to interpret and communicate information to technical and non technical staff. To provide guidance, technical advice & support to apprentices, maintenance assistants, fellow colleagues & clinical staff and managers.

Communicates and relates with all levels of staff and patients, relating to investigation of reported failures & planned maintenance tasks and the direct impact these may have on service continuity
Overcome barriers to understanding when explaining the technical tasks that are to take place and how they impact on the ward/patients.

Consult with clinical staff to establish working restrictions in relation to the control of risk of infection.

Communicates with internal Estates management, peers & external specialist contractors:

To support a wider team approach to resolving complex estates service issues to minimise adverse impact on clinical service provision.

2. Knowledge, training and experience

National Profile Level: 3

Selected Level: 3

Factor Status: Matched

Score: 60

National Profile Factor Description

**Range of work procedures and practices; base level of theoretical knowledge **

Knowledge of a range of procedures for basic testing and repair of estates and maintenance equipment; level 3 vocational qualification or equivalent experience

Relevant Job Information

Meets Level 3

Ref Section 13

Recognised and registered CITB (or equivalent) craft apprenticeship in Painting Decorating.

City and Guilds Certificate in Painting and Decorating or equivalent approved qualification.

SVQ Level 3 or equivalent.

Health and Safety Passport (Required to gain once in post).

3. Analytical skills

National Profile Level: 3

Selected Level: 2

Factor Status: Variation

Score: 15

National Profile Factor Description

**Range of facts and situations, requiring analysis, comparison of a range of options **

Problem solve faulty equipment, interpret operational manuals, establish best solution for problem

Relevant Job Information

Meets Level 2

Ref Section 6

5. Assess risks within the work area and comply with risk assessments to ensure own safety and that of others.

13. Undertake essential repair work and unscheduled maintenance activities.

Ref Section 9

Work is managed not supervised and Post holder is required to use own initiative to establish the

performance or other attributes of a structure and to compare, analyse and interpret the results. Determine required remedial actions and/or spare parts required.

4. Planning and organisation skills

National Profile Level: 1 / 2

Selected Level: 1

Factor Status: Matched

Score: 6

National Profile Factor Description

**Organise own day to day work tasks or activities/ plan and organise straightforward activities, some ongoing **

Plans own work/ plan new installations and refurbishment, schedule work

Relevant Job Information

Meets Level 1

Ref Section 8

Emergency response: reported by the customer via the Help desk operator or direct phone call through Team Lead/Estates Manager to investigate, assess and resolve the emergency or where this is not possible provide a situation report to the Team Leader/Estates Manager.

Plan and organise own activities including Minor works and maintenance of building elements, fixtures, and fittings, liaise with contractors and hospital staff and adapt the above to suit the service requirements in the event of unforeseen circumstances such as interruptions or emergencies.

Co-ordinate with clinical staff to ensure that patient care is uncompromised in the event damage/failure of building structure, fixtures & fittings.

Ref Section 9

Plan & organise own allocated daily workload to suit the needs of the service, applying skills, judgement, and experience to minimise and control the hazards to patients, staff and visitors. Discretion applied on work finishes and standards.

Ref Section 10

Prioritising tasks in stressful situations. Working under pressure from other staff where there is an impact on service.

5. Physical skills

National Profile Level: 3(b)

Selected Level: 3

Factor Status: Matched

Score: 27

National Profile Factor Description

**Highly developed physical skills, accuracy important; manipulation of fine tools and equipment **

Manipulation of fine tools and equipment

Relevant Job Information

Meets Level 3b

Ref Section 12

Use of fine hand tools and test equipment, manual dexterity, workshop machinery skills...

6. Responsibility - patient/client care

National Profile Level: 1 - 2

Selected Level: 1

Factor Status: Matched

Score: 4

National Profile Factor Description

**Assist patients/clients during incidental contacts / provide non-clinical advice **

Incidental contact with patients/ clients/ advises patients/clients on use of equipment in a clinical setting as a significant aspect of the work

Relevant Job Information

Meets Level 1

Ref Section 8

Co-ordinate with clinical staff to ensure that patient care is uncompromised in the event damage/failure of building structure, fixtures & fittings.

Ref Section 9

During emergencies, implement safe control of hazards, identify and resolve cause of hazardous situation, during such emergencies Co-ordinates with clinical staff to ensure impact on patient care is minimised.

7. Responsibility - policy and service

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

**Follow policies in own role, may be required to comment **

May comment on maintenance policies

Relevant Job Information

Meets Level 1

Ref Section 6

3. Work to all Board H&S policies & procedures propose changes to working practices for own work area.

4. Carry out painting & decorating maintenance within healthcare facilities in compliance with HAI SCRIBE policies & procedures, as well as industry codes, standards and H&S requirements.

5. Assess risks within the work area and comply with risk assessments to ensure own safety and that of others.

6. Be aware of COSHH best practice and manufacturers recommendations.

8. Responsibility - finance and physical

National Profile Level: 3 (e)

Selected Level: 3

Factor Status: Matched

Score: 21

National Profile Factor Description

****Installation and/or repair and maintenance of physical assets ****

Maintains equipment and repairs health service property and equipment

Relevant Job Information

Meets Level 3e

Ref Section 2

To Paint and decorate, internal and external building structures and fixtures within all property's of the organisation in order that they are kept in safe and presentable condition, and to contribute to the maintenance of the building fabric within the organisation.

9. Responsibility - staff/HR/leadership/training

National Profile Level: 1 / 2(a)(c)

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

****Demonstrate own activities to new or less experienced employees/ day to day supervision; providing practical training ****

Supports induction of new starters/ professional supervision, training of apprentices, trainees, support workers

Relevant Job Information

Meets Level 1

Ref Section 6

16. Be responsible for the supervision of trainees and labourers working with them.

10. Responsibility - information resources

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 4

National Profile Factor Description

****Record personally generated information ****

Process own timesheets or similar work records

Relevant Job Information

Meets Level 1

Ref Section 7b

Record and report on planned maintenance tasks/remedial actions taken and materials used via handheld electronic device.

11. Responsibility - research and development

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

****Undertake surveys or audits, as necessary to own work ****

Participates in surveys or audits

Relevant Job Information

Meets Level 1

Undertake surveys or audits, as necessary to own work.

12. Freedom to act

National Profile Level: 2

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

**Standard operating procedures, someone available for reference **

Carry out routine duties referring to SOPs as required, supervision normally available

Relevant Job Information

Meets Level 2

Ref Section 6

9. To work under own initiative when working out with core hours (overtime) when performing emergency or planned repairs.

Ref Section 8

Reactive repair maintenance reported by the customer via the Help desk operator programmed and redirected by Team Leader.

Emergency response: reported by the customer via the Help desk operator or direct phone call through Team Lead/Estates Manager to investigate, assess and resolve the emergency or where this is not possible provide a situation report to the Team Leader/Estates Manager.

Plan and organise own activities including Minor works and maintenance of building elements, fixtures, and fittings, liaise with contractors and hospital staff and adapt the above to suit the service requirements in the event of unforeseen circumstances such as interruptions or emergencies.

Co-ordinate with clinical staff to ensure that patient care is uncompromised in the event damage/failure of building structure, fixtures & fittings.

The post holder works unsupervised and priorities own work from workload allocation.

