

The Scottish Government

Directorate for Health Workforce, Leadership and Service Reform
NHS Pay and Conditions



Scottish Government
Riaghaltas na h-Alba
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Dear Colleague

PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT

Summary

1. This circular informs NHS Scotland employers of changes to the pay of staff covered by the Agenda for Change agreement from 1 April 2019.
2. 2019-20 is the second year of the three year pay deal agreed in 2018. The full deal was published in the Framework Agreement document which is available [here](#). The agreement sets out both the full transitional arrangements (Annex C) and individual pay journeys at (Annex D).
3. The three year pay deal provides a cumulative 9% uplift for staff at the top of their Band earning up to £80,000. The cumulative figure is made up of 3% in 2018-19, 2.8% in 2019-20 and 2.95% in 2020-21. From 1 April this year, therefore, the top of all Bands up to £80,000 will increase by 2.8%. Staff at the top of their Band earning £80,000 and above will receive a flat rate £1,600 uplift. A full list of the rates to be applied under the terms of the deal from 1 April 2019 are set out in Annex A.

Scottish Living Wage

4. NHS Scotland is a Living Wage employer and, as such, the lowest available wage of £17,949 translates into an hourly rate of £9.17 per hour, which is above the Scottish Living Wage rate of £9.00 per hour.

On-Call Availability Allowance

5. In line with paragraph 7.2 of PCS(AFC)2015/3, the On-Call Availability Allowance is increased by 2.8% to **£19.64**, per session.

15 March 2019

Addressees

For action

Chief Executives,
Directors of Finance,
Directors of Human Resources:
NHS Boards and Special Health
Boards, NHS National Services
Scotland (Common Services
Agency) and Healthcare
Improvement Scotland

For information

Members, Scottish Partnership
Forum
Members, Scottish Terms and
Conditions Committee
Members, Scottish Workforce and
Governance Committee

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Pay Protection

6. Staff on organisational change pay protection as at 31 March 2019 will have their protected earnings increased in line with the headline uplift for their pay level, 2.8% for those earning less than £80,000 and £1,600 for those earning £80,000 and above.

Recruitment and Retention Premia (RRP)

7. Any RRP's which increase in line with pay uplifts should be increased by 2.8%.

Transitional Structure

8. In order to facilitate movement from the previous approach to the agreed revised approach, Annex C of the [Framework Agreement](#) uses the incremental structure in place in 2017-18 throughout the transitional period, showing the deletion of points by setting two or more increments at the same level. This then creates a matrix where movement to the right represents the 1 April pay uplift and movement downwards represents the staff member's incremental progression. For example, someone who started on Band 3 on 5 June 2017 would move through the transition as follows:

Band 3	2017-18	2018-19	2019-20	2020-21
1	£17,760	£18,292	£19,945	£20,700
2	£18,295	£18,843	£19,945	£20,700
3	£18,903	£19,470	£19,945	£22,594
4	£19,268	£19,846	£19,945	£22,594
5	£19,754	£20,347	£20,449	£22,594
6	£20,302	£20,911	£21,016	£22,594
7	£20,727	£21,349	£21,947	£22,594

9. Annex D of the [Framework Agreement](#) shows these individual pay journeys on one row. For instance, the journey above is set out as follows:

Band 3	2017/18	2018/19 1 April 2018	2018/19 Increment 5 June 2018	2019/20 1 April 2019	2019/20 Increment 5 June 2019	2020/21 1 April 2020
1	£17,760	£18,292	£18,843	£19,945	£19,945	£22,594

10. It should be noted that all staff keep their incremental date through the transition period. However, where staff benefit from the deletion of a pay point, they receive their entire yearly uplift on 1 April. In the example above, for instance, the staff member moves to £19,945 on 1 April 2019. They do not receive a further pay uplift on their incremental date (5 June), although they do move down one step as part of their overall journey across the matrix. This then allows them to move across one square on 1 April 2020, onto what is now the top pay point of Band 3, £22,594.

11. Continuing to use the original pay structure and incremental dates over the transitional period will allow payroll departments to keep track of all pay

journeys across the matrix, which will be particularly important in avoiding leapfrogging where individual pay points are being deleted. For instance, a Band 3 who started in the service on 20 July 2015 and was therefore in the third year of their career in 2017-18 would have a pay journey as follows:

Band 3	2017-18	2018-19	2019-20	2020-21
1	£17,760	£18,292	£19,945	£20,700
2	£18,295	£18,843	£19,945	£20,700
3	£18,903	£19,470	£19,945	£22,594
4	£19,268	£19,846	£19,945	£22,594
5	£19,754	£20,347	£20,449	£22,594
6	£20,302	£20,911	£21,016	£22,594
7	£20,727	£21,349	£21,947	£22,594

12. On 1 April 2019, this staff member would go on to £19,945, like their colleague in the first example. However, because this individual has not benefitted from the deletion of a pay point in 2019, they will receive an increase in pay on their incremental date (20 July 2019), moving down one square to £20,449 at that point, before moving right one square on 1 April 2020, taking them to the top of the Band (£22,594).

