

Former CT sites (Current Shift Pattern)	POW (Current Shift Pattern)
3 x 12.5-hours shifts per week, each with 1 x 30-minute unpaid break. 6-hour make up shift every 4 weeks.	3 x 12.5-hours shifts per week, each with 2 x 30-minute unpaid breaks. 12.5-hour make up shift every 4 weeks.
Proposed Shift Pattern (Option 8)	
3 x 12.5-hour shifts per week, each with 2 x 30-minute unpaid breaks. Plus a rotational 6.3-hour shift (with a 20-minute unpaid break) in week 4, and 12.5-hour shift (with 2 x 30-minute unpaid breaks) in week 8.	
Impact of revised proposal (option 8)	
Work a 12.5-hour shift (instead of a 6-hour shift) every 8th week (<i>difference = additional 6.5 hours once every 8 weeks</i>) 42 hours protected CPD (pro-rated) 2 x 30 mins rest breaks built into 12.5-hour shifts Handover time and 20-minute rest break built into 6.3-hour shifts	Work a 6.3-hour shift (instead of a 12.5-hour shift) every 8th week (<i>difference = reduction of 6.2 hours every 8 weeks</i>) 42 hours protected CPD (pro-rated) Retain 2 x 30 min breaks in each 12.5-hour shift Handover time and 20-minute rest break built into 6.3-hour shifts

Scenario One

Q1. I currently work to the 'former CT' shift pattern, however, I do not undertake the make-up shift. Could you clarify how Option 8 would impact my current working arrangements?
A1. As you do not currently work the make-up shift, your current working pattern is equivalent to 36 hours per week (0.96 WTE). If you remain at 0.96 WTE, under option 8, your shift pattern will include 3 x 12.5 hour shifts with 2 x 30 minute unpaid breaks plus one 6.3-hour make-up shift every 8 weeks. You will also get 40 hours of protected CPD time per annum. In order to work 3 x 12.5 hour shifts every week under Option 8, your contracted hours would need to reduce to 35.25 hours per week, which equates to 0.94 WTE. Further information about the impact of changing hours on pay, pensions, CPD and annual leave is included in the following tabs.

Scenario Two

Q2. I currently work to the 'POW' shift pattern, however, I do not undertake the make-up shift. Could you clarify how Option 8 would impact my current working arrangements?
A2. As you do not currently work the make-up shift, your current working pattern is equivalent to 34.5 hours per week (0.92 WTE). If you remain at 0.92 WTE, under option 8, your shift pattern will include 3 x 12.5 hour shifts with 2 x 30 minute unpaid breaks for 15 weeks and on the 16th week your shift pattern would drop to 2 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.You will also get 38 hours of protected CPD time per annum. In order to work 3 x 12.5 hour shifts every week under Option 8, your contracted hours would need to increase to 35.25 hours per week, which equates to 0.94 WTE. Further information about the impact of changing hours on pay, pensions, CPD and annual leave is included in the following tabs.

Scenario Three

Q3. How will Option 8 affect my annual leave, pension and protected CPD time if my WTE changes?
A3. Annual leave, pension contributions and protected CPD time are calculated on a pro-rata basis according to contractual hours. Staff who request to change their contracted hours would see a proportionate amendment in these entitlements, while staff maintaining their current WTE will retain their existing entitlements. Examples of entitlements are provided on the other tabs.

Scenario Four

Q4. I currently work the 'former CT' shift pattern and I undertake all of my make-up shifts. How would Option 8 affect me?
A4. If you currently undertake all of your contractual shifts, your working hours are equivalent to 37.5 hours per week (1.0 WTE). Under Option 8 you would remain on 37.5 hours per week and your pattern would consist of: 3 x 12.5-hour shifts per week, each with 2 x 30-minute unpaid breaks. A 6.3-hour shift in week 4 with a 20-minute unpaid break. A 12.5-hour make-up shift in week 8 with 2x 30-minute unpaid breaks. Your annual salary, pensionable pay, annual leave entitlement would remain based on a full-time 1.0 WTE contract. You would also receive 42 hours of protected CPD time per annum.

