

The Scottish Government

Directorate for Health Workforce and Performance
Pay and Terms and Conditions of Service Division



Dear Colleague

**GUIDANCE ON THE WITHDRAWAL OF NATIONAL
RECRUITMENT AND RETENTION PREMIA AS
OUTLINED IN PCS(AFC)2011/6**

Summary

1. [PCS\(AFC\)2011/6](#) informed employers of changes agreed to the NHS Terms and Conditions of Service in relation to the payment of national recruitment and retention premia (NRRP) to groups of staff identified in Annex R of the AfC Handbook. All such payments ceased on 31st March 2011 for new starts and transitional arrangements apply for staff in post and in receipt of a NRRP.

2. This circular now provides guidance on the withdrawal of all Annex R RRP's, including those previously put in place by [PCS\(AFC\)2007/8](#) and [PCS\(AFC\)2008/11](#), with a view to ensuring consistent application across the service. The attached Annex sets out the approach which has been agreed in partnership through the Scottish Terms and Conditions Committee (STAC).

Cabinet Secretary Approval

3. 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.

Action

4. NHS Boards and Special Health Boards should ensure that the UK agreement set out above is actioned, as appropriate, and that the provisions of this circular are communicated to any staff currently in receipt of NRRP.

9 August 2011

Addresses

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 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.sehd.scot.nhs.uk

Yours sincerely

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**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 Directorate for Health Workforce and Performance circular of 9 August 2011 – PCS(AFC)2011/7 – in respect of long term national recruitment and retention premia under the Agenda for Change agreement are hereby approved for the purposes of the said Regulations.

JOHN NICHOLLS

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9 August 2011

GUIDANCE ON THE WITHDRAWAL OF NATIONAL RECRUITMENT AND RETENTION PREMIA AS OUTLINED IN [PCS\(AFC\)2011/6](#)

Staff Groups Covered

1. These provisions apply to all staff groups listed in Table 20 of Annex R who are currently in receipt of a NRRP. For ease of reference Table 20, which lists the staff groups who could have been eligible for RRP at the point of assimilation to AfC, is below:

Type of Post
Chaplains
Clinical coding officers
Cytology screeners
Dental nurses, technicians, therapists and hygienists
Estates officers/works officers
Financial accountants
Invoice clerks
Biomedical scientists
Payroll team leaders
Pharmacists
Qualified maintenance craftspersons
Qualified maintenance technicians
Qualified medical technical officers
Qualified midwives (new entrant)
Qualified perfusionists

Additional Clarification

2. The transitional arrangements outlined in paragraph 6 of the Circular should be applied to all staff groups in receipt of a NRRP. This allows for one year at 100% protection of the current payment plus a second year at 50%. New starts on or after 1st April 2011 will not qualify for any NRRP. (See paragraph 3 and 4 below).

3. Within Scotland, we have a Ministerial commitment that no member of staff should lose out financially as a result of assimilation to Agenda for Change pay rates and if the withdrawal of the NRRPs results in a loss of earnings, Boards should put appropriate mark time protection arrangements in place.

4. Given the range of different circumstances that surround the current NRRPs, consideration has been given to relevant protection arrangements which may be required. The following should be applied:

- (a) Staff who were assimilated to an AfC pay band where no protection was required and who were awarded an NRRP should not be protected beyond the current transition arrangements which cease on 31 March 2013. This will include relevant Maintenance Staff and Chaplains.

(b) Staff who were appointed straight onto an AfC pay band and awarded an NRRP should not be protected beyond the current transition arrangements which cease on 31 March 2013. This will include relevant Maintenance staff.

(c) Staff who are in one of the staff groups listed in Annex R and who were assimilated to an AfC pay band requiring protection **and** are still in receipt of that protection should have their salary at 31 March 2012 protected on a mark time basis. (The NRRP awarded to staff groups listed in Annex R who required protection on assimilation should only be in place until the requirement for protection of previous Whitley salary ceases. Any of those staff still receiving this NRRP will therefore still require protection.)

(d) Staff who were assimilated to an AfC pay band and who would otherwise have required protection had one of the NRRP's not been in place, eg relevant Maintenance Staff, should have their salary protected at the appropriate level. (An example here would be where an employee was paid £20k before assimilation, AfC pay band resulted in a salary of £19k but the agreed NRRP of £3k avoided the need for protection. The level of mark time protection that would apply here would be that required to ensure that there was no loss upon assimilation and the relevant salary in this situation would be £20k plus relevant pay uplifts applied since October 2004.)

5. [PCS\(AFC\)2011/6](#) states that the NRRPs should cease or be converted to a local RRP where appropriate. Boards are reminded that "local" in this context means "NHS Scotland" and no Board can put its own local RRP in place. Where it is felt necessary, Boards may apply for an RRP using the agreed protocol as outlined in [HDL\(2005\)47](#), [CEL\(2008\)37](#) and [CEL\(2009\)41](#).

6. STAC has approved two RRP's which are not affected by the Circular. These are the Medium Secure Unit Allowance as detailed in [PCS\(AFC\)2009/05](#) and a specific RRP for Pharmacy staff in NHS Western Isles. All other RRP's will cease in line with provisions of [PCS\(AFC\)2011/6](#) and the guidance given above.