New Starts

13. New starts in a given year normally join the bottom of their pay Band and follow the same step pattern as their colleagues. For instance, a Band 3 who took up post on 13 August 2018 will move through the matrix as follows:

Band 3	2018-19	2019-20	2020-21
1	£18,292	£19,945	£20,700
2	£18,843	£19,945	£20,700
3	£19,470	£19,945	£22,594
4	£19,846	£19,945	£22,594
5	£20,347	£20,449	£22,594
6	£20,911	£21,016	£22,594
7	£21,349	£21,947	£22,594

14. As can be seen, they will start on the lowest available pay point in 2018-19 and move on to £19,945 on 1 April 2019. They will not receive a further increase in pay on their incremental date (13 August 2019), as they have moved on to one of the areas of the matrix where pay points are being deleted. They will, however, move down one square on the matrix before moving to £20,700 on 1 April 2020, which will then mean they move to the new top of the Band (£22,594) on their incremental date (13 August 2020).

Preceptorship

15. Preceptorship, the practice of advancing new entrant Band 5 staff by one increment after 6 months as set out at 1.8 of the Agenda for Change Handbook, still exists in Scotland over the transitional period. However, as explained above, because staff in areas where points are being deleted receive their full uplift on 1 April, this movement within the matrix will not result in an increase in pay on the 6 month anniversary of their appointment. A Band 5 new entrant's

journey through the pay matrix will take one of two routes depending on whether they joined the service as a Band 5 before or after 1 October 2019.

	Staff who join the service as Band 5 before 1 October 2019			Staff who join the service as Band 5 on or after 1 October 2019	
Band 5	2019-20	2020-21		2019-20	2020-21
1	£24,670	£25,100		£24,670	£25,100
2	£24,670	£25,100		£24,670	£25,100
3	£24,670	£26,970		£24,670	£26,970
4	£26,713	£26,970		£26,713	£26,970
5	£26,713	£27,912		£26,713	£27,912
6	£27,773	£27,912		£27,773	£27,912
7	£28,892	£31,649		£28,892	£31,649
8	£30,742	£31,649		£30,742	£31,649

16. As can be seen, a Band 5 new entrant who joins the service before 1 October 2019 (for example 12 September 2019) will come in at £24,670, then move down one square (increment) after 6 months on 12 March 2020, although they will remain on £24,670. On 1 April 2020, they will then move across one square to £25,100, before moving down a further square on their incremental date (12 September 2020), at which point they will move on to £26,970. Their incremental date is annually thereafter.

17. A Band 5 new entrant who joins the service on or after 1 October 2019 (for example 9 December 2019) will come in at £24,670, move across one square on 1 April 2020 to £25,100, then down one square 6 months after entry on 9 June 2020, although they will remain on £25,100. On their incremental date (9 December 2020), they will then move down a further square to £26,970. Their incremental date is annually thereafter.

18. Although preceptorship does not result in an increase in pay after 6 months, it does mean that the staff member is further advanced on the pay matrix than they would otherwise have been. This then means that they reach the higher pay point of £26,970 sooner than they would have done without preceptorship. Tracking the pay journey of Band 5 new entrants in this way maintains preceptorship whilst preventing leapfrogging.

Promotion

19. The provisions currently set out at 6.35 of the Agenda for Change Handbook will continue to apply where staff secure promotion.

Cabinet Secretary Approval

20. The provisions of this circular have been approved by Scottish Ministers under Regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537). A copy of the formal approval is attached.

Action

21. NHS Boards and Special Health Boards should ensure that the new rates are paid from 1 April 2019.

Enquiries

22. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

23. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at:

www.sehd.scot.nhs.uk

24. The changes contained in this circular will be reflected in the updated Agenda for Change Terms and Conditions Handbook which can be viewed at:

www.msg.scot.nhs.uk

Yours sincerely

A handwritten signature in black ink that reads "Shirley Rogers". The signature is written in a cursive style with a period at the end.

SHIRLEY ROGERS

NHS Scotland Chief People Officer &

Director of Workforce, Leadership, Reform and EU Withdrawal Preparation



**NATIONAL HEALTH SERVICE
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 15 March 2019 – PCS(AFC)2019/1 – in respect of salary for NHS Scotland staff covered by the Agenda for Change agreement are hereby approved for the purposes of the said Regulations.

The approval has effect from 1 April 2019.