Ref Section 9

Work is managed not supervised and Post holder is required to use own initiative to establish the performance or other attributes of a structure and to compare, analyse and interpret the results. Determine required remedial actions and/or spare parts required.

Plan & organise own allocated daily workload to suit the needs of the service, applying skills, judgement, and experience to minimise and control the hazards to patients, staff and visitors. Discretion applied on work finishes and standards.

13. Physical effort

National Profile Level: 3(b)/ 4(a)/ 4(c)

Selected Level: 4

Factor Status: Matched

Score: 18

National Profile Factor Description

****Occasional/frequent moderate effort for several long periods; occasional intense effort for several short periods ****

Heavy repairs, move equipment; move heavy materials, boiler casings

Relevant Job Information

Meets Level 4a

Ref Section 6

4. Carry out painting & decorating maintenance within healthcare facilities in compliance with HAI SCRIBE policies & procedures, as well as industry codes, standards and H&S requirements.

15. Carry out minor plaster repairs, plasterboard patches, Ames taping and filling. Along with preparation and application of ceramic tile repairs.

Ref Section 12

Manual handling for periods greater than 20 minutes on a frequent basis, climbing stairs and ladders

Crawling, stooping and lifting objects Working in cramped conditions and in high ambient

temperatures Working with COSHH controlled substances Coming into contact with hazardous materials and body fluids.

14. Mental effort

National Profile Level: 2(a) – 3(a)

Selected Level: 2

Factor Status: Matched

Score: 7

National Profile Factor Description

****Frequent concentration; work pattern predictable/unpredictable ****

Concentration for fault finding, inspections/interruptions to deal with emergencies

Relevant Job Information

Meets Level 2ab

Ref Section 9

During emergencies, implement safe control of hazards, identify and resolve cause of hazardous situation, during such emergencies Co-ordinates with clinical staff to ensure impact on patient care is minimised.

Ref Section 12

Frequent concentration is needed Working under pressure during Emergency Response to critical service failures.

Mental resilience to cope with the unpredictable nature of the wards and patient groups.

15. Emotional effort

National Profile Level: 1 – 2(a)

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

****Exposure to distressing situations is rare/occasional ****

Contact with patients

Relevant Job Information

Meets Level 1

Ref Section 12

Frequent Exposure to distressing situations whilst carrying out duties in wards.

16. Working conditions

National Profile Level: 3 (a)/ 3(b)/ 4(b) **Selected Level:** 3

Factor Status: Matched **Score:** 12

National Profile Factor Description

**Frequent unpleasant conditions; occasional / frequent highly unpleasant conditions **

Inclement weather; heat and humidity in boilers/ sewage, body fluids, gas fumes

Relevant Job Information

Meets Level 3a

Ref Section 12

Daily work in varied environmental conditions external in cold and inclement weather internally in high temperatures.

1. JOB IDENTIFICATION

Job Title: **Maintenance Painter**

Responsible to: Estates Operations Manager, Royal Hospital for Sick Children and Edinburgh Community Sector

Department(s): Estates Department

Directorate: Clinical – Non Clinical Support Services

Operating Division: Lothian University Hospitals Division

Job Reference:

No. Of Job Holders: 1

Last Update

2. JOB PURPOSE

To maximize the efficiency and quality of the planned maintenance and emergency breakdown service, ensuring compliance with approved safety, infection control and operational policies.

3. DIMENSIONS

As Directed by the Maintenance Supervisor the post holder is responsible for carrying out the maintenance, repair and minor project works within the Royal Hospital for Sick Children and Edinburgh Community Sector comprising of RHSC, Lauriston Building, Princess Alexandra Eye Pavilion, Chalmers Hospital, Pentlandfield Orthotics Clinic, Lauriston Day Nursery, Edinburgh Community, Endowment buildings and associated NHS Lothian Properties. The Postholder will be based initially at the RHSC

4. ORGANISATIONAL POSITION

ESTATES SECTOR MANAGER
LAURISTON SITES/EDINBURGH COMMUNITY

ESTATES OPERATIONS OFFICE
LAURISTON SITES/EDINBURGH COMMUNITY

ESTATES TEAM LEADER
LAURISTON SITES/EDINBURGH COMMUNITY

POST HOLDER

5. ROLE OF DEPARTMENT

Adhere to all legislative requirements for infection control, completing all infectious washes etc.

Painting & decoration of the external building fabric, including roofs, windows, external doors, fire doors, timber cladding, etc. Painting & decoration to the building internal fabric including fire doors, theatre doors, internal walls and partitions glazed screens, and wide range of associated fittings.

6. KEY RESULT AREAS

1. Achieve maintenance standards on all painting & decoration work on planned maintenance, general repairs, renovations and new build works, including specialist coatings to ensure buildings are maintained and to meet health and safety requirements.

2. Participate in all legislative and relevant training to provide competent level of workmanship.
3. Participate in out of hours on-call system providing emergency cover for infectious/dirty washes to Trust premises including working on own initiative.
4. Maintain a high level of maintenance painting & decoration work to the Trust with the minimum of supervision.

7a. EQUIPMENT AND MACHINERY

Trained in the use of platform hoists, scaffold, limpet ladder and ladders.

Trained in the use of paint spraying equipment.

7b. SYSTEMS

Completion of time sheets.

Trained in use of all hand tools, paint spraying equipment.

8. ASSIGNMENT AND REVIEW OF WORK

Workload is generated from a number of different sources including the Help Desk, PPM System evolving legislation and guidance and minor work alterations.

Estates Officer/Line Manager undertakes review of work.

The post holder will generally work unsupervised however may refer to the maintenance supervisor for guidance and advice.

9. DECISIONS AND JUDGEMENTS

Participate in an out of hours emergency on call system. When on call the tradesman is first point of contact, he will prioritise all work, take decisions on what should be washed. He will be required to discuss his decisions with Ward Managers.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To provide the necessary drive and motivation to facilitate the above criterion, while simultaneously managing the every increasing burden of developing statutory requirements e.g. Building Regulations, Fire Regulations, Health & safety, etc.

11. COMMUNICATIONS AND RELATIONSHIPS

Communication is necessary with other trade groups within the department, building term contractors, and other departments within the Trust requiring service from Estates.

Ward or Department managers regarding availability of equipment for maintenance.

Occasional contact with patients when washing/painting rooms.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Delivering materials to work areas, which can be heavy and varied.

Will be required to work in areas that are dirty, and the environment can be humid, hot, dusty and noisy. Also required to work in cramped conditions.

Required to wash highly infectious areas after contagious patient has been moved.

Will come into contact with body fluids when washing walls, ceilings etc during normal maintenance duties.

Come in to contact with abusive/aggressive patients while working in A/E and Psychiatric wards.

Occasionally exposed to traumatic circumstances.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The applicant must have completed a recognized registered CITB Apprenticeship, a City and Guilds, SCOTVEC or equivalent qualification.

Good communication, team-working skills.

Ability to prioritise and work using own initiative.