Scenario Five

Q5. I currently work the 'POW' shift pattern and I undertake all of my make-up shifts. How would Option 8 affect me?
A5. If you currently undertake all of your contractual shifts, your working hours are equivalent to 37.5 hours per week (1.0 WTE). Under Option 8 you would remain on 37.5 hours per week and your pattern would consist of: 3 x 12.5-hour shifts per week, each with 2 x 30-minute unpaid breaks. A 6.3-hour shift in week 4, with a 20-minute unpaid break. A 12.5-hour make-up shift in week 8 with 2 x 30-minute unpaid breaks. Your annual salary, pensionable pay, annual leave entitlement would remain based on a full-time 1.0 WTE contract. You would also receive 42 hours of protected CPD time per annum.

WTE	1	0.96	0.94	0.92	0.63
Part-time shift patterns (Option 8)	3 x 12.5-hour shifts per week, each with 2 x 30-minute unpaid breaks. Plus a rotational 6.3-hour shift in week 4, and 12.5-hour make-up shift in week 8	3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks. Plus 1 x 6.3 shift every 8 weeks.	3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.	3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks for 15 weeks . On 16th week, 2 x 12.5 hour shifts, each with 2 x 30 minute unpaid breaks.	2 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.
Pay Step	Entry Step	Entry Step	Entry Step	Entry Step	Entry Step
26/27 Band 2 Pay scales	£26,300	£26,300	£26,300	£26,300	£26,300
Annual Salary (pro-rated)	£26,300.00	£25,248.00	£24,722.00	£24,196.00	£16,569.00
Contracted Weekly Hours	37.5	36.0	35.3	34.5	23.6
Pension % (Employee)	6.5%	6.5%	6.5%	6.5%	6.5%
Annual employee pension contribution (£)	£1,709.50	£1,641.12	£1,606.93	£1,572.74	£1,076.99
Pension % (Employer)	14.38%	14.38%	14.38%	14.38%	14.38%
Annual employer pension contribution (£)	£3,781.94	£3,630.66	£3,555.02	£3,479.38	£2,382.62
Protected CPD hours (per annum)	42	40	39	38	26
Annual Leave hours (10 Years Service)	315	302.4	296.1	289.8	198.5
Annual Leave hours (5 Years Service)	285	273.6	267.9	262.2	179.6
Annual Leave hours (Less then 5 Years Service)	270	259.2	253.8	248.4	170.1

IMPORTANT

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WTE	1		0.96		0.94		0.92		0.63	
Part-time shift patterns (Option 8)	3 x 12.5-hour shifts per week, each with 2 x 30-minute unpaid breaks. Plus a rotational 6.3-hour shift in week 4, and 12.5-hour make-up shift in week 8		3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks. Plus 1 x 6.3 shift every 8 weeks.		3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.		3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks for 15 weeks . On 16th week, 2 x 12.5 hour shifts, each with 2 x 30 minute unpaid breaks.		2 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.	
Pay Step	Entry Step	Top Step	Entry Step	Top Step	Entry Step	Top Step	Entry Step	Top Step	Entry Step	Top Step
26/27 Band 3 Pay scales	£26,813	£27,890	£26,813	£27,890	£26,813	£27,890	£26,813	£27,890	£26,813	£27,890
Annual Salary (pro-rated)	£26,813.00	£27,890.00	£25,740.48	£26,774.40	£25,204.22	£26,216.60	£24,667.96	£25,658.80	£16,892.19	£17,570.70
Contracted Weekly Hours	37.5	37.5	36.0	36.0	35.3	35.3	34.5	34.5	23.6	23.6
Pension % (Employee)	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%
Annual employee pension contribution (£)	£1,742.85	£1,812.85	£1,673.13	£1,740.34	£1,638.27	£1,704.08	£1,603.42	£1,667.82	£1,097.99	£1,142.10
Pension % (Employer)	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%
Annual employer pension contribution (£)	£3,855.71	£4,010.58	£3,701.48	£3,850.16	£3,624.37	£3,769.95	£3,547.25	£3,689.74	£2,429.10	£2,526.67
Protected CPD hours (per annum)	42	42	40	40	39	39	38	38	26	26
Annual Leave hours (10 Years Service)	315		302.4		296.1		289.8		198.5	
Annual Leave hours (5 Years Service)	285		273.6		267.9		262.2		179.6	
Annual Leave hours (Less then 5 Years Service)	270		259.2		253.8		248.4		170.1	

