

**The Scottish Government**

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



Dear Colleague

**PAY AND CONDITIONS OF SERVICE  
EXECUTIVE AND SENIOR MANAGEMENT PAY 2011-12**

**Summary**

1. This letter announces the following in respect of the Executive and Senior Management pay arrangements introduced by [HDL\(2006\)23](#), [HDL\(2006\)59](#), [CEL\(2007\)4](#), [CEL\(2007\)22](#), [CEL\(2008\)52](#), [CEL\(2010\)6](#) and [CEL\(2011\)7](#). The amendments take effect from 1 October 2011 and relate to the 2010-11 performance year.

1.1 No change to the pay ranges for grades A to I.

1.2 No provision for non consolidated performance payments in respect of the performance year 2010-11.

1.3 Consolidated pay progression, based on performance in the year 2010-11, for staff on Executive and Senior Management grades D to I will be set at zero.

1.4 Revised consolidated pay progression, based on performance in the year 2010-11, for staff on Executive and Senior Management grades A to C not at the maximum of their pay range. **Staff will not receive more than the maximum consolidated salary for their pay range.**

2. The performance pay arrangements are mandatory for all staff in the Executive and Senior Management cohorts in NHS Boards, NHS National Services Scotland, the State Hospital Board for Scotland, NHS Education for Scotland, NHS Healthcare Improvement Scotland, NHS Health Scotland, NHS24, Scottish Ambulance Service and the National Waiting Times Centre Board, hereinafter referred to as employing authorities.

14 February 2012

**Addresses**

For action

Chief Executives,  
Chairs  
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 and Local Partnership  
Forums  
Members, Scottish Terms and  
Conditions Committee  
Members, Scottish Workforce and  
Governance Group  
Management Steering Group

**Enquiries to:**

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3. The independently chaired National Performance Management Committee provides assurance that the performance management arrangements for the Executive cohort are robust and consistent, and conveys this to individual employing authorities to enable application of performance based progression in appropriate cases.

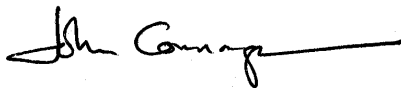
4. The settlement date for all staff in the Executive and Senior Management cohorts will be moved from 1 October to 1 April in order to align the pay year with the performance year. This move will be implemented through the 2012-13 pay settlement which will be for the performance year 2011-12 and effective for six months from October 2012.

### **Action**

5. Chairs and Chief Executives should ensure that:

- the terms of the Direction and Schedule 1 are actioned in their employing authority;
- this letter is copied to their Local Partnership Forum for information; and
- they make their own arrangements for additional copies of this letter which can be viewed at [www.show.scot.nhs.uk/sehd/publications.asp](http://www.show.scot.nhs.uk/sehd/publications.asp).

Yours sincerely



**JOHN CONNAGAHN**  
**Director for Health Workforce and Performance**

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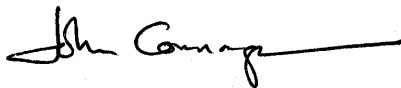


**The Scottish Government**  
Health Workforce and Performance  
Directorate  
Pay and Terms and Conditions of Service  
Division



**NATIONAL HEALTH SERVICE (SCOTLAND)  
EXECUTIVE AND SENIOR MANAGEMENT GRADES ((REMUNERATION AND  
CONDITIONS OF SERVICE DIRECTION))**

1. The Scottish Ministers, in exercise of powers conferred on them by section 105(7) of, and paragraph 5, of Schedule 1, paragraph 7 of Schedule 5 and paragraph 6(1) of Schedule 7A to the National Health Service (Scotland) Act 1978 (as amended) hereby give the following direction.
2. This Direction may be cited as the “Executive and Senior Management Grades (Remuneration and Conditions of Service Direction) 2012”, and is given to NHS Boards, NHS National Services Scotland, the State Hospital Board for Scotland, NHS Health Scotland, NHS Healthcare Improvement Scotland, Scottish Ambulance Service, NHS Education for Scotland, NHS 24 and the National Waiting Times Centre Board, hereinafter referred to as “employing authorities”.
3. Employing authorities should apply the provisions detailed in Schedule 1 to this Direction.



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(A member of staff of Scottish Ministers)  
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14 February 2012

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## SCHEDULE 1

### EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2011-12

#### Pay Ranges

1. The minima and maxima of the pay ranges for grades A to I are maintained at their existing levels as per the table below:

<b>Grades A to I</b>		
	Pay Range Minima	Pay Range Maxima
<b>Grade</b>	1 October 2011	1 October 2011
<b>A</b>	43,060	58,685
<b>B</b>	49,411	67,342
<b>C</b>	56,701	77,276
<b>D</b>	64,104	87,366
<b>E</b>	73,560	100,255
<b>F</b>	84,411	115,046
<b>G</b>	96,864	132,017
<b>H</b>	111,155	151,493
<b>I</b>	127,552	173,840

#### Consolidated Performance Related Pay for staff on Executive and Senior Management Grades A to C

2. Consolidated pay progression within the pay ranges should be applied with effect from 1 October 2011 based on performance in the year 2010-11.

3. The appropriate consolidated percentage increases for individual employees based on their performance markings for 2010-11 should be applied to their personal salary at 30 September 2011 and added to that salary to give the employee's consolidated personal salary position within the pay range with effect from 1 October 2011 as follows:

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<b>Grades A to C</b>	
<i>Unacceptable</i>	0%
<i>Incomplete</i>	0%
<i>Fully Acceptable</i>	0.5%
<i>Superior</i>	1.0%
<i>Outstanding</i>	1.0%

4. **No employee will receive more than the maximum consolidated salary for his or her pay range.**

**Consolidated Performance Related Pay for staff on Executive and Senior Management grades D to I**

5. Employees on Executive and Senior Management grades D to I consolidated pay uplift will be set as zero.

**Staff on Protection**

6. Employees on personal protection who are at their maximum personal salary are not eligible for a consolidated uplift from 1 October 2011.

7. Employees on personal protection who are not at their maximum personal salary will not have the value of their maximum personal salary increased from 1 October 2011.

8. Employees falling under Executive and Senior Management grades A to C on personal protection who are not at their maximum personal salary should receive the appropriate consolidated percentage pay increase for their performance in accordance with paragraph 3 above subject to their maximum personal salary not being exceeded.

9. Employees falling under Executive and Senior Management grades D to I on personal protection who are not at their maximum personal salary will not be eligible for any uplift.

**Other Conditions**

10. The provisions relating to promotion and acting up, new appointments and leavers during the period 1 April to 30 September, as set out in CEL(2007)4 and CEL(2007)22, are unaffected by the terms of this Direction.

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