Driving Licence essential

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

NHS Lothian

Post: Maintenance Painter

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Good communication skills both verbal and written Ability to work on own initiative when necessary. Ability to work as part of a team.		A & I A & I A & I
Qualifications and Training	Recognised CITB Craft Apprenticeship as a Painting Craftsman or equivalent. Minimum of a City & Guilds Certificate Part II in Painting or SVQ Level 3 in Painting or recognised equivalent.	Certificate for the safe operation of Mobile Elevated Work Platforms	A & I A & I
Experience and Knowledge	Minimum of 4 years post apprenticeship in maintenance work within complex buildings. A minimum of 2 years experience on minor works, alterations, refurbishment or new installations. Knowledge of Health and Safety at Work. Willingness to undertake further relevant training.	Experience of working in a healthcare environment.	A & I & C A & I

Skills and/or Abilities	<p>Physically able to carry out competently the duties of a Maintenance Painter & Decorator.</p> <p>Experience in maintenance and minor works service covering a wide and varied range of building fabrics.</p> <p>Ability to organise own workload and work with minimum supervision.</p>		<p>A & I</p> <p>A & I</p>
Specific Job Requirements	<p>Full Driving Licence</p> <p>Acceptance of Flexible Working patterns, including shifts.</p>	On Call duties	A, I, P & R

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References

APPLICATION FOR RENEWAL OF EXISTING RECRUITMENT AND RETENTION PREMIA

Board:	NHS Lothian
Post Title:	Craft Persons and Graduating Apprentices (All trades with Exception of painting)
Post Pay Band	Band 4 and 5
Number of Staff Receiving RRP:	102
Value of RRP:	£411,771 per annum
Date Original RRP Awarded:	1 st April 2016
Expiry Date of Current RRP:	1 st April 2022

Reason for continued need for RRP, with reference to the Action Plan included with the original application and addressing why this has not so far created the conditions which would allow the Board to recruit and retain staff to these posts within standard terms and conditions. Where appropriate, supporting evidence from the wider economy can be included with the renewal application.

Despite the uncertain market condition as a direct result of Covid – 19, the Scottish construction and maintenance sectors remain buoyant, particularly in the Scottish central belt where infrastructure and house building projects continue to thrive. In addition to this there are continued social and economic pressures of high house prices and every day costs of living in Edinburgh and the surrounding towns and villages. These issues directly impact of recruitment and retention of crafts persons within our Estates teams.

Across NHS Lothian high quality service provision continues to be an issue primarily due to the shortage and turnover of staff. It is firmly believed that RRP is needed to prevent any further decline in existing numbers. If RRP does not continue, there will undoubtedly be a higher risk to the Board from increasing levels of non-compliance and reduced service quality.

The department continues to experience a shortage of recruiting electrical engineers and plumbers which is having a detrimental effect in the delivery of statutory compliance services such as TMV servicing, ECIR testing, emergency lighting checks and critical ventilation validations.

RRP is currently applied to Apprentices, Band 4 and band 5 maintenance crafts persons within NHS Lothian Estates department.

The original application for RRP for Estates was applied for in April 2015 with a successful award via STAG and was made effective from 1st April 2016, and the current extension commenced on 1st April 2019.

This application for extension is for 3 years commencing 1st April 2022 to 1st April 2025.

Evidence supports the current premia applied over the past 6 years has been successful in retaining staff, although recruitment remains an issue.

This current extension to the RRP is based on the following key criteria: -

- NHS Lothian during this period shall endeavour to provide a final state solution to the shortfall in salaries and recruitment issues.
- A significant emerging factor is the PFI, Hub co type contract arrangements, these companies have contract obligations with the NHS. They are clearly paying substantially above the agenda for change allocation top banding. This because failure to attract and or retain could result in contractual breach. In addition Scottish Government were keen to maintain parity with such providers especially there lower paid and avoid any two tier accusations. This is exactly what may happen should we not continue with the RRP.
- Apprentices currently in training will continue to be considered but on a graduated process rather than their whole 4 year apprenticeship programme. This based on market conditions having changed and only the retention element is relevant. It is extremely important that we improve upon the 50% depletion of graduated apprentices being available post graduation.
- Over the past 3 years recruitment has been a constant issue with 8 long term vacancies which we are not able to fill, with RRP.
- Turnover of long term staff remains low, however trends support our short term staff have often found better paid employment.
- Apprentices graduating from training are now starting to look elsewhere with retention over the 3 year at 50%.
- Staff turnover 2017-2021 – 14 (12%) lost to other industries.
- Recruitment over the next 5 years is critical, with aging workforce and retirement demands – expectation 20 crafts persons shall retire.
- Apprentice retention at all time low of 50% retained within past 3 years.
- Current vacancies – 10 crafts persons

Key specific challengers remain over the region: -

West Lothian

- Loss of 3 mechanical engineers to better paying employment
- 4 electrical vacancies outstanding now for 4 years, back fill utilising MTC at a cost of £56k per annum.
- Plumber vacancy advertised 3 times due to low response.
- 2 mechanical engineer vacancies since June 2020.
- 2 Electricians successful in the recruitment rejected the role based on pay.

Edinburgh Acute, Community, REH and AAH

- 4 electrical vacancies outstanding now for 18 months
- 1 electrician left for better pay
- 3 mechanical engineers left for better pay

East and Mid Lothian Including Little France campus

- Mechanical engineers left for better pay
- Vacant posts continually re-advertised due to low response.

Evidence supports there does remain a significant salary gap between current NHS Lothian salary banding and external companies and industry trade bodies. This gap and demonstrated within table below is having the adverse effect on appointment competent crafts persons.

	NHS Agenda for Change rates December 2021	Scottish Joint Industry Board (SJIB) 2021	Joint Industry Board (JIB) 2021	University of Edinburgh	Bouygues / HUB Contracts - NHSL
Electrician	£ 25,982	£ 28,992	£ -	£ 27,281	£ 31,000
Plumber	£ 25,982	£ 30,284	£ 26,826	£ 27,281	£ 31,000
Mechanical Engineer	£ 25,892	£ -	£ -	£ 25,107	£ 31,000
Joiner	£ 25,892	£ 10,556	£ -	£ 25,107	£ 31,000
Apprentice - Stage 1	£ 15,589	£ 14,469	£ 7,716	£ -	£ -
Apprentice - Stage 2	£ 16,888	£ 18,491	£ 10,210	£ -	£ -
Apprentice - Stage 3	£ 18,187	£ 18,491	£ 12,303	£ -	£ -
Apprentice - Stage 4	£ 20,606	£ 21,130	£ 15,543	£ -	£ -

The once attractive benefits package offered by NHS including annual leave, sick leave, pension and family friendly policies including job security is no longer relevant to attract candidates of the right calibre. PFI Hub co companies are aligned to our sickness and pension provisions. In some cases their provisions for staff welfare exceed that of public bodies.

NHS Lothian has long and successful tradition of recruitment and training within our apprenticeship programme which we aim to continue with 4 new apprentices starting in 2021. Over the past 3 years we have lost 50% of our apprentices to other industries due to rate of pay. It costs NHSL in the region of £60-70k to train each apprentice with the apprentice programme a key foundation to our succession planning strategy with many becoming team leaders, sector manager etc. The cost of RRP: -

102 staff x £3,309 x 22% (employer costs) = £411,771 per annum

In summary, we seek approval of this extension with the commitment NHS Lothian within this period must identify and deliver a permanent solution. While we accept the inclusion of RRP has not been overly successful in recruitment, it has been essential to retaining staff. Without RRP evidence supports the retention of staff within NHS Lothian Estates would be significant worse than is currently.

NHS Lothian would therefore recommend support and extend the retention for a further 3 years to 1st April 2025.

