

Circular 107/2000
Read down
20-10-00 MB
to deal
to SED's Comm Care
GMS Comm Care
Mgt AICS
Recruitment

Circular 107/2000

19th October, 2000

Chief Executive Officer
Eastern Regional Health Authority

Chief Executive Officer
Each Health Board

DEPARTMENT
OF HEALTH AND
CHILDREN
AN ROINN
SLÁINTE AGUS LEANAÍ

Shaping a
Healthier Future

Revision of Remuneration of Part-Time Home Helps

A Chara,

I am directed by the Minister for Health and Children to refer to the Agreement on Pay and Conditions of Employment with regard to Part-Time Home Helps.

The Minister now conveys approval, in respect of the above grade, for the implementation of the terms of this agreement and for the payment of the revised salary scales, on a phased basis. Both are detailed in the appendices.

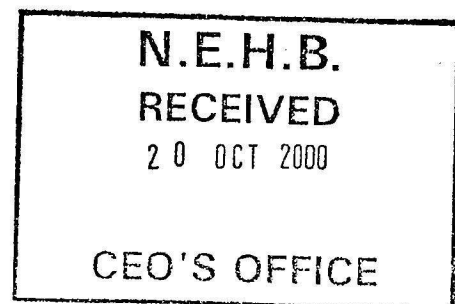
Your 2000 allocation has already been adjusted, on the basis of figures agreed with the Finance Unit, to take account of the cost of the increase from January 2000.

Please ensure that the attached costing form (Appendix E) is completed and returned to David Maguire, Department of Health and Children as soon as possible.

Any queries in relation to this circular or the pay scales should be addressed to the Health Service Employers Agency.

Mise le meas,

David Maguire
David Maguire
Personnel Management and Development



PART-TIME HOME HELPS AGREEMENT AUGUST 2000

Annual Leave/Public Holidays:

Annual Leave/Public Holidays for part-time Home Helps is governed by the terms of the Worker Protection Act, 1991 and the Working Time Act, 1997.

With effect from January 1, 2000 the terms of the Part-Time Workers Collective Agreement will apply.

Travel Expenses:

A 'banding' system in the form of an annual allowance will be introduced with effect from June 1, 2000 as follows:-

• Less than 500 miles per annum	=	£240 per annum
• 500 – 100 miles per annum	=	£ 480 per annum
• 1001 – 1500 miles per annum	=	£ 720 per annum
• 1501 – 2000 miles per annum	=	£ 960 per annum
• 2001 – 2500 miles per annum	=	£1200 per annum
• Greater than 2500	=	Normal mileage rates apply

This allowance will be paid on each pay date. Mileage will not be payable for travel to the first visit and from the last visit. Any adjustment to this arrangement will be in the context of special local needs and requirements. Assimilation to a mileage band will be recalculated on an annual basis.

Where part-time Home Helps currently claim travel in line with normal practice, they will retain this arrangement on a personal to holder basis.

In the event of no private transport, staff will receive the appropriate bus fares.

Premium Payments:

Saturday:	Less than 4 hours worked	50% of premia paid
	Greater than 4 hours worked	100% of premia paid.

Sunday/Public Holidays – normal premia payments apply as per collective agreement.

Staff who work before 8.00 a.m. and after 8.00 p.m. will receive time and a quarter.

Staff who work between 6.00 p.m. and 8.00 p.m. and who have worked at least an 8-hour shift will receive time and a sixth payment.

Rates of Pay:

All parties are committed to the re-organisation and restructuring of the Home Help Service. A Steering Group will be established in order to oversee the implementation of the jointly agreed development. In this context the revised rates of pay for part-time Home Helps will be:-

- £5 per hour from 1/1/2000 and
 - 100% of Group 1 Non-Nursing (pay-path rate) with effect from 1st January 2001.
- In the event of the employee not being paid through pay-path, the non-paypath rates will apply. (These pay-scales are contained in Appendix B).

Assimilation to the Group 1 Scale will be to the 5th point from January 1999 (based on service) and subsequently the HSEA/SIPTU Agreement of 5th July 2000 will be implemented (see Appendix C for instructions regarding the application of this assimilation).

In addition, a lump sum payment of £1,000 (based on average of 15 hours per week) will be paid in January 2001 to part-time Home Helps, pro-rata where less than or more than 15 hours. The lump sum in relation to the NWHB will be adjusted to £1,500 (again based on a 15 hour week and also pro-rata). Instructions with regard to the calculation of these arrears are presented in Appendix D.

All other aspects of the part-timers Collective Agreement and subsequent agreements will apply to Home Helps.

The agreement reached in 1996 with SIPTU and the Department of Health on ex-gratia lump sum and death in service cover will apply to Home Helps.

Appendix A - III

Category of Home Help:

It is proposed that the term of Home Help will describe a range of services in a neighbourhood / locality. Included in these services will be household and domestic support and emotional and personal care issues, which commonly had always affected older people. These services may be provided to a single individual or to a household.

