

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



Dear Colleague

RECRUITMENT AND RETENTION PREMIA FOR STAFF IN MEDIUM SECURE UNITS – FURTHER GUIDANCE

Summary

1. Circular PCS(AFC)2009/5, [Recruitment and Retention Premia for Staff in Medium Secure Units](#), provided for payment to be made to staff who worked 50% or more of their contracted hours in a Medium Secure Unit. Those staff who worked less than 50% of their contracted hours would be entitled to the payment on a pro-rata basis, dependent on the percentage of their contracted hours worked in the Medium Secure Unit.

2. Since the application of the national circular, several issues over the eligibility for, and payment of, the recruitment and retention payment have been raised and further guidance has now been agreed in partnership by the Scottish Terms and Conditions Committee. This is set out in the Annex to this circular.

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) should ensure that staff in Medium Secure Units are paid in accordance with the provisions of this circular from 1 April 2009.

28 April 2010

For action

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 Staff Governance Committee

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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

JOHN NICHOLLS
Deputy Director
Health Workforce Directorate

**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 28 April 2010 – PCS(AFC)2010/3 – in respect of the recruitment and retention premium payable to staff in Medium Secure Units are hereby approved for the purposes of the said Regulations.

JOHN NICHOLLS
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28 April 2010

RECRUITMENT AND RETENTION PREMIA FOR STAFF IN MEDIUM SECURE UNITS – ADDITIONAL GUIDANCE

1. Pro-rata payments where the percentage of hours worked is variable

This affects members of staff who normally work less than 50% of their contracted hours in the Medium Secure Unit (MSU). These staff are expected to provide input to the Unit depending on clinical needs. Over a month their input on a weekly basis can vary from 7 hours a week to over 50% of their contracted hours.

There was no specific guidance in the original circular to take account of this situation. However, it has now been agreed that a reference period of 17 weeks should be used to allow for the average hours working in the MSU over this period of time to be used to determine the level of payment.

2. Payment of RRP for Ad Hoc Shifts

On occasion, due to clinical needs, there is a requirement for additional staff to work on a short term basis in the MSU. These additional staff members are normally based in the Forensic Low Secure Services. They may be required to work for as little as one shift or to work for several weeks dependent on the need. These are not overtime hours. Staff who undertake shifts in the MSU but are not permanently based there are working in or covering a post that would normally attract the RRP.

There was no specific guidance in the original circular to take account of this situation but there was recognition that local services should work with Payroll services to explore appropriate and practical solutions. These local discussions proved more complicated than first thought, due to a number of wider pay related issues. Further discussions have therefore taken place at a national level in an effort to find an approach which:

- Does not require a qualifying period and
- Supports the pro-rata principles of being paid for the hours worked.

And it has now been agreed that the following calculation should be used for ad hoc shift payments:

Hourly rate for RRP ($\pounds 1,500 \times 7 / 365 = \pounds 28.7671 / 37.5$) = $\pounds 0.7671$ flat rate allowance per hour, non enhanceable.

Example:

$\pounds 0.7671 \times \text{shift (12 hours)} = \pounds 9.21$

A payment of $\pounds 9.21$ would be applied if a 12 hour shift was worked. This payment would not be linked to staff's hourly rate or any shift enhancements.

3. RRP for Bank Workers

On occasions there may be a requirement for bank workers to work in the MSU. The bank workers would normally come from existing members of Forensic Services, some of whom would be based in the MSU in their substantive post. In this situation, the same approach would apply. These workers would be paid, as above, a flat rate allowance of $\pounds 0.7671$ per hour, non enhanceable.