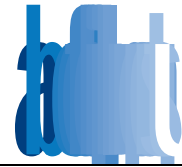


The Scottish Government

Directorate for Health Workforce and Performance
NHS Pay and Conditions



Dear Colleague

**TEXTUAL CHANGES TO AGENDA FOR CHANGE
HANDBOOK**

Summary

1. This circular informs NHSScotland of various textual changes to the NHS Terms and Conditions Handbook which have been agreed by the NHS UK Staff Council.
2. A number of the changes were to take account of Scottish issues, and were already addressed within the version of the Handbook used in Scotland. However, this circular covers all further changes which have been required to bring the Handbook in Scotland in line with the UK text. The changes are set out in detail in the attached Annex.

Cabinet Secretary Approval

3. The provisions of this circular have been approved by Scottish Ministers under Regulation 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.

Enquiries

4. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.
5. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at:

www.sehd.scot.nhs.uk

22 October 2014

Addressees

For action

Chief Executives,
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
Members, Scottish Terms and
Conditions Committee
Members, Scottish Workforce and
Governance Committee

Enquiries to:

Colin Cowie
Scottish Government Health
Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 3778
Fax: 0131-244 2837

E-mail:

Colin.cowie@scotland.gsi.gov.uk

6. The changes contained in this circular will be incorporated shortly in the updated Agenda for Change terms and conditions handbook. The Handbook can be viewed at:

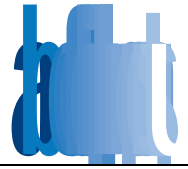
www.msg.scot.nhs.uk

Yours sincerely

SHIRLEY ROGERS
Health Workforce
Directorate for Health Workforce and Performance

The Scottish Government

Directorate for Health Workforce and Performance
NHS Pay and Conditions



**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 22 October 2014 – PCS(AFC)2014/3 – in respect of textual changes to the Agenda for Change Handbook are hereby approved for the purposes of the said Regulations.

SHIRLEY ROGERS

Health Workforce

Directorate for Health Workforce
and Performance

Scottish Government

St Andrew's House

EDINBURGH

EH1 3DG

22 October 2014

PCS(AFC)2014/3 – Textual Changes to the Agenda for Change Handbook

Principles and partnership

Paragraph 2: line 4 and line 7: the word "guidelines" is deleted and the word "**policies**" is inserted.

The footnote ⁴¹ Since this Handbook was drafted, the PIN guidelines have become Policies in Scotland. This change of terminology should be reflected within the next UK Staff Council Revision" is deleted.

Section 1: Pay structure

In paragraph 5: line 1: the word "third" is deleted and the word "**fourth**" is inserted".

The sentence in the footnote which reads "The fourth edition has recently been released and is now available at the MSG website www.msg.scot.nhs.uk" is now deleted.

Section 1(a) (England): pay structure

In paragraph 5: line 1: the word "third" is deleted and the word "**fourth**" is inserted".

Section 14(a) (England): sickness absence

In paragraph 1: line 6: "POSHH" is deleted and "**Health, Safety and Wellbeing Partnership Group (HSWPG)**" is inserted.

In paragraph 1: line 8: "These POSHH guidelines" is changed to "**These guidelines.**"

In paragraph 4: line 2: the word "contracted" is inserted after the word "disease".

In paragraph 4: line 3: the words "and" and "not" are deleted.

Section 35: Balancing work and personal life

In paragraph 31: line 3: the sentence "the rate of SAP is the same as for statutory maternity pay" (the last sentence) is deleted.

Annex G: Good practice guidance on managing working patterns

In paragraph 4: line 7: the word "Guidelines" is deleted and the word "**policies**" is inserted.

The footnote ⁴¹ Since this Handbook was drafted, the PIN guidelines have become Policies in Scotland. This change of terminology should be reflected within the next UK Staff Council Revision" is deleted.

Annex N: Subsistence allowances

In paragraph 4 the entries:

"Married employees and employees with responsibilities equivalent to those of married employees."

"Employees without responsibilities equivalent to those of married employees and those staying in non-commercial accommodation."

"Maximum amount payable: £25.00"

are deleted.

Annex A2: guidance on frequently asked questions (FAQs)

"Part 2: Pay

Part 2: Section 1: Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service."

is changed to

"Part 2: Pay

Part 2: Section 1: Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service. If you have any queries about specific circumstances, please contact the Joint Secretaries."

Annex A2(a) (England): guidance on frequently asked questