



Dear Colleague

REVIEW OF BAND 5 NURSING ROLES

1. As part of the pay settlement for Agenda for Change staff in 2023-24, it was agreed to conduct a review of the Agenda for Change (AfC) system in NHS Scotland. This work has been taken forward in partnership by a series of Working Groups created under the aegis of the Scottish Terms and Conditions Committee (STAC).

2. One of those Working Groups was charged with conducting a review of Band 5 Nursing Roles for AfC staff working in NHS Scotland. Following on from preparatory work undertaken throughout 2023, this Working Group has:

- Designed a process (consistent with the existing NHS Scotland Job Evaluation system) for the delivery of a bespoke banding review for AfC Band 5 Nursing staff; and,
- Overseen the development of a digital portal for the submission and consideration of applications as part of this review.

3. Band 5 Nurses who wish to apply for their current role to be re-evaluated will be able to access this digital portal from 17 June 2024. Confirmation of the closing date for applications will be communicated separately.

4. Annex A provides links to both the digital portal and supporting guidance documentation. Annex B provides answers to some frequently asked questions. Annex C provides a high level flow diagram of the application process.

Cabinet Secretary Approval

5. 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.

4 June 2024

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

Enquiries to:

Scottish Government Health
Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

E-mail:
hwfpaytermsandconditions@gov.scot

Action

6. NHS Boards and Special Health Boards should:
 - Cascade this to their staff and follow the procedures, advice and timescales set out in the guidance; and,
 - Store this documentation on their relevant HR sites for reference.

Enquiries

7. Employees should direct their personal enquiries in the first instance to their employing NHS Board or Special Health Board.
8. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at:

<https://www.publications.scot.nhs.uk/>

Yours sincerely



LAURA ZEBALLOS

Deputy Director

Health Workforce: Pay, Practice and Partnership Division



**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 June 2024 – PCS(AFC)2024/3 – in respect of the Review of Band 5 Nursing Roles in NHS Scotland are hereby approved for the purposes of the said Regulations.

A handwritten signature in black ink, appearing to read 'Laura Zeballos'.

LAURA ZEBALLOS

Deputy Director
Health Workforce: Pay, Practice and
Partnership Division
4 June 2024

REVIEW OF BAND 5 NURSING ROLES APPLICATION PROCESS

Where to apply

You will be able to apply for a re-evaluation of your existing Band 5 Nursing Role using the online digital portal (<https://apps.powerapps.com/play/e/092406ec-b485-e910-87d8-390cceb8e7ac/a/747c0e9b-2a95-4366-acbe-facbef27b53e?tenantId=10efe0bd-a030-4bca-809c-b5e6745e499a&hint=b08f07c6-1026-460c-8481-72688e86496e&sourcetime=1717400521212&hideNavBar=true>) which will open on Monday 17 June.

What support is available

A suite of supporting documentation can be found here - <https://www.stac.scot.nhs.uk/agenda-for-change-pay-and-reform> and includes:

- Guidance – which provides both:
 - High level direction for staff in how to complete the application including suggested words to use (or not) and level of detail that the submitter should provide when answering questions; and,
 - A description of all 75 questions within the application and, where appropriate, examples;
- Questionnaire – a word version of the application form;
- Glossary / Frequently Asked Questions – document explaining the terminology used in the questionnaire and providing answers (the most common of which are captured within Annex B of this circular) to frequently asked questions; and,
- Process Flow – a high level diagram showing the end to end application process (also captured within Annex C of this circular).
- Guidance for Job Evaluation Panel colleagues for the processing of applications will also be made available.

In addition, you can discuss / get help from others when completing the application, including:

- Colleagues;
- Staff Side / Trade Union representative(s) for your area of work; and,
- Supervisor and / or Clinical Nurse Manager.

REVIEW OF BAND 5 NURSING ROLES FREQUENTLY ASKED QUESTIONS

Q1: Who can apply and when from?

A: Nurses in nursing Band 5 roles employed by Health Boards in NHS Scotland, including Bank Nurses where applicable.

Q2: What information will I need to provide?

A: You will be asked to complete a questionnaire and provide information about your job role. This will include questions about all aspects of your job including the skills and knowledge required, your responsibilities and working environment. In addition, you will be required to provide your Payroll Number and National Insurance Number.

The questionnaire is designed to gather information needed for the job evaluation process used to grade your job.

Q3: Do I need to discuss with my review request with my Manager?

