

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



Dear Colleague

**PAY AWARD 2008-09 – PAYMENT ON ACCOUNT TO
STAFF NOT YET ASSIMILATED TO AGENDA FOR
CHANGE**

Summary

1. NHS Circular PCS(AFC)2008/3 issued on 27 June 2008 informed you that the national Agenda for Change pay bands are to be increased with effect from 1 April 2008.
2. For both the 2006-07 and 2007-08 pay rounds, it was agreed that a payment on account arrangement would be put in place for those staff due to move to the Agenda for Change pay bands, but who remained on Whitley payscales while they awaited the completion of the assimilation process. This circular confirms that this arrangement should continue, and that the level of payment should increase by 2.75% with effect from 1 April 2008. The new payment should be calculated on the basis of a cumulative uplift.
3. Payment on account means a weekly or monthly supplementary payment based on the employee's current basic pay/basic hours, which will not be enhanced for the purposes of overtime or unsocial hours payments or any other cash based allowances related to pay.
4. The payment on account will cease at the point of assimilation. It will be non-superannuable, and will be paid by means of a separate allowance code i.e. a separate entry on the staff pay slip.
5. There will be no recovery of any payment on account for those who, on assimilation, would still be on a protected salary in 2006/07, 2007/08 or 2008/09. However, the payment on account will cease on assimilation and the protected salary under Agenda for Change will be set by reference to the rates in force on 31 March 2006.

4 July 2008

Addresses

For action

Chairs, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)
Chief Executives, NHS Boards and 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 and Special Health Boards and NHS National Services Scotland (Common Services Agency)

For information

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

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6. If an individual is not at the maximum of their Whitley scale and increments are due at a date between 1 April 2006 and the date of assimilation, the protected salary will include that increment.

7. Trades unions have agreed to continue to work with Employers to finalise the assimilation process as quickly as possible.

Cabinet Secretary approval

8. Employers should implement this agreement, which has been approved by Scottish Ministers under Regulation 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991 No.537). A copy of the formal approval is attached.

Action

9. NHS Boards, Special Health Boards and NHS National Services Scotland should ensure that this circular is implemented as soon as possible.

10. Employers are asked to make their own arrangements for additional copies of this letter which can be viewed at www.show.scot.nhs.uk/sehd/publications.asp.

Yours sincerely

COLIN MCGOWAN

Acting Deputy Director for Health Workforce
Employment and Retention

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**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 4 July 2008 – PCS(AFC)2008/4 – in respect of payment on account are hereby approved for the purposes of the said Regulations.

This approval has effect from 1st April 2008.

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4 July 2008