A revised Action Plan setting out how the Board intend to use the lessons learned from the period of the previous RRP to mitigate the need for the RRP in the longer term.

The long term use of RRP is not sustainable to NHS Lothian or our colleagues as it does provide a element of uncertainty with regards to long term financial planning. The 3 year extension must provide NHS Lothian the opportunity to identify and implement a final solution which rewards staff fairly for the work they deliver, provides a robust recruitment and retention plan and provides the financial assurance to NHS Lothian. Our action plan shall follow: -

	Objective - Action	Date	Owner
1	Set up Short Life Working Group - Objective modernising NHS Lothian hard service	Dec-21	Head of Hard Service
2	Through SLWG and engagement of staff, partnership and executive committee - the current servicedelivery within NHSL Estates shall be critically apprasied to ensure the structure, roles and responsibilities meets the requirements of changing legislation demands and the clinical service.	Jun-21	Head of Hard Service
3	Key learnings the SLWG shall consider: - 1.) Private heathcare service delivery models 2.) Opportunity to introduce multi-skilled work force and up skill staff 3.) Long term professional development of staff, low, mid and senior manager. 4.) Benchmarking not just with other NHS Scotland boards but also NHS England 5.) Implement key measures which demonstrates our recruitment and rentention policy affectiveness. 6.) Mitigation and control of other staff benefits and pay awards -protection.		
4	Findings and changes approved by partnership and submitted to WOCG	Dec-22	Head of Hard Service

Boards will wish to use the check list below to ensure that the application is complete.

Has all the required supporting material been included?	Yes
Does the renewal application contain a robust Action Plan for moving back to standard terms and conditions?	Yes
Has a refreshed Equality Impact Assessment for the RRP which the Board is seeking to renew been included?	Yes

Signature of Chief Executive:

Signature of Employee Director:

Date: ____ / ____ / ____

Appendices



SJIB Rates - 2021



Building Rates - 2021



SJIB - Plumber rates
2021



Email from HUB

REFERENCE: SNIJIB 2020/7.1

16 July 2020

NOTICE OF PROMULGATION TO THE INDUSTRY IN SCOTLAND & NORTHERN IRELAND

AMENDMENT TO NATIONAL AGREEMENT SNIJIB 2019/1 (PROMULGATED 3 JANUARY 2019)

AND 2020/2021 WAGE AND CONDITIONS AGREEMENT

The Scottish & Northern Ireland Joint Industry Board for the Plumbing Industry (SNIPEF & UNITE) has agreed to amend the current agreement to the following graded rates of wages and allowances to apply from **Monday 6 July 2020** and **Monday 5 July 2021**.

YEAR 1- FROM MONDAY 6 JULY 2020

GRADED RATES OF WAGES	
Operative Plumbers Domestic Heating & Gas Service Operatives	Rate per hour
Plumber, Domestic Heating Fitter & Gas Service Fitter	£12.95
Advanced Plumber, Advanced Heating Fitter & Gas Service Engineer	£14.74
Technician Plumber & Gas Services Technician	£16.31
Plumbing Labourer	£11.54
Apprentice Plumbers and Fitters	
1 st year apprentice	£4.24
2 nd year apprentice	£5.61
3 rd year apprentice	£6.79
4 th year apprentice	£8.76
<i>*Where the National Minimum/Living Wage is at a higher rate of pay than any of the above rates and applicable due to the age of an apprentice the National Minimum/Living Wage must be paid.</i>	

ALLOWANCES	
Lodging	£39.30 per day
Responsibility Money	£0.70 per hour
Minimum Mileage Allowance	£0.40 per mile
Plumber's Welding Supplement possession of Gas or Arc Certificate	£0.46 per hour
Plumber's Welding Supplement possession of Gas and Arc Certificate	£0.93 per hour

Industry Sick Pay Rates	Weekly	Daily
Operatives including labourers	£133.40	£26.68
Apprentice 1st year	£0 – SSP only	£0 – SSP only
Apprentice 2nd year	£0 – SSP only	£0 – SSP only
Apprentice 3rd year	£11.75	£2.35
Apprentice 4th year	£41.90	£8.38

Industry Sick Pay is paid in addition to Statutory Sick Pay (SSP) and normally at the same time as Statutory Sick Pay.

Labour only self-employed operatives (LOSCs)	£17.84 per hour
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COMPRESSED WORKING WEEK

The Scottish & Northern Ireland Joint Industry Board for the Plumbing Industry (SNIPEF & UNITE) has agreed a temporary cessation of Rule 6, Shift Work Allowance and Rule 3, Overtime Allowance until **31 October 2020**. Further consideration of this cessation will be evaluated in October 2020.

The intention of this temporary cessation on the Shift Work Allowance and Overtime Allowance is to support safe working practices to enable a reduction of operatives on site.

Where the SNIJIB is informed, the 37.5 hour normal working week could be compressed into a 3 or 4 day week, where worked between the hours of 6am – 9pm.

YEAR 1- FROM MONDAY 5 JULY 2021

GRADED RATES OF WAGES	
Operative Plumbers Domestic Heating & Gas Service Operatives	Rate per hour
Plumber, Domestic Heating Fitter & Gas Service Fitter	£13.21
Advanced Plumber, Advanced Heating Fitter & Gas Service Engineer	£15.03
Technician Plumber & Gas Services Technician	£16.64
Plumbing Labourer	£11.78
Apprentice Plumbers and Fitters	
1 st year apprentice	£4.33
2 nd year apprentice	£5.72
3 rd year apprentice	£6.92
4 th year apprentice	£8.93
<i>*Where the National Minimum/Living Wage is at a higher rate of pay than any of the above rates and applicable due to the age of an apprentice the National Minimum/Living Wage must be paid.</i>	

ALLOWANCES	
Lodging	£40.09 per day
Responsibility Money	£0.71 per hour
Minimum Mileage Allowance	£0.41 per mile
Plumber's Welding Supplement possession of Gas or Arc Certificate	£0.47 per hour
Plumber's Welding Supplement possession of Gas and Arc Certificate	£0.95 per hour

Industry Sick Pay Rates	Weekly	Daily
Operatives including labourers	£133.40	£26.68
Apprentice 1st year	£0 – SSP only	£0 – SSP only
Apprentice 2nd year	£0 – SSP only	£0 – SSP only
Apprentice 3rd year	£11.75	£2.35
Apprentice 4th year	£41.90	£8.38

Industry Sick Pay is paid in addition to Statutory Sick Pay (SSP) and normally at the same time as Statutory Sick Pay.

Labour only self-employed operatives (LOSCs)	£18.19 per hour
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Gordon Matheson — Chairman
Ian Woodland — Vice-Chairman
Stephanie Lowe — Secretary



Dear Colleague

RECRUITMENT AND RETENTION PREMIA POLICY

Summary

1. This Director's Letter updates NHS Scotland's policy on Recruitment and Retention Premia previously set out in [DL\(2017\)05](#). These revisions have been made following a review of the policy conducted by the Scottish Terms and Conditions Committee (STAC).

Background

2. The changes which STAC have made seek, firstly, to re-emphasise that applying for an RRP should be seen as a last resort and that Boards should engage in proactive workforce and succession planning with any potential workforce pressures identified at the earliest opportunity and highlighted on the risk register, so that strategies to address these can be developed and implemented.