A: Yes – your manager will be required to discuss and confirm the evidence provided is correct and accurate.

Q4: Do I need to ask for a re-evaluation on my own or can I do this with other Nurses in my team?

A: While you can discuss the completion of the questionnaire with local colleagues who do similar roles, the digital portal requires each person to complete and submit an individual application onto the system.

Q5: Can I ask for a re-evaluation if I'm off work e.g. on maternity leave, long-term absence, career break etc.?

A: Yes. Your employer will contact you to explain how you will be able to take part in the process.

Q6: After I submit a re-evaluation, what happens?

A: The questionnaire will be quality checked by a Partnership pair (one management and one staff side representative). This step is to make sure the evaluation panel will have the information they need to complete the process.

The questionnaire will then be processed and submitted to be graded by an evaluation panel. The panels operate in Partnership with two management and two staff side representatives.

After the panel have completed the process, the outcome is checked for consistency. This is completed by a Partnership pair - one management and one staff side representative.

Once the consistency checks have been completed and the grading outcome is approved then this will be confirmed.

Q7: When will I hear about the outcome of the re-evaluation?

A: After the process has been completed and the grading outcome is confirmed, you will be notified in writing. You will also be notified of the right to a review (appeal) if you are unhappy with the outcome.

Please note that reviews (appeals) must be submitted within three (3) months of the notification of the outcome.

Q8: How can I get a copy of my job description?

A: While a job description is not required for the completion of the questionnaire, if you feel this would be of assistance you should contact your line manager.

Q9: When do I need to send in my re-evaluation?

A: The digital portal supporting this process is open from 17 June 2024 and you will be able to apply from that point.

Q10: Is there a closing date for re-evaluation requests to be sent in?

A: There is currently no formal closing date for this process, however staff who feel that they have an eligible claim should submit their completed questionnaire as soon as possible.

It is likely that at some point in the future an agreement will be reached to introduce a closing date for applications.

Q11: If I get a higher pay band, when is this effective from?

A: Successful applicants will have their new pay band effective from the date that it was agreed you undertook the additional duties / responsibilities or 1 April 2023 at the earliest.

Q12: If I don't get a higher pay band, is there an appeal process?

A: Yes. This is called a review in the Job Evaluation Scheme terminology. You will be notified of the right to a review when the outcome of the re-evaluation is confirmed.

If you are unhappy with the outcome, you can ask for a review.

Please note that reviews must be submitted within three (3) months of the notification of the outcome.

Q13: How do I submit a review (appeal)?

A: This will be communicated by individual Boards in line with their existing review (appeal) process.

Q14: I was a Band 5 Nurse who was working at an enhanced level, but have recently secured a promotion. Can I make an application for a regrading for my old post?

A: Staff who were in a Band 5 post as at 1 April 2023, including those who may have subsequently been promoted, may apply for a re-evaluation of their Band 5 role.

Q15: I am employed in a Band 5 role, but not a Nurse, why is my grading not being looked at?

A: As part of the 2023/24 pay deal, Scottish Government recognised that many Band 5 Nurses were expected to work at a higher level of clinical responsibility. It was therefore agreed to review Band 5 Nurses as a specific piece of work.

Any individual who feels that they are working at a level which is higher than their current agreed band for the job, can within the existing Job Evaluation arrangements (New and Changed Job Process) make an application for review of their current band where a significant change can be evidenced.

Q16: I am an existing Band 6 Nurse. Will this review have any direct impact on my grade?

A: No. The review only applies to Band 5 Nurses.

Any individual who feels that they are working at a level which is higher than their current agreed rate for the job, can within the existing Job Evaluation arrangements (New and Changed Job Scheme) make an application for review of their current Band where a significant change can be evidenced.

Q17: Will my staff side (trade union or professional organisation) representative be able to help me complete the re-evaluation request?

A: In developing this process, Employers and Staff Side have tried to make it as self-servicing as possible, however, individual Union members will have the right to take advice and receive assistance from their Union.

Q18: If my re-evaluation is successful where will I be placed on the Band 6 scale?

A: Sections 1.12, 1.13 and 1.14 of the Agenda for Change Handbook (<https://www.msg.scot.nhs.uk/pay/agenda-for-change/agenda-for-change-terms-and-conditions-handbook-master-scottish-copy>) confirms the standard approach to Pay on regrading.

REVIEW OF BAND 5 NURSING ROLES APPLICATION PROCESS FLOW

