

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



Dear Colleague

DEFINITION OF CONTRACTUAL OVERTIME FOR THE PURPOSES OF THE AGENDA FOR CHANGE TERMS AND CONDITIONS HANDBOOK

Summary

1. It has been agreed in partnership under the aegis of the Scottish Terms and Conditions Committee (STAC) that contractual overtime should be included in the regularly paid supplements referred to in sections 13.9 and 14.4 of the Agenda for Change Handbook. Contractual Overtime will be defined as follows:

“A commitment by an individual to work where an employee has a formal agreement contained within their contract of employment to overtime as part of their normal working pattern and/or a commitment by an employee to work whereby the individual employee enters into agreement to undertake overtime at a given time or frequency from which point they can only leave on arrangement by giving formal notice in writing of a minimum of 4 weeks.”

Cabinet Secretary Approval

2. Employers should implement this agreement, which has been approved by the Cabinet Secretary for Health and Wellbeing under regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537). A copy of the formal approval is attached.

18 October 2007

Addresses

For action

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

For information

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

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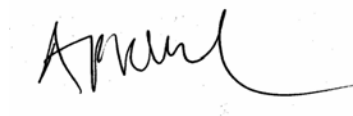
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Action

3. NHS Boards, Special Boards and NHS National Services Scotland (Common Services Agency) should ensure that this agreement is implemented with effect from 1 October 2004.
4. It has been agreed in partnership that any retrospective claim for remuneration in connection with this policy will only be processed once payroll departments have completed the additional work associated with the current Agenda for Change assimilation process. Any such claim should be accompanied by suitable supporting evidence.
5. Employers are asked to make their own arrangements for obtaining additional copies of this letter, which can be viewed at:
www.show.scot.nhs.uk/sehd/publications.asp.

Yours sincerely



Alex Killick
Deputy Director for Health Workforce
Employment and Retention



**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 circular of 18 October 2007 - PCS(AFC)2007/7 - in respect of contractual overtime under the Agenda for Change terms and conditions handbook are hereby approved for the purposes of the said Regulations.

Elinor Mitchell

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Planning and Development

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18 October 2007