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Part-time shift patterns (Option 8)	3 x 12.5-hour shifts per week, each with 2 x 30-minute unpaid breaks. Plus a rotational 6.3-hour shift in week 4, and 12.5-hour make-up shift in week 8		3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks. Plus 1 x 6.3 shift every 8 weeks.		3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.		3 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks for 15 weeks . On 16th week, 2 x 12.5 hour shifts, each with 2 x 30 minute unpaid breaks.		2 x 12.5 hour shifts per week, each with 2 x 30 minute unpaid breaks.	
Pay Step	Entry Step	Top Step	Entry Step	Top Step	Entry Step	Top Step	Entry Step	Top Step	Entry Step	Top Step
26/27 Band 4 Pay scales	£28,819	£31,626	£28,819	£31,626	£28,819	£31,626	£28,819	£31,626	£28,819	£31,626
Annual Salary (pro-rated)	£28,819.00	£31,626.00	£27,666.24	£30,360.96	£27,089.86	£29,728.44	£26,513.48	£29,095.92	£18,155.97	£19,924.38
Contracted Weekly Hours	37.5	37.5	36.0	36.0	35.3	35.3	34.5	34.5	23.6	23.6
Pension % (Employee)	6.5%	8.3%	6.5%	8.3%	6.5%	8.3%	6.5%	8.3%	6.5%	6.5%
Annual employee pension contribution (£)	£1,873.24	£2,624.96	£1,798.31	£2,519.96	£1,760.84	£2,467.46	£1,723.38	£2,414.96	£1,180.14	£1,295.08
Pension % (Employer)	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%
Annual employer pension contribution (£)	£4,144.17	£4,547.82	£3,978.41	£4,365.91	£3,895.52	£4,274.95	£3,812.64	£4,183.99	£2,610.83	£2,865.13
Protected CPD hours (per annum)	42	42	40	40	39	39	38	38	26	26
Annual Leave hours (10 Years Service)	315		302.4		296.1		289.8		198.5	
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26/27 Band 5 Pay scales	£32,557	£35,114	£39,631	£32,557	£35,114	£39,631	£32,557	£35,114	£39,631	£32,557	£35,114	£39,631	£32,557	£35,114	£39,631
Annual Salary (pro-rated)	£32,557.00	£35,114.00	£39,631.00	£31,254.72	£33,709.44	£38,045.76	£30,603.58	£33,007.16	£37,253.14	£29,952.44	£32,304.88	£36,460.52	£20,510.91	£22,121.82	£24,967.53
Contracted Weekly Hours	37.5	37.5	37.5	36.0	36.0	36.0	35.3	35.3	35.3	34.5	34.5	34.5	23.6	23.6	23.6
Pension % (Employee)	8.3%	8.3%	9.8%	8.3%	8.3%	9.8%	8.3%	8.3%	9.8%	8.3%	8.3%	9.8%	6.5%	6.5%	6.5%
Annual employee pension contribution (£)	£2,702.23	£2,914.46	£3,883.84	£2,594.14	£2,797.88	£3,728.48	£2,540.10	£2,739.59	£3,650.81	£2,486.05	£2,681.31	£3,573.13	£1,333.21	£1,437.92	£1,622.89
Pension % (Employer)	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%
Annual employer pension contribution (£)	£4,681.70	£5,049.39	£5,698.94	£4,494.43	£4,847.42	£5,470.98	£4,400.79	£4,746.43	£5,357.00	£4,307.16	£4,645.44	£5,243.02	£2,949.47	£3,181.12	£3,590.33
