

AGH Solutions Partnership Meeting Agenda Discussion Points

(1) Apologies

(2) Minutes of the last meeting

(3) SMT and Board

(4) Staff Survey & Q4 Pulse Survey

- i. Can we receive a copy of the questions and results from the surveys
- ii. When is the next survey and will there be capacity for us to input into it

(60% return on National Survey from AGH) - They've agreed to pass on results.

October - It's a national survey, Rachel to explore if/how the union nationally can shape the questions. Agreed to share the results at the next Partnership Meeting.

Quarterly Pulse Survey (Random questionnaire to assess thoughts and mood of the staff) - Next one going out 8th of June.

(5) Transition from Band 1 to Band 2

- i. Domestic staff have raised concerns around the transition from Band 1 to Band 2 as it relates to their job description. Some Domestic staff feel that the consultation process has lacked clarity regarding potential changes. The last consultation meeting we were made aware of with Domestic staff regarding their job description was January 25th. Can you provide us with an update on the process (naturally we appreciate that the consultation may have been postponed as a result of the impact of Covid-19).
- ii. Following on from the above we feel there has not been a fully comprehensive consultation with members who in some cases have not been made aware of any changes to their job description - We would like a copy of all existing job descriptions, timetables indicating at what stage each department job description consultation is at - We would also like an assurance that we will be made aware of all upcoming consultation meetings, as reps have not notified by management of previous meetings.

*On the issue of job descriptions our members in the Security team would like a copy of their job description and a highlight of any recent amendments made

35 staff across AGH Solutions have not signed over from Band 1 to Band 2 (Staff can transition from Band 1 to Band 2 anytime).

Reassured that the only change across all departments is now just "Communications" (any other suggested amendments previously were a miscommunication and have been removed).

AGH agreed to share all job descriptions for us to review and are happy for us to highlight if there are any additional items that shouldn't be included.

GMB will work with members in each department as we move forward to ensure meaningful consultations are carried out in the future.

(3) Gender Pay Gap

5.39% gender pay gap within AGH Solutions. The gap is a result of senior management comprising predominantly male staff.

AGH Solutions looking at training and developing women in senior management roles.

(4) Kronos clocking-in system update

- i. Where will the new clock-in sites be located - will a site map or list be made available to staff
- ii. Will we receive a comprehensive breakdown on the new system and the type of access/input ability management will have
- iii. There are concerns around the impact on those who work Flexi-time, how will the new system accommodate existing Flexi-time arrangements

Information will be shared with staff. AGH stated they have consulted with staff as to the best clock-in locations. Four systems will be located in accordance with staff recommendations.

GMB will circulate information with members as it comes through.

The system will accommodate Flexi-times arrangements

Julie Scaife to be involved in all future meetings regarding the system.

(5) Covid-19

- i. There have been ongoing issues around clear guidance (e.g. when and where individuals should be wearing PPE, the types of PPE offered vs what is recommended in each ward, no separation of contaminated waste or laundry loads, etc.)
- ii. Issues around staffing levels, especially on nights, impacting the ability of staff to have adequate time to ensure all safety guidance is adhered to. What steps could be taken to review rota's and ensure department management liaise more effectively with their night teams
- iii. Question of clear and effective communication regarding risk assessments and AGH Solutions guidance - Many staff feel changes/updates to policy are only being circulated via word-of-mouth - Can AGH Solutions make a commitment to ensuring all staff receive an email or text to a link on AGH Solutions guidance on H&S and where to find Risk Assessment guidance - There is also currently no information on the number of infected patients and where they are located being made available to staff so they can ensure greater PPE precautions are taken - Can we agree that this information will be provided to all staff on a weekly basis going forward

(Legal Ref: *Management of Health & Safety Regulations 1999* s10(a-e): Every employer shall provide his employees with comprehensible and relevant information on (a) the risks to their health and safety identified by the assessment; (b) the preventive and protective measures; etc)

- iv. We note that there is no Health & Safety Committee at AGH Solutions, we believe that steps should be taken to form a H&S committee as soon as practicable in-line with HSE guidance
- v. AGH Solutions should be making provisions to ensure testing for all of it's staff as a matter of priority - When can this be implemented and can we agree an immediate timeframe for this to be achieved - Given the disproportional impact this virus has on members of the BAME community can we confirm that priority testing will be made available to BAME members of staff.
- vi. We would also like a weekly update on the list of the number staff who have become infected, those who have died, the total number of those who are absent due to coronavirus and the total number of tests carried out on Staff.