Home Helps will provide a continuum of care for clients, particularly as clients' needs change over a period of time.

Recruitment Arrangements:

The Home Help service will be defined as a local / neighbourhood service with the locality / neighbourhood to be defined in all cases, subject to local discussion.

A contract of employment is to be finalised between the parties by December 2000.

Recruitment will take place at the level of each location and recruitment procedures should follow the guidelines set out and agreed with the employers.

The flexibility of service provision will be maintained as heretofore by the Home Helps.

Training and Induction:

It is proposed that the training of Home Helps will conform to a national standard in order to allow Home Helps cope with specific situations. This training course should be devised as soon as possible and agreed at Steering Group level.

It is proposed that there should be a national standard course for all Home Helps. Such a course is to be designed as soon as possible and accredited (if appropriate).

This course will, in the main, be delivered locally by the Home Help Organisers / Public Health Nurse, and other appropriate training staff.

Assessment of Need/Hours of Work:

It is proposed that an assessment of needs will be conducted for each client.

It is recommended that a Working Group be established in order to provide guidelines on the standardisation of hours, as related to the needs and the availability of other services and its recommendations discussed and agreed by the Steering Group in relation to implementation.

Part of the assessment of needs will include the number of hours of Home Help service which will be provided to the client. This will be regularly reviewed and monitored.

The flexibility of service provision will be maintained as heretofore by the Home Helps.

Appendix A - IV

Duties:

Home Helps will accept changes in their duties consequential upon a change in client needs, subject to local discussions. A comprehensive list of duties requires to be agreed between the parties.

Reporting Relationships/Supervisory Structure:

The Steering Group will recommend whatever reporting relationships/supervisory structure is deemed appropriate, in order to provide the best possible service.

GROUP I NON-NURSING PAY-SCALES FROM 1 / 10 / 2000**PAYPATH**

POINT	ANNUAL £IR	WEEKLY £IR	HOURLY £IR
1	13,311	255.10	6.54
2	13,406	256.92	6.59
3	13,498	258.69	6.63
4	13,551	259.70	6.66
5	13,604	260.71	6.69
6	13,657	261.73	6.71
7	13,708	262.71	6.74
8	13,763	263.76	6.76
9	13,818	264.81	6.79
10	13,875	265.91	6.82
11	13,931	266.98	6.85
12	13,991	268.13	6.88
13	14,047	269.20	6.90

NON-PAYPATH

POINT	ANNUAL £IR	WEEKLY £IR	HOURLY £IR
1	12,991	248.97	6.38
2	13,085	250.77	6.43
3	13,178	252.55	6.48
4	13,230	253.55	6.50
5	13,283	254.56	6.53
6	13,336	255.58	6.55
7	13,389	256.59	6.58
8	13,443	257.63	6.61
9	13,497	258.66	6.63
10	13,555	259.77	6.66
11	13,612	260.87	6.69
12	13,671	262.00	6.72
13	13,728	263.09	6.75

Appendix C

Assimilation to Points of Group I (Non-Nursing Pay-Scale)

If the employee commenced employment..	He/she goes onto this point in January 2001
Before or During 1994	Point 8
During 1995	Point 7
During 1996	Point 6
During 1997	Point 5
During 1998	Point 4
During 1999	Point 3
During 2000	Point 2

Appendix D

CALCULATION OF "LUMP SUM" ARREARS

If employee commenced employment	He / she will be entitled to.....
Before or During January 2000	$A \times (12/12) \times (H/15)$
During February	$A \times (11/12) \times (H/15)$
During March	$A \times (10/12) \times (H/15)$
During April	$A \times (9/12) \times (H/15)$
During May	$A \times (8/12) \times (H/15)$
During June	$A \times (7/12) \times (H/15)$
During July	$A \times (6/12) \times (H/15)$
During August	$A \times (5/12) \times (H/15)$
During September	$A \times (4/12) \times (H/15)$
During October	$A \times (3/12) \times (H/15)$
During November	$A \times (2/12) \times (H/15)$
During December	$A \times (1/12) \times (H/15)$

Where A = Amount (£1,500 for N.E.H.B, £1,000 for all other Health Boards)
H = Average Hours Worked per Week (For Year 2000)

Appendix E

PART-TIME HOME HELPS CLAIM FORM

STAFF BREAKDOWN	Number
Started before or during 1994	
Started during 1995	
Started during 1996	
Started during 1997	
Started during 1998	
Started during 1999	
Started during 2000	

STAFF NUMBERS / HOURS WORKED IN YEAR 2000

	Number	Total Hours Worked
Started before or during January		
Started during February		
Started during March		
Started during April		
Started during May		
Started during June		
Started during July		
Started during August		
Started during September		
Started during October		
Started during November		
Started during December		
TOTAL		

TOTAL COST

	2000	2001	Total
"LUMP SUM" ARREARS			
ARREARS (INCREASE TO £4.40 FROM 1/1/2000)			
ARREARS (INCREASE TO £5 FROM 1/1/2000)			
ONGOING (FROM £5 TO GROUP 1)			