SHIRLEY ROGERS

Director
NHS Scotland Chief People Officer &
Director of Workforce, Leadership, Reform and
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15 March 2019

Pay Bands and Pay Points on Second Pay Spine from 1 April 2019

In order to put the 1 April 2019 pay rates in context, the table below sets out the pay rates for the entire transitional period. As per the transitional arrangements outlined in paragraph 7 to 14 of this circular, staff will move right on to their new pay rate on 1 April 2019 and down onto the next square of the matrix on their incremental date. However, movement down on the matrix will not lead to a further increase in pay where a point is being deleted as part of the agreed restructuring of the Agenda for Change pay system. Where this is the case, staff receive their entire yearly uplift on 1 April.

Band 1	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£17,460	£17,949	£18,478

Band 2	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£17,460*	£18,383	£18,600
	2	£17,460*	£18,383	£20,606
	3	£17,865	£18,383	£20,606
	4	£18,292	£18,383	£20,606
	5	£18,843	£18,937	£20,606
	6	£19,470	£20,015	£20,606

* PCS(AFC)2018/2 dealt with the deletion of the bottom point of Band 2 by reducing the scale to 5 points. However, for the reasons outlined earlier in this circular, it is easier to map staff's journey on a 6 point scale. Payroll departments should therefore continue to maintain 6 points on the pay band and track the pay journey of staff at the bottom of Band 2 according to the methodology set out in paragraph 7 to 14 above.

Band 3	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£18,292	£19,945	£20,700
	2	£18,843	£19,945	£20,700
	3	£19,470	£19,945	£22,594
	4	£19,846	£19,945	£22,594
	5	£20,347	£20,449	£22,594
	6	£20,911	£21,016	£22,594
	7	£21,349	£21,947	£22,594

Band 4	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£20,911	£22,152	£22,700
	2	£21,349	£22,152	£22,700
	3	£22,042	£22,152	£22,700
	4	£22,746	£22,860	£24,973
	5	£22,982	£23,097	£24,973
	6	£23,113	£23,229	£24,973
	7	£23,597	£24,258	£24,973

Band 5	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£23,113	£24,670	£25,100
	2	£23,597	£24,670	£25,100
	3	£24,547	£24,670	£26,970
	4	£25,536	£26,713	£26,970
	5	£26,580	£26,713	£27,912
	6	£27,635	£27,773	£27,912
	7	£28,748	£28,892	£31,649
	8	£29,905	£30,742	£31,649

Band 6	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£28,050	£30,401	£31,800
	2	£28,748	£30,401	£31,800
	3	£29,905	£30,401	£33,305
	4	£30,820	£33,139	£33,305
	5	£31,896	£33,139	£33,305
	6	£32,974	£33,139	£34,391
	7	£34,050	£34,220	£34,391
	8	£35,261	£35,437	£39,169
	9	£37,010	£38,046	£39,169

Band 7	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£33,222	£37,570	£39,300
	2	£34,050	£37,570	£39,300
	3	£35,261	£37,570	£40,894
	4	£37,010	£37,570	£40,894
	5	£38,088	£39,495	£40,894
	6	£39,299	£39,495	£41,723
	7	£40,644	£40,847	£41,723
	8	£42,058	£42,268	£46,006
	9	£43,471	£44,688	£46,006

Band 8A	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£42,414	£45,446	£49,480
	2	£43,471	£45,446	£49,480
	3	£45,220	£45,446	£49,480
	4	£46,970	£47,205	£49,480
	5	£48,989	£49,234	£49,480
	6	£50,470	£51,883	£53,414

Band 8B	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£49,242	£53,291	£59,539
	2	£50,470	£53,291	£59,539
	3	£53,026	£53,291	£59,539
	4	£55,987	£56,267	£59,539
	5	£58,948	£59,243	£59,539
	6	£60,563	£62,259	£64,095

Band 8C	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£59,090	£63,570	£71,365
	2	£60,563	£63,570	£71,365
	3	£63,254	£63,570	£71,365
	4	£66,216	£66,547	£71,365
	5	£70,657	£71,010	£71,365
	6	£72,675	£74,710	£76,914

Band 8D	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£70,657	£76,083	£85,811
	2	£72,675	£76,083	£85,811
	3	£75,704	£76,083	£85,811
	4	£79,405	£79,802	£85,811
	5	£82,611	£84,211	£85,811
	6	£86,532	£88,132	£89,732

Band 9	Point on Scale	2018-19 Rates	2019-20 Rates	2020-21 Rates
	1	£84,507	£92,208	£102,558
	2	£86,532	£92,208	£102,558
	3	£90,608	£92,208	£102,558
	4	£94,880	£96,480	£102,558
	5	£99,358	£100,958	£102,558
	6	£104,050	£105,650	£107,250