

INCREMENTAL CREDIT FOR NEW EMPLOYEES

1. The following guidelines have been agreed in partnership and will apply to Agenda for Change posts across all NHS Scotland Boards from 1 January 2022.

Introduction

2. In order to ensure that all potential NHS employees are treated fairly and consistently this guidance has been developed to clarify the appropriate provisions and considerations that should be taken into account if NHS Boards appoint staff above the minimum of the scale.

3. In accordance with their terms and conditions, NHS Scotland staff are normally appointed on the minimum point of the pay band and their incremental date will be the anniversary of their appointment. However, there will be situations when experienced staff with relevant recognised service will apply for posts and their service may be considered when placing the individual on a point above the minimum of the scale. These provisions would apply to any new employee who:

- Is returning to the NHS after a break in service and has relevant recognised service which equates directly to the competences required for the post;
- Has worked in the UK and has relevant recognised service which equates directly to the competences required for the post;
- Has worked out with the UK and has relevant recognised service which equates directly to the competences required for the post.

Appointing above the minimum point of the pay band

4. If Managers decided to offer a salary above the minimum of the scale they must ensure that the employee's relevant experience equates directly with the competence requirements of the post. Credit should only be awarded for completed years of relevant service.

5. This needs to be supported by evidence from the individuals application form, references, payslips and where appropriate a Staff Transfer Certificate. Employers need to put in place appropriate governance, audit and approval processes to justify their decisions. Records should be kept of decisions made as Boards need to satisfy themselves that they have sufficient evidence to justify their decisions, which may require the new member of staff to provide further evidence.

DL (2021) 47

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Addresses

For action:

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

For information:

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

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Fairness and Equity

6. In fairness to existing staff or staff who may be internally promoted, care must be taken that incremental points in recognition of experience only recognises completed years of relevant experience at the level of the pay band to which the new member of staff is being appointed, and not below it. It will be for individual Boards to determine whether an employee's previous service is relevant for the post they are being appointed too.

7. In the interests of equity, incremental credit will not be given for reasons other than completed years of relevant experience. It will not be given due to market forces, for instance, as the employer NHS Boards need to justify their rationale for starting salaries and need to ensure that equal pay standards are maintained.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laura Zeballos', with a stylized, wavy line extending from the end.

LAURA ZEBALLOS

Deputy Director

Health Workforce Pay, Practice and Partnership Division