3. The revised guidance also stresses that securing an RRP should not be seen as the end of the process. The default in NHS Scotland remains the employment of all staff on standard terms, conditions and pay and, as part of any application, STAC will now require an Action Plan setting out how the Board intends to mitigate the need for the RRP in the longer term. In addition, Boards will now need to submit a Mid-Term Review during the period of the RRP. This will set out how the RRP is being used, whether it has been effective and the progress the Board has made with their Action Plan.

4. Lastly, the revised policy recognises the need to consider equality issues when applying for an RRP and Boards will need to supply an Equality Impact Assessment (EQIA) on the proposed RRP, along with their application.

5. The narrative of the Policy has been re-worked to reflect these changes and the application form now contains a check sheet on the last page to help ensure that the application is as robust as possible and that all the required information is included.

DL(2021)11

24 March 2021

Addresses

For action

Chief Executives, NHS
Boards and Special Health
Boards and NHS National
Services Scotland (Common
Services Agency)
Directors of Human
Resources, NHS Boards and
Special Health Boards and
NHS National Services
Scotland (Common Services
Agency)

For information

Members, Scottish
Partnership Forum
Members, Scottish Terms
and Conditions Committee
Members, Scottish
Workforce and Governance
Group

Enquiries to:

Colin Cowie
Scottish Government
Health Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

E-mail:

hwfpaytermsandconditions@gov.scot

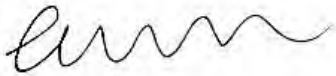


6. To assist Boards with making applications, a Word version of the application form is available for download on the [Circulars and Guidance](#) page of the Scottish Terms and Conditions Committee website. It can be found next to the entry for this circular. In addition, an EQIA template has been provided as well as a template which Boards can use to record the attempts which have been made to recruit to the relevant posts. Use of this last template is not mandatory but STAC has found it helpful in the past to have this information summarised in an easily digestible form.

Action

7. NHS Boards, Special Health Boards and NHS National Services Scotland (Common Services Agency) are asked to ensure that this letter is drawn to the attention of all those involved in the consideration of Recruitment and Retention Premia applications for Agenda for Change staff.

Yours sincerely



LAURA ZEBALLOS
Deputy Director
Health Workforce Pay,
Practice and Partnership Division

LIST OF ATTACHMENTS

- Annex A – Recruitment and Retention Premia Policy
- Annex B – Form to be used for Applying for a Recruitment and Retention Premium
(A “Word” version of the application form is available in the “Circulars and Guidance” section of the STAC website:
www.stac.scot.nhs.uk/circulars)
- Annex C – Mid-Term Review
- Annex D – Form to be used for Mid-Term Review Submission
(A “Word” version of the submission form is available in the “Circulars and Guidance” section of the STAC website:
www.stac.scot.nhs.uk/circulars)
- Annex E – Recruitment and Retention Premia – Renewal Process
- Annex F – Form to be used for Applications for a Renewal of an Existing Recruitment and Retention Premium
(A “Word” version of the renewal application form is available in the “Circulars and Guidance” section of the STAC website:
www.stac.scot.nhs.uk/circulars)

NHS SCOTLAND

AGENDA FOR CHANGE

**Recruitment and Retention
Premia Policy**

POLICY FOR THE APPLICATION OF RECRUITMENT AND RETENTION PREMIUMS IN NHS SCOTLAND

1. Introduction

The Scottish Terms and Conditions Committee oversees the application of RRP in Scotland. More information on STAC and how it operates can be found at the Committee's [website](#). STAC have developed this policy to address the particular needs of NHS Scotland, in line with the overarching UK guidance contained in the Agenda for Change Handbook, available [here](#). This policy will be applied across NHS Scotland (NHSS) to ensure that a consistent approach is adopted when considering an application for Recruitment and Retention Premiums.

Where approved, the premia will be awarded to both existing and new staff.

2. Purpose

This policy is intended to ensure that posts within NHS Scotland which are hard to recruit to/have high levels of turnover are reviewed in a fair manner to identify whether the application of a Recruitment and Retention Premium would encourage a greater volume of applicants/post holders to remain with the organization, and would represent value for money.

Employing organisations have an obligation to ensure a robust workforce and succession planning process is in place to identify potential workforce pressures at the earliest opportunity so that these can be highlighted in the risk register and mitigation strategies can be developed and implemented.

To meet the fair work dimensions, Health Boards need to implement systems that remove barriers to opportunity and allow staff to access and progress in work, such as access to apprenticeships and training that support career development pathways for all staff. Boards need to analyse the workforce profile within the organisation, identify where any barriers to opportunity arise and address these creatively.

NHS Boards should adopt a life stage approach that helps workers at all ages maximise their contribution within the workplace.

3. Policy Statement

The application of a Recruitment and Retention Premium (RRP) to any post should be seen as a last resort. Boards have an obligation to plan for future workforce needs and every effort should be made through workforce planning routes to secure a full supply of staff to meet future service needs.

Where shortages occur, line managers and post holders in collaboration with Human Resources personnel and the relevant Staff Side organisation(s), should

consider whether the following options may resolve the problems without the application of a financial incentive:

- Flexible Working (including home working, job share, part-time, full time etc. as set out in the relevant PIN/Once for Scotland policy);
- Career Development Opportunities;
- Enhanced/Additional Training;
- Skill-mix within the existing team/cross-professional boundary working
- Tailoring of posts to attract applicants.

4. Scope

This policy applies to all posts with the specific exception of:

- Medical and Dental Staff
- Senior Managers who do not fall within the Agenda for Change agreement

5. Responsibilities

The Scottish Terms and Conditions Committee has a responsibility to:

- Determine the recommendation for each application made for RRP, including the decision as to whether to extend an individual Health Board application to other Boards and/or across all Boards in NHS Scotland.
- Assess each application according to the criteria set out within this policy, bearing in mind the wider context affecting the NHS workforce.
- Consider the mid-term reviews submitted by Boards.
- Determine the recommendation for each application for renewal of an existing RRP.
- Work in partnership through the Scottish Terms and Conditions Committee to ensure the smooth running of the process for administering RRP's in NHS Scotland.

At Board level, Staff Side representatives and managers have a responsibility to:

- Ensure that any potential staff shortages are reflecting in the Board's Risk Register, so that mitigating strategies are implemented as early as possible.
- Ensure that a range of non-financial incentives have been implemented and monitored prior to any application for any RRP being made.
- Discuss the case for an RRP application through the Area Partnership Forum and, where it is decided to move ahead with an application, support line managers in completing the application and ensuring that the business case fully addresses the criteria set out in this guidance.
- Continue seeking and progressing ways to eliminate the need for RRP's in the future.

6. Short and Long Term RRP

Short Term RRP are awarded and will apply where the recruitment and retention problems are expected to be short term and where the need for the premium is expected to disappear or reduce in the foreseeable future.

Short-term RRP:

- May be awarded on a one-off basis or for a fixed term.
- Will be regularly reviewed.
- May be withdrawn or have the value adjusted subject to a six months' notice period unless for a defined fixed-term. This decision will be made by STAC.
- Will not be pensionable, or count for the purposes of overtime, unsocial hours payments or any other payments linked to basic pay.
- Will not be renewed.

Long Term RRP are awarded and will apply where the need for the premium is not expected to vary significantly in the foreseeable future.

