

The Scottish Government
Health Workforce Directorate
Employment and Retention Division¹



25 August 2008

Dear Colleague

APPLICATION OF ANNEX R OF THE AGENDA FOR CHANGE TERMS AND CONDITIONS

Summary

1. In accordance with [HDL\(2005\)47](#), discussions have taken place in partnership through the Scottish Terms and Conditions Committee on how best to implement Annex R of the Agenda for Change Terms and Conditions: Guidance on the Application of Nationally Agreed Recruitment and Retention Premia (RRP).

2. Agreement has now been reached and the attached Appendix sets out the approach which should be taken in Scotland.

Cabinet Secretary approval

3. This circular has been approved by the Cabinet Secretary 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 note the attached guidance and apply it where appropriate.

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

Enquiries to:

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5. Employers should 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

COLIN MCGOWAN

Acting Deputy Director for Health Workforce
Employment and Retention

The Scottish Government
Health Workforce Directorate
Employment and Retention Division¹



**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 25 August 2008 – PCS(AFC)2008/11 – in respect of the application of Recruitment and Retention Premia in Scotland under Annex R of the Agenda for Change Terms and Conditions are hereby approved for the purposes of the said Regulations.

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Scottish Government
Health Directorates
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EH1 3DG
25 August 2008

APPLICATION OF ANNEX R OF THE AGENDA FOR CHANGE TERMS AND CONDITIONS

1. This agreement is an addition to [NHS HDL\(2005\)47](#) and applies only to employees who are on salary protection in accordance with Section 9 of Annex R of the Agenda for Change Terms and Conditions of Service which states “The level of premium agreed locally should be at least sufficient to ensure that the staff in those posts do not require protection under the separate protection arrangements”.
2. The payment to staff will ensure there is no loss, i.e. the level of payment that is required is only the amount that is protected following assimilation.
3. The payment will be long-term, will attract cost of living and would be superannuable. However, the payment will cease once the employee(s) cease to require protection under the provisions of Agenda for Change. This will only apply to the postholder whilst he/she remains in the post they held at assimilation and, unless the employee is requested to move by the employer, Annex R protection would not be carried over.
4. This agreement is effective from 1 October 2004.
5. The staff groups to which this agreement applies are set out in Table 20 of Agenda for Change Terms and Conditions of Service. The table below lists these staff groups and offers further clarification on which staff the agreement should be applied to in Scotland.

Staff Group	Application
Chaplains	Agreement already implemented
Clinical Coding Office	Band 3 Clinical Coding Officer
Cytology Screeners	Cytology Screeners Band 3 and 4
Dental Nurses/Hygienists	Dental Nurse Band 3 and above
Dental Technicians/Therapists	Dental Technicians Band 4 and above
Estates Officers/Works Officers	Estates Officer Band 5 and above
Financial Accountants	Finance profiles Band 5 and above
Invoice Clerks	Finance Assistants Bands 1, 2 and 3 dealing with invoice processing
Biomedical Scientists (MLSOs)	Profiles at Band 5 and above including Biomedical Scientist profiles, Healthcare Science Profiles and Professional Manager profiles

Payroll Team Leaders	Finance Team Leader Band 4 and above
Pharmacists	Qualified pharmacist profiles Band 5 and above
Qualified Maintenance Craft persons	Separate Agreement
Qualified Maintenance Technicians	
Qualified Medical Technical Officers	Medical Technical Officers (staff previously on MTO PTB pay scales) at Band 4 and above
Qualified Midwives	Band 5 Midwives
Qualified Perfusionists	Agreement already implemented

6. The list of staff groups was agreed at a UK level on the basis that there is prima facie evidence that a premium is necessary in relation to the relevant external labour market.
7. It is recommended to Health Boards that, in order to reduce the number of staff requiring protection, they discuss with their Area Partnership Forum the priorities for processing reviews. However, the implementation of this agreement should not be delayed whilst reviews are taking place.
8. Health Boards are reminded that the arrangements for awarding any new recruitment and retention payments are under the direction of [HDL\(2005\)47](#), or any subsequently agreed national guidance.