

Band 2 and Band 3 Health Care Assistants (HCA) Job banding and job description changes

The following is a summary of the formal offer from FHFT with regards to compensatory payment following the change in national profiles for Health Care Assistants in 2021.

BACKGROUND

Change in the Job Descriptions for Health Care Support Workers

In August 2021 there were national profiles issued that clarified the roles and responsibilities for Band 2 and Band 3 Clinical Support Workers - Nursing and Midwifery: known locally at Frimley Health as Health Care Assistants (HCAs).

The changes are designed to offer HCAs an opportunity to develop their careers and to improve levels of pay. Since publication of the national profiles, the Trust been working with our Trade Union colleagues to agree how we should compare our current job descriptions against these new ones and we have jointly agreed this process and how the changes will be implemented.

There are three Job Descriptions titled as: -

- a. **Health Care Support Worker** -this is the band 2 role which will be for those who for personal reasons have opted out of the upgrade, or for inexperienced new starters in training.
- b. **Health Care Assistant** (this is a Band 3 role)
- c. **Maternity Support Worker** (also a Band 3 role)

The revised job descriptions are a much truer reflection of the duties that are undertaken at Band 3 and Band 2 and they will help everyone to understand what they do. The new job descriptions also allow for some flexibility to train in more advanced skills and to improve career development. This change is being implemented in all Trusts across the country.

The default position for the Trust is that most staff working in clinical HCA roles should do so as a Band 3. We will use the updated and redefined Band 2 job description for trainees and anyone who wants to work at and be paid for a role that focuses more on personal care than clinical care.

BACKPAY

It is important that we recognise that many HCAs have been working at a Band 3 level for some time but have been paid as a Band 2 only.

However, it is important to note that a lot of the work done by HCAs is routinely carried out during unsocial hours (working night shifts and weekends). The current national pay terms mean that people in Band 2 roles working unsocial hours can earn more than someone in a Band 3 role working unsocial hours. If the Trust was to calculate the exact amount that would have been earned by each individual if they had been a Band 3 HCA from August 2021, a considerable proportion of staff would actually receive no payment. This aspect has been discussed in detail with staff side representatives and we want to take a different and fairer approach.

The Trust has agreed an arrangement for compensatory payment with staff side colleagues, which is higher for those staff who have been in their role for longer. We reviewed a number of approaches taken by other Trusts, both regionally and nationally, and we feel that the compensatory payment offer we are making is the fairest for staff. The payment is as follows:

Length of service	Compensatory payment
Up to 2 years service	£450
2 – 3 years service	£1000
Over 3 years service	£1500

The payment will be made in 5 equal instalments (with the option for the period to be extended to 10 months)..

The payment will be paid pro-rata to part-time staff. The whole time equivalent status of each staff member as at 31st March 2025 will be used to determine the compensatory payment due on an individual basis.

Key FAQs (more extensive list in additional attachment).

- 1. Will my previous Band 2 HCA service in another organisation be taken into account when calculating my length of service?** No. It is only service at FHFT which will be used for this purpose.
- 2. What do I need to do to receive the compensatory back pay?** The compensatory payment will automatically be made commencing in April 2025, the default period of payment is 5 months but you can elect to extend this to 10 months on the Microsoft Form you will be completing
- 3. I recently left the Trust/Will be leaving the Trust, can I still receive compensatory pay?** Staff who leave the Trust on or before 31st March 2025 will not be entitled to any compensatory payment. Staff who leave the Trust on or after 1st April 2025 will be entitled to the compensatory payment in full. Staff who leave prior to the compensatory payment being paid in full will receive any outstanding payment due as a lump sum.
- 4. How will we communicate with staff?** All Band 2 HCA staff are being written to directly and will receive a letter both in the post to their home address and e-mailed to their work e-mail addresses. Line managers of these staff have also been informed and briefed. Staff will be given the option to opt out of being moved over to band 3 (to remain as a band 2). Staff can also elect to receive their payment spread over 10 months instead of the default 5 months (see Question 26).
- 5. Will any financial compensation for work undertaken for what is now recognised as Band 3 work be available for bank work?** Compensatory payments only relates to individuals with substantive contracts.

- 6. What do I do next if I want to move to a Band 3 role?** The letter you will be sent includes a link to the Microsoft form that you need to complete, the deadline for completing this form will be Sunday 23rd March 2025. If you do not complete the form by this deadline the default position is that you will transfer over to band 3 from 1st April 2025 and be paid the compensatory payment split over 5 months. We would advise that you consider carefully what this means for you and make use of the support and advice available). Your new band and job description will be confirmed to you in writing.
- 7. I would like to stay as a Band 2 HCSW. Will there still be band 2 roles at FHFT, and can I stay in the same team?** Band 2 HCSWs will remain part of our nursing teams and there is no intention to take this role out of our structures, as most new starters will be hired as Band 2 to begin their training until they are ready and experienced enough to become Band 3. If you wish to stay as a Band 2, your duties will be as defined in the Band 2 Job Description, and you will be welcome to apply to become Band 3 again in the future.
- 8. Will I receive the compensatory payment if I choose to remain as a Band 2 HCA?** Yes, compensatory payment is available to those individuals who chose to remain in the revised Band 2 role, but staff are requested to discuss with their line manager to ensure your skills and experience is acknowledged, and the limitations of the updated Band 2 role understood.