Long-term RRP:

- Will be awarded on a long-term basis (i.e. at least a year)
- Will be subject to mid-term review and regular renewal according to a timetable agreed by STAC as being appropriate to that RRP.
- Will be pensionable and will count for the purposes of calculating overtime, unsocial hours payments and any other payments linked to basic pay.

7. Alternatives to RRP

As outlined in sections 2 and 3 above, Boards need to act proactively in the first instance and use effective workforce and succession planning to identify potential future shortages and develop strategies for mitigating these.

Where shortages do arise, premia may be considered if recruitment and retention difficulties continue after the following measures have been explored and considered and following the protocol below to ensure consistency of application:

Recruitment

Premia will be considered when:

- Posts have been advertised in relevant local, regional, national and/or professional media (as appropriate to the post), and this resulted either in no successful recruitment, or insufficient applicants to fill all vacant posts. (A record of all such advertising should be kept and will form part of the evidence base for any RRP application)
- It could reasonably be assumed that vacancies could not be filled through, for example, advertising in a different media or, if practicable, by waiting for an expected increase in supply (e.g. from new trainees).

- In considering the above two points, information on previous media effectiveness, number and suitability of applicants, cost effectiveness of using agencies or locums will have been utilised as far as possible.
- Non-pay benefits (e.g. childcare support, training and development, relocation) have been sufficiently developed and applied to the post(s).
- Application of PIN guideline on Supporting the Work Life Balance.
- The work cannot be done in a different way (new ways of working, job redesign, training and development etc.)
- Flexible working patterns (part-time, job share, home working etc.) have been fully explored and found to be unworkable.

Retention

Premia will be considered when the relevant steps under recruitment above have been considered, in particular:

- Non-pay benefits (e.g. childcare support, training and development, relocation) have been sufficiently developed and applied. Application of PIN Guideline on Supporting the Work Life Balance.
- Exit Interview information has been reviewed and actioned as far as possible to assess how pay influences employees' decisions to leave the Service.
- Cost effectiveness of using agencies or locums has been assessed as far as possible.
- The work cannot be done in a different way (new ways of working, job redesign, training and development etc.).

If it is agreed that the vacancy or retention problem can be addressed effectively only through payment of a Recruitment and Retention Premium, a RRP Application form must be completed, approved by the Area Partnership Forum and signed by the Chief Executive and the Employee Director. It can then be sent to the Scottish Terms and Conditions Committee together with any relevant supporting information.

The Scottish Terms and Conditions Committee will decide whether the application of a RRP is appropriate and the length of time the RRP should be applied for.

8. Nationally Agreed RRP

RRP may also be awarded on a national (i.e. UK) basis to particular groups of staff on the recommendation of the NHS Pay Review Body (NHSPRB) where there are national recruitment and retention issues. The Review Body must seek evidence or advice from NHS employers, staff organisations and other stakeholders in considering the case for any such payments. If it is agreed that an RRP is necessary for a particular group, the level of payment will be specified or, where the underlying problem is considered to vary across the country or countries, guidance should be given to employers on the appropriate level of payment.

Should any national RRP be awarded, further guidance will be issued.

9. RRP within NHS Scotland

The Scottish Terms and Conditions Committee has the opportunity to agree both short-term and long-term premia, subject to the definitions set out in section 6.

The Scottish Terms and Conditions Committee would normally only award up to 30% of basic pay for RRP based on the application of the criteria contained in this Policy.

10. Pay Implications

Valuation of premia levels will involve consideration not only of the above, but also factors such as:

- Comparison of external pay rates
- The local labour market
- Value for money versus Agency and overtime rates

11. Equality Impact Assessment

All applications need to be equality proofed and an EQIA should be included with the application.

12. Exit Strategy Action Plan

It is important that securing an RRP is not seen as the end of the process. The default in NHS Scotland remains the employment of all staff on standard terms, conditions and pay and, as part of the application, Boards must include an Action Plan setting out how they intend to mitigate the need for the RRP in the longer term.

13. Implementation Date

RRPs will usually become effective from the date of the STAC meeting at which they were agreed. However, STAC is free to come to a view on an alternative implementation date, based on the particular circumstances of a given application.

14. Mid-Term Review

All long term RRP's will now be subject to a mid-term review designed to seek evidence around how the RRP is being used, whether it has been effective, and what the Board is doing to take forward its Action Plan to work towards a position where the RRP will no longer be required. A date for submission of the mid-term review will be included as part of the response from STAC awarding the RRP.

15. Monitoring

This policy will be regularly monitored by the Scottish Terms and Conditions Committee.

APPLICATION FOR RECRUITMENT AND RETENTION PREMIUM¹

Board:	
Post Title:	
Directorate:	
Service/Department:	
Post Pay Band:	
Number of Posts Covered:	

Are you applying for:	
Short Term RRP* <input type="checkbox"/>	Long Term RRP <input type="checkbox"/>
Proposed Duration:	

***Short Term is up to one year, anything more than this will be regarded as Long Term.**

Suggested Value of RRP (per full-time post):	£ _____ per annum
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¹ This Application form is available in Word format at www.stac.scot.nhs.uk/circulars

Reason For Application: In this section you should include detailed information on steps that have been taken to address the problem (flexible working, additional training; recruitment initiatives etc. – see section 7 of the guidance) and why an RRP is felt to be the only option. This may include information obtained from exit interviews, response to adverts, turnover rates, any national shortages, availability of locum/agency equivalents; external (non-NHS) rates of pay for equivalent posts, employment benefits, length of vacancy.

If you have information about external rates of pay for similar posts, or any other additional evidence, please attach this to the application.

Who else could be affected by this application? Internally – are there other staff groups or services that could be affected by the application of the requested RRP? Externally – is there potential for the application of the requested RRP to impact on other Board areas?

Please detail below the total cost of the proposed RRP and any cost saving that could be achieved through the application of RRP (i.e. reduction in agency costs).

Suggested		Number of		Total
RRP Value	x	Employees	=	Cost of RRP

Current cost of Locums (per person):

Expected benefits of applying RRP (i.e. reduced waiting times; reduced complaints; increased applications; improved absence rates, reduced turnover, etc.).

Action Plan setting out how the Board intend to mitigate the need for the RRP in the longer term.

Before submitting an application, it should be benchmarked against section 1 to 15 of Scotland's Recruitment and Retention the policy to ensure that the case is robust when measured against the stated criteria.

As well as the application form, STAC has provided a template on their website which can be used to document efforts to recruit to the posts for which an RRP is sought.

Boards will wish to use the check list below to ensure that the application is complete.

Has the application been benchmarked against the required criteria?	
--	--

Has all supporting material been attached including, were appropriate, a template outlining recruitment efforts for the post/s?	
--	--

Does the application contain a robust Action Plan for moving back to standard terms and conditions?	
--	--

Has an Equality Impact Assessment of the proposed RRP been included?	
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Signature of Chief Executive:

Signature of Employee Director:

Date: ____/____/____

**RECRUITMENT AND RETENTION PREMIA
MID-TERM REVIEW****16. Introduction of Mid-Term Review Process**

It is important that Boards continue to monitor the need for any RRP, and the application process now includes a requirement for Boards to present an Action Plan setting out how the need for the RRP will be mitigated in the longer term.