Reduction in Covid-19 cases across the hospital.

AGH adamant that everyone has been trained on Access and utilising PPE, use of PPE for different departments. We raised concerned that utilisation of PPE was inconsistent. For example, medical staff on hot wards wearing full PPE, whilst our members only provided with basics. We've asked AGH to review their PPE utilisation guidance and to communicate with staff what PPE is available and when it should be used in each area - They've agreed to do this, but not necessarily to our timetables (i.e. update every week).

AGH was satisfied that staffing levels were adequate - Have asked us to come back via email with a more comprehensive outline of issues regarding staffing levels.

AGH looking at developing an App to keep members of staff updated on a regular basis regarding changes to guidance on Covid-19.

Risk Assessments for BAME staff is being considered - management are having conversations with staff to ensure protective measures put in place

Death in Service Payments: AGH Solutions is examining the process for procuring payments and will update us at the next Partnership Meeting.

H&S committee: We have reps on the Trust committee. AGH Solutions will look at setting up a separate committee for ancillary staff

Michelle Mahony to look at providing unions with a regular update on the number of infected staff, staff who have died, staff who are shielding due to coronavirus.

Tests are available for all staff who are displaying symptoms.

(6) AGHS Pay Award - 2020/21 (GMB Letter)

i. INTRO

- There are currently three main types of Contract: AFC; AGH; Bank. Individuals employed on the latter two receive lower pay, terms and conditions than those on AFC despite doing the same role.
- Effectively AGH Solutions is using its status as a private wholly-owned subsidiary to offer lower pay, terms and conditions for new starters. To put this into perspective, an ancillary worker starting a new role at Bradford Royal Infirmary will make roughly £1.00 per hour more + enhancements for unsocial hours than their Airedale counterparts who don't even receive enhancements. Ultimately in terms of outlook across the Bradford District this means Airedale are setting the lower standard for pay and conditions for frontline ancillary workers.
- We believe that workers are entitled to equal pay for equal work and that pay harmonisation is the least our frontline ancillary workers deserve.

ii. PAY ISSUES WITHIN THE EXISTING STRUCTURE

- *Agenda For Change*
 - On the AGH Solutions "Option to Transition from Band 1 to Band 2" letter (sent out on 09.09.19) it states on page 5 (section 15) that the hourly wage for Band 2 is £9.92. (Ref. Pay document appendix 3). We note that on the NHS Employers Agenda For Change webpage it lists the hourly rate is £9.89 for Band 2 and £9.21 for Band 1 (which is what workers on AFC at AGH are being paid as of the 1st April). **However** as the referenced letter set out the terms and conditions of the transfer from Band 1 to Band 2 within AGH Solutions, and is referenced in the transfer options form, it must be regarded as forming part of the contract and as such is binding. Taking this into account it means that staff on Band 2 have been paid 3p per hour *less* than they should be. Therefore we request that back pay be arranged for employees who signed onto band 2 for the month of April and that their pay be corrected accordingly for the month of May and going forward.

£9.92 per hour is calculated by taking the annual salary of £19,337 ÷ 52 weeks which is then divided by an average hourly working week of 37.5 hours. In the referenced letter above, it doesn't provide an hourly rate for Band 1 staff, just the annual salary. However if we apply the same calculation to the Band 1 annual salary of £18,005 - the hourly rate is £9.23 (2p per hour less than what they're on).

We would like to agree that the hourly rates for all AFC employees from today in both bands will be raised accordingly and back pay for April accounted for in their May wage slip.

(Legal Ref: Employment Rights Act 1996 s13: Employees have a "Right not to suffer unauthorised deductions" from wages).

AGH asked for our breakdown and pay structure document and will review our submissions regarding these pay issues at the agreed pay meeting.

