

Dear Colleague

## **PAY AWARD: ANNUAL EXPENSES PROGRAMME**

### **Summary**

1. The Memorandum to this letter advises dentists and dental bodies corporate (DBC's) of a forthcoming expenses programme.

### **Action**

2. NHS Boards are asked to issue the Memorandum to this letter to all dentists and DBC's on their dental lists.

Yours sincerely,

MARGIE TAYLOR  
Chief Dental Officer

5 April 2018

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#### **Addresses**

##### For action

Chief Executives, NHS Boards

##### For information

Chief Executive,  
NHS National Services Scotland

Chief Executive,  
NHS Education for Scotland

Director, Practitioner Services

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#### **Enquiries to:**

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## **PAY AWARD: ANNUAL EXPENSES PROGRAMME**

### **DENTISTS/DENTAL BODIES CORPORATE NATIONAL HEALTH SERVICE GENERAL DENTAL SERVICES**

#### **Introduction**

1. This Memorandum describes a forthcoming annual expenses exercise for GPs in Scotland providing NHS General Dental Services (GDS).
2. Some of you may be aware that in recent years it has proved very difficult to determine an appropriate pay award for GPs because of the limited information available on practice expenses. The independent pay review body, the Doctors' and Dentists' Pay Review Body (DDRB) have in recent years expressed a series of misgivings with the robustness of the data available on the expenses of GPs providing GDS in Scotland.
3. In recent years the Scottish Government has commissioned a number of expenses exercises. Most recently, in 2016/17, our consultant visited around 30 practices to complete a standardised accounts template.
4. GPs have a strong interest in a more robust mechanism for determining expenses. It is our intention then to introduce an annual expenses programme which will help to inform the pay award. The exercise will be used to better understand the expenses faced by dental practices and build a picture of how they change over time.

#### **Approach**

5. Practices will be asked to complete a simple, online accounts template, using information that would be readily available in practice accounts. Participants will be asked to provide information on expenses, practice income, and staff numbers for three financial years, 2014/15, 2015/16, and 2016/17. We anticipate that the template will take approximately 30 minutes to complete if you have your practice accounts to hand. The template has been agreed with the Scottish Dental Practice Committee of the British Dental Association (Scotland).
6. The accounts template will be hosted by ScotXed through their ProcXed web application. Scotxed is a unit of data collection specialists serving the analytical community within the Scottish Government. Data collected is often of a personal and sensitive nature and is protected appropriately. ScotXed adheres to the principles of the National Code of Statistics and Data Protection legislation (Data Protection Act (1998) and the upcoming General Data Protection Regulations) when collecting and processing data.
7. All returns will be processed by the ScotXed data management team and data will be anonymised before being shared with the CDO & Dentistry Division.

#### **Participating in this Exercise**

8. Participating in the exercise is not mandatory, although we strongly encourage you to complete the template. The BDA's Scottish Dental Practice Committee has endorsed this

exercise and are encouraging all practice owners to participate; the information you provide will help determine an appropriate pay award for GPs in future years.

9. Practices with a minimum of 92 per cent NHS activity will be approached to complete the template. Each year eligible practices will receive an email inviting them to participate. The email will contain an introductory letter from the CDO, instructions and log on details for the Scotxed website.

10. In order to ensure anonymity for those participating, the invitation email will be issued directly from the Scotxed data management team. The email will come from the following address: [scotxed@gov.scot](mailto:scotxed@gov.scot).

### **Timings/Output**

11. The exercise will run from mid-April to the end of May 2018. The exercise is being publicised widely throughout Scotland.

12. A report will be published on the Scottish Government website following the exercise.

### **Enquiries**

13. Any enquiries arising from this Memorandum should be directed to your NHS Board in the first instance.

Scottish Government Population Health Directorate  
5 April 2018