

Important changes to Overtime usage

The need for greater consistency and equity has been highlighted through various engagements and processes over recent weeks. As part of our improvement plan, we have reviewed how best to manage temporary staff usage by standardising processes across sites and services, whilst maintaining safe patient care.

Our approach to overtime is one of the areas we need to standardise.

The following principles have been developed through collaboration with clinical & operational leads and hospital leadership teams to ensure they are fit for purpose and we are now ready to put into action from **Monday 17th July**.

The following principles on overtime apply to **all staff groups**:

- Overtime is **not permitted for Band 8a or above**, in line with NHS Terms and Conditions.
- The default position for any temporary cover should be Bank*. Overtime is not permitted for full shifts. It is expected the Bank shifts should be worked at the level of the shift required, where possible.
** Please note, this may require an individual to join the Bank if not already enrolled*
- Overtime **requires approval from a Director** (Nursing / Operations / Corporate equivalent) or Strategic (Gold) on call.
- Overtime must be approved in advance of the time being worked: **no retrospective approval** is permitted.

There are some specific exemptions in relation to overtime:

- Theatre overruns do not require Director pre-approval for the overtime worked. This will be managed through the Theatre Improvement programme to reduce overruns;
- During the upcoming industrial action (July 2023) existing agreements to cover shifts as overtime will continue to stand.

These principles take effect from **Monday 17th July**. Compliance will be monitored and performance managed.