In addition, STAC is increasing its oversight of the RRP process by requiring that Boards submit a mid-term review detailing how the RRP which has been awarded is being used, and the steps which the Board is taking to implement its Action Plan to move back to standard pay arrangements.

17. Submission to STAC

Reviews should be submitted using the form at Annex D. The deadline for supplying this information will be stated clearly on the letter from STAC awarding the RRP. It is the Board's responsibility to keep track of any RRP which it holds and to meet all specified deadlines for the submission of information.

**RECRUITMENT AND RETENTION PREMIUM
MID-TERM REVIEW SUBMISSION²**

Board:	
Post Title:	
Number of Staff Receiving RRP:	
Value of RRP:	
Date RRP Awarded:	

Please supply information on how the RRP has been used so far by the Board and what the Board is doing to implement its Action Plan to mitigate the need for the RRP in the longer term.

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² This Mid-Term Review form is available in Word format at www.stac.scot.nhs.uk/circulars

Signature of Chief Executive:

Signature of Employee Director:

Date: ____/____/____

RECRUITMENT AND RETENTION PREMIA RENEWAL PROCESS

18. Introduction

Any Recruitment and Retention Premia (RRP) awarded under the terms of this policy will have an agreed expiry date. Boards will therefore have to apply to STAC to renew the RRP for a further term if they wish to extend its provisions beyond that date.

19. Principles of the Renewal Process

The renewal process for RRP's will follow the same principles as those contained in the application process. Consideration of renewal applications will be undertaken by STAC and the STAC secretariat, as appropriate. The reviewers will consider the original application (and if appropriate any previous renewal information) with updated evidence presented for the renewal, including any additional documentation included with the application.

Given that all long term RRP applications will now include an Action Plan to mitigate the need for the RRP in the longer term, STAC would expect the renewal application to detail the implementation of the previous Action Plan and why this has not yet allowed the Board to recruit and retain staff on standard terms and conditions. In addition, Boards should use the lessons learned to re-formulate their Action Plan and include this as part of the application. Finally, a refreshed Equality Impact Assessment should be produced and included with the application.

20. Process for Renewal

It is the responsibility of the NHS Board or Boards where an RRP is in operation to keep track of the timetable for renewal and, in situations where they would wish the RRP to continue, to ensure that they are in a position to submit evidence to STAC at the appropriate time which will allow STAC to consider this and come to a conclusion on the continued need for the RRP. Boards seeking to extend RRP's will need to complete the form attached as Annex F.

21. Notification of Outcome

STAC will aim to notify the Boards concerned of the outcome of the renewal application in good time before the expiry date of the existing RRP.

If approved, a further renewal date will be agreed, as well as a date for submission of a mid-term review, and the Board(s) will be advised accordingly.

If rejected, the Board(s) will be advised of the reason for the rejection and it will be the responsibility of the Board(s) to advise the employees covered by the RRP that the payment will be coming to an end on the agreed date. Employees must be given at least six months' notice if the payment is to cease.

**APPLICATION FOR RENEWAL OF EXISTING
RECRUITMENT AND RETENTION PREMIA³**

Board:	
Post Title:	
Post Pay Band	
Number of Staff Receiving RRP:	
Value of RRP:	
Date Original RRP Awarded:	
Expiry Date of Current RRP:	

<p>Reason for continued need for RRP, with reference to the Action Plan included with the original application and addressing why this has not so far created the conditions which would allow the Board to recruit and retain staff to these posts within standard terms and conditions. Where appropriate, supporting evidence from the wider economy can be included with the renewal application.</p>

³ This Renewal Application form is available in Word format at www.stac.scot.nhs.uk/circulars

A revised Action Plan setting out how the Board intend to use the lessons learned from the period of the previous RRP to mitigate the need for the RRP in the longer term.

--

Boards will wish to use the check list below to ensure that the application is complete.

Has all the required supporting material been included?	
Does the renewal application contain a robust Action Plan for moving back to standard terms and conditions?	
Has a refreshed Equality Impact Assessment for the RRP which the Board is seeking to renew been included?	

Signature of Chief Executive:

Signature of Employee Director:

Date: ____/____/____

EQUALITY IMPACT ASSESSMENT (EQIA) TO ACCOMPANY AN APPLICATION FOR A RECRUITMENT AND RETENTION PREMIUM OR AN APPLICATION TO RENEW A RECRUITMENT AND RETENTION PREMIUM (RRP)

NHS Board	NHS Lothian
Post Title	Crafts Persons and Graduating Apprentices
Post Pay Band	Band 4 and 5
Number of Posts Covered	102
Short or Long Term RRP	Long term
Suggested Value of RRP	£411,771 per annum
EQIA Carried Out By	Tommy Logan Head of Hard FM Services (Estates)
Briefly describe the RRP being applied for, the reasons for the application and the intended benefits:	
<p>This application is an extension to a previously agreed RRP application which commenced 1st April 2016 and expires 1st April 2022.</p> <p>The original application was to provide RRP budget to enable adequate recruitment / retention of staff within NHS Lothian Estates team. Recruitment and retention of staff has been a continued issue due to existing salary banding to craft persons – electrical / mechanical engineers, joiners, plumbers and the retention of graduating apprentices.</p> <p>Since 2016, the deployment of RRP has improved significantly with regards to retention of staff however recruitment remains an significant issue. Feedback from candidates successfully recruited is the uncertainty of RRP places an unknown risk of salary drop and preference would be the have the final salary to a level which would be acceptable without RRP. Therefore upon approval of this extension, NHS Lothian estates shall develop and agree a long term recruitment and retention strategy to allow the removal of RRP in outlying years.</p>	

The General Duty of the Equality Act 2010 requires that you have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

In fulfilling the above requirements, you should consider the Positive Impact, Negative / Adverse Impact or Neutral Impact in respect of key “protected characteristics” and record the results on the table provided.

What impact do you expect the RRP to have on the following “protected characteristics”?	Positive	Adverse/ Negative	Neutral	Comments Provide any evidence that supports your answer for positive, negative or neutral.
Age	Yes			NHS Lothian has an aging population; urgent need to recruit within the 25 to 40 category. RRP will support.
Sex (male/female)	Yes			Currently 100% of crafts are male. Very recently NHSL have appointed a female plumber. RRP shall deliver further opportunities to provide female crafts persons.
Disability (incl. physical/sensory problems, learning difficulties, communication needs; cognitive impairment)	Yes			Currently NHS Lothian estates has 1 colleague with registered disability
Gender Reassignment	Yes			Currently no staff.
Marriage and Civil partnership	Yes			Currently no staff
Pregnancy and Maternity	Yes			Currently no staff
Race/Ethnicity	Yes			95% of work force is from white British back ground.
Religion/Faith			Yes	Unknown
Sexual orientation			Yes	Unknown

- For each of the equality characteristics, you should provide statistics on the makeup of the workforce you are seeking to target, where known.
- Add additional lines, as necessary, for any other characteristics you feel are relevant to the equality issues surrounding this RRP.