- *AGH Solutions*

- In a letter dated 17th April 2020 sent out to all employees on AGH Solutions contracts (Ref. Pay document appendix 6) outlining pay awards for staff on AGH Solutions Terms and conditions, the annual bonus is included in the hourly rate. Why would you include an annual bonus, which is paid out subject to employees meeting the specific criteria (which they may not achieve), within the hourly rates? In our view this is highly misleading as to the actual hourly pay rate.
- How is the hourly rate for AGH Solutions staff calculated from the annual salary pay band. If we use the same pay calculation as used above (i.e. take the pay band A salary of £18,098 - £500 annual bonus = £17,598 ÷ 52 weeks in the year = £338.42 per week ÷ 37.5hrs = £9.02) this would mean staff are being paid 2p per hour.

AGH stated that 76% of staff will achieve bonus.

Main points to be reviewed and discussed at agreed pay meeting.

- **Bank Staff**

- Bank staff are currently paid £8.75 per hour, which is 25p per hour less than those with permanent hours. It is also 25p per hour less than Agency staff are being paid. How is the variation in pay between bank staff and permanent determined so as to conclude they should be paid less for the same work

We have been corrected on this point as Bank Staff are paid the same base hourly rate as permanent AGH Solutions Staff. Our confusion arose from the month delay that occurs between Bank staff payments and standard contracted hours payments.

iii. Final Points

- From an administration perspective, surely it is more costly to set-up, explain, update and manage a separate three-tier payment system within an array of departments that comprise staff on all three separate rates .
- The current national health crisis has meant our members have been asked to put their lives at risk on a day-to-day basis, and irrespective of this personal danger to carry out their duties. They are the hero's we clap for every Thursday and it must be that at the very least that we can agree pay harmonisation for workers doing equal work, but without equal pay.
- There is clear public support for our frontline workers, so let's support them.

iv. Demands

- Low Demand: To agree a meeting date within the next four weeks between management and unions to discuss this issue further
- Medium Demand: That the existing pay issues be agreed as legitimate issues by management and a timeframe to resolve them is set out

- High Demand: Total pay and enhancement harmonisation on Agenda for Change terms and conditions for all staff employed by AGH Solutions.

AGH argued that they are not in a position to harmonise all pay onto Agenda For Change. They argued taking on Catering and Security services (previously outsourced) that they can't afford to bring all staff onto Agenda For Change T&Cs. David Moss stated that those on AGH T&Cs have had an increase in pay of 13% over the last two years. He argued that the hourly pay gap is closing between those on Agenda For Change. (GMB is not content to accept this position and will put it's case fully at the upcoming agreed pay meeting)

They have agreed to meet our low demand to discuss our medium and high demand in more detail.

(7) Annual Leave Arrangements

- Currently there have been issues and concerns that staff are being encouraged to use all their holiday entitlement before the next leave year. Naturally, if this is the case, it undermines the government's intention when they amended to Working Time Directive to allow for employees (especially frontline workers) to transfer up to four weeks of their holiday entitlement into the next two leave years.

AGH stated that members can buy an additional five days that can be taken in the current leave year, transferred into the next leave year, or sold in the next leave year.

AGH stated they are encouraging staff to take regular breaks by utilising leave as it relates to their accumulated holiday.

GMB will be having further conversations with AGH Solutions regarding the changes to the Working Time Directive and the right of members to carry-over up to four weeks holiday over the next two leave years and how that will be applied.

(8) Receipt and Distribution Service Update

The transfer has occurred and there was no requirement for redundancies (1 resignation and the rest have been transferred within AGH or gained alternative employment).

(9) Organisational Change - Ward Housekeepers (ICU)

AGH reported that affected staff were happy with the proposal changes. Any GMB member affected who feels the changes are not satisfactory encouraged to contact reps.

(10) Staff Side Update

No update.

(11) AOB

- Porter Bins - This has been an ongoing issue (Jake can expand on the particulars)

£15,000 annual budget to replace waste bins on wards. Graham Beck to speak to external contractor about replacing large wheeled waste bins.

- Delays in grievance / disciplinary process

GMB to email Holly regarding specific member's cases that have been protracted and delayed.