

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



Dear Colleague

AGENDA FOR CHANGE – UNPLANNED ACTING UP

Summary

1. Following further discussions under the aegis of the Scottish Terms and Conditions Committee (STAC) about the provisions of [NHS Circular PCS\(AFC\)2006/2](#) – AGENDA FOR CHANGE – UNPLANNED ACTING UP, it has been agreed in partnership to replace paragraph 4.3 of that guidance with the following:

“4.3. Where any period of acting up is agreed by the appropriate Clinical/Business Manager or equivalent, and the individual takes on the full range of duties and responsibilities of a grade senior to his or her own, then an acting up premium will be paid.”

2. The words “*or equivalent*” should also be inserted after Clinical/Business Manager in paragraph 4.2 of the guidance. Attached at Annex A is a copy of the new full wording of this guidance for ease of reference.

Cabinet Secretary approval

3. 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.

Action

4. NHS Boards, Special Health Boards and NHS National Services Scotland (Common Services Agency) are asked to implement this agreement with effect from 1 April 2006.

16 October 2007

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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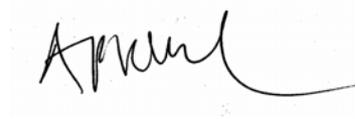
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5. It has been agreed in partnership that any retrospective claim for remuneration in connection with this policy will only be processed once payroll departments have completed the additional work associated with the current Agenda for Change assimilation process. Any such claim should be accompanied by suitable supporting evidence.

6. Employers are asked to make their own arrangements for obtaining additional copies of this circular, 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

The Scottish Government
Health Workforce Directorate
Workforce Employment and Retention 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 Addendum of 16 October 2007 to the Scottish Executive NHS Circular PCS(AFC)2006/2 in respect of unplanned acting up for staff covered by the Agenda for Change agreement are hereby approved for the purposes of the said Regulations.



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Planning and Development

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16 October 2007

ANNEX A

AGENDA FOR CHANGE – UNPLANNED ACTING UP

Summary

1. Under paragraph 6.30 of the Agenda for Change agreement, staff may be moved into a higher pay band where it is necessary to fill a post in that higher pay band on a temporary basis e.g. to cover maternity leave. This arrangement applies where the acting up lasts more than one month.
2. The Agenda for Change agreement does not cover circumstances where acting up is necessary in response to an unplanned need for short-term cover. However, it has been recognised that such circumstances occur in NHSScotland, and when they do staff should be properly rewarded for taking on the extra responsibilities.
3. Extensive discussions on the issue of unplanned acting up have taken place under the aegis of the Scottish Terms and Conditions Committee (STAC), and an agreement reached. The following procedure will complement the normal planned acting up arrangements as outlined in paragraph 1 above.
4. Any acting up arrangements will be paid as below.
 - 4.1. Where an individual provides short-term cover for a period of no less than one full shift, the individual will be paid for acting up during that shift.
 - 4.2. Cover of anything less than a full shift will only attract an additional acting up premium with the approval of his/her appropriate Clinical/Business Manager or equivalent, or in the case of out of hours/weekends the appropriate designated Duty Manager where the individual takes the full range of duties and responsibilities of the grade senior to his or her own.
 - 4.3. Where any period of acting up is agreed by the appropriate Clinical/Business Manager or equivalent, and the individual takes on the full range of duties and responsibilities of a grade senior to his or her own, then an acting up premium will be paid.