Protected CPD hours (per annum)	42	42	42	40	40	40	39	39	39	38	38	38	26	26	26
Annual Leave hours (10 Years Service)	315			302.4			296.1			289.8			198.5		
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26/27 Band 6 Pay scales	£40,559	£42,805	£48,841	£40,559	£42,805	£48,841	£40,559	£42,805	£48,841	£40,559	£42,805	£48,841	£40,559	£42,805	£48,841
Annual Salary (pro-rated)	£40,559.00	£42,805.00	£48,841.00	£38,936.64	£41,092.80	£46,887.36	£38,125.46	£40,236.70	£45,910.54	£37,314.28	£39,380.60	£44,933.72	£25,552.17	£26,967.15	£30,769.83
Contracted Weekly Hours	37.5	37.5	37.5	36.0	36.0	36.0	35.3	35.3	35.3	34.5	34.5	34.5	23.6	23.6	23.6
Pension % (Employee)	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	6.5%	6.5%	8.3%
Annual employee pension contribution (£)	£3,974.78	£4,194.89	£4,786.42	£3,815.79	£4,027.09	£4,594.96	£3,736.30	£3,943.20	£4,499.23	£3,656.80	£3,859.30	£4,403.50	£1,660.89	£1,752.86	£2,553.90
Pension % (Employer)	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%
Annual employer pension contribution (£)	£5,832.38	£6,155.36	£7,023.34	£5,599.09	£5,909.14	£6,742.40	£5,482.44	£5,786.04	£6,601.94	£5,365.79	£5,662.93	£6,461.47	£3,674.40	£3,877.88	£4,424.70
Protected CPD hours (per annum)	42	42	42	40	40	40	39	39	39	38	38	38	26	26	26
Annual Leave hours (10 Years Service)	315			302.4			296.1			289.8			198.5		
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26/27 Band 7 Pay scales	£50,129	£52,712	£57,365	£50,129	£52,712	£57,365	£50,129	£52,712	£57,365	£50,129	£52,712	£57,365	£50,129	£52,712	£57,365
Annual Salary (pro-rated)	£50,129.00	£52,712.00	£57,365.00	£48,123.84	£50,603.52	£55,070.40	£47,121.26	£49,549.28	£53,923.10	£46,118.68	£48,495.04	£52,775.80	£31,581.27	£33,208.56	£36,139.95
Contracted Weekly Hours	37.5	37.5	37.5	36.0	36.0	36.0	35.3	35.3	35.3	34.5	34.5	34.5	23.6	23.6	23.6
Pension % (Employee)	9.8%	9.8%	10.7%	9.8%	9.8%	10.7%	9.8%	9.8%	10.7%	9.8%	9.8%	9.8%	8.3%	8.3%	9.8%
Annual employee pension contribution (£)	£4,912.64	£5,165.78	£6,138.06	£4,716.14	£4,959.14	£5,892.53	£4,617.88	£4,855.83	£5,769.77	£4,519.63	£4,752.51	£5,172.03	£2,621.25	£2,756.31	£3,541.72
Pension % (Employer)	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%	14.38%
Annual employer pension contribution (£)	£7,208.55	£7,579.99	£8,249.09	£6,920.21	£7,276.79	£7,919.12	£6,776.04	£7,125.19	£7,754.14	£6,631.87	£6,973.59	£7,589.16	£4,541.39	£4,775.39	£5,196.92
Protected CPD hours (per annum)	42	42	42	40	40	40	39	39	39	38	38	38	26	26	26
Annual Leave hours (10 Years Service)	315			302.4			296.1			289.8			198.5		
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