Please use this space to set out how you plan to address any Adverse / Negative impacts identified by you assessment:

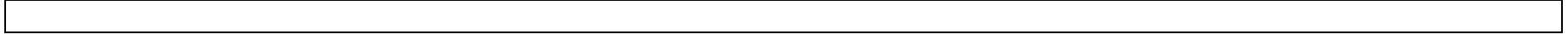
NHS Lothian needs to recognise and accept the challenges to deliver a diverse workforce. Key areas of improvement shall be: -

- Promote applications on on line platforms such as Linked in targeting the 24-40 age group and diverse areas.
- Promote NHS Lothian estates within the local Universities and colleagues as employer of excellence.
- Investigate the granulate recruitment process and use the apprenticeship scheme to employ diverse members of the community but also young adults from under privileged back grounds.
- Reach out to Woman in engineering institutions and engage in local recruitment fairs to ensure NHS Lothian is an attractive option to young and aspiring engineers.

Signature of Chief Executive:

Signature of Employee Director:

Date: / /





The Walled Garden,
Bush Estate
Midlothian EH26 0SB

Tel: 0131 445 9216
Fax: 0131 445 5548
www.sjib.org.uk

SJIB Circular 12/2021
5 July 2021

To all SJIB and SELECT Members

Dear Member,

**SJIB NATIONAL WORKING RULES
PROMULGATION**

SELECT and UNITE the Union have concluded a two-year deal for the SJIB National Working Rules. The following hourly rates and amended conditions of employment have been agreed by the SJIB National Board by postal ballot and will be ratified at the next National Board meeting on 6 October 2021.

New rates will apply with effect from Monday, 3 January 2022, with further enhancements to both rates and some terms of employment taking effect on Monday, 2 January 2023.

Yours faithfully,

Fiona Harper
The Secretary

Pat Rafferty
For UNITE the Union

Alick Smith
For SELECT

**SJIB NATIONAL WORKING RULES
WAGES AND CONDITIONS FOR 2022 & 2023
PROMULGATION NOTICE**

1. Two-Year Agreement

A two-year agreement has been reached with implementation dates on:

Year 1	3 January 2022
Year 2	2 January 2023

2. Wages - SJIB National Working Rules – Section B, Rule 1.2

The rates of pay are to be increased by the following percentages:

Monday, 3 January 2022	2.5%
Monday, 2 January 2023	2.5%

The Approved Electrician rate will be: -

	2022	2023
	+2.5%	+2.5%
Travel	17.70 (+43p/hour)	18.14 (+44p/hour)
Shop	15.54 (+38p/hour)	15.93 (+39p/hour)

3. Lodging Allowance – SJIB National Working Rules – Section B, Rule B31 and Appendix B1

Lodging Allowance increases are based upon a formula which tracks the movement in the catering element of the Consumer Price Index and are subject to approval by HMRC. The rates effective from **Monday, 3 January 2022** will be advised separately later this year.

4. Mileage Allowance and Mileage Rate – SJIB National Working Rules – Section B, Rule B18.3

With effect from **Monday, 2 January 2023**, the calculation of the actual distance between the shop and the job will be by way of the **fastest route** on the RAC Route Planner.

5. Weekly Sick Pay in addition to SSP for Operatives and Adult Trainees – SJIB National Working Rules – Section E, Rule E5.1 and Appendix B1

With effect from **Monday, 2 January 2023**, weekly sick pay in addition to SSP will increase as follows:

	Technician (£)	Approved Electrician (£)	Electrician (£)	Labourer & Adult Trainee (£)
Weeks 1 and 2	Nil	Nil	Nil	Nil
Weeks 3 to 24	190.00	180.00	170.00	160.00
Weeks 25 to 52	95.00	90.00	85.00	80.00

6. Accidental Death Benefit On Site – SJIB National Working Rules – Section E, Rule E5.3 and Appendix B1

With effect from **Monday, 2 January 2023**, the Accidental Death Benefit On Site for Operatives and Adult Trainees will increase to £70,000.

This agreement is a complete package and is indivisible and is in full and final settlement of all wages and conditions claims over the period Monday, 3 January 2022 to Sunday, 31 December 2023 inclusive.

SJIB Wages and Conditions for 2022 & 2023

SJIB National Wage Rates - 2022 to 2023

	Effective 03/01/2022 2.5%				Effective 02/01/2023 2.5%			
	Shop	Inc.	Travel	Inc.	Shop	Inc.	Travel	Inc.
Technician	£17.75	£0.43	£19.94	£0.49	£18.19	£0.44	£20.44	£0.50
Approved Electrician	£15.54	£0.38	£17.70	£0.43	£15.93	£0.39	£18.14	£0.44
Electrician	£14.16	£0.35	£16.32	£0.40	£14.51	£0.35	£16.73	£0.41
Labourer	£10.94	£0.27	£13.10	£0.32	£11.21	£0.27	£13.43	£0.33
Adult Trainee Stage 1	£10.94	£0.27	£13.10	£0.32	£11.21	£0.27	£13.43	£0.33
Adult Trainee Stage 2	£12.04	£0.30	£13.87	£0.34	£12.33	£0.29	£14.22	£0.35
Adult Trainee Stage 3	£13.45	£0.33	£15.50	£0.38	£13.78	£0.33	£15.89	£0.39

	Effective 03/01/2022				Effective 02/01/2023			
	At Work	Inc.	At College	Inc.	At Work	Inc.	At College	Inc.
Stage 1 Apprentice	£5.66	£0.14	£4.96	£0.13	£5.80	£0.14	£5.08	£0.12
Stage 2 Apprentice	£7.79	£0.19	£7.08	£0.17	£7.98	£0.19	£7.26	£0.18
Stage 3 Apprentice	£9.91	£0.24	£9.20	£0.22	£10.16	£0.25	£9.43	£0.23
Stage 3 FICA Apprentice	£11.33	£0.28	£10.62	£0.26	£11.61	£0.28	£10.88	£0.26

Lodging Allowance - SJIB National Working Rules Section B, Rule B31 and Appendix B1

Lodging Allowance increases are based on a formula which tracks the movement in the catering element of the Consumer Price Index and are subject to approval by HMRC. The rates effective from **Monday, 3 January 2022** will be advised separately later this year.

Mileage Allowance and Mileage Rate SJIB National Working Rules Section B, Rule B18.3

With effect from **Monday, 2 January 2023**, the calculation of the actual distance between the shop and the job will be by way of the fastest route on RAC Route Planner.

Weekly Sick Pay in Addition to SSP for Operatives and Adult Trainees - SJIB National Working Rules Section E, Rule E5.1 and Appendix B1

With effect from **Monday, 2 January 2023**, weekly sick pay in addition to SSP will increase as follows.

	Technician	Approved Electrician	Electrician	Labourer & Adult Trainee
Weeks 1 and 2	Nil	Nil	Nil	Nil
Weeks 3 to 24	£190	£180	£170	£160
Weeks 25 to 52	£95	£90	£85	£80

Accidental Death Benefit On Site - SJIB National Working Rules Section E, Rule E5.3 and Appendix B1

With effect from **Monday, 2 January 2023**, the Accidental Death Benefit On Site for Operatives and Adult Trainees will increase to £70,000.

Benefits	Operatives and Adult Trainees	Apprentices
Death Benefit	£30,000	£10,000
Accidental Death Benefit On Site	£70,000	£25,000
Total Accidental Death Benefit On Site	£100,000 (£30,000 + £70,000)	£35,000 (£10,000 + £25,000)
Permanent and Total Disability Benefit	Up to £50,000	Up to £10,000
Accidental Dismemberment Benefit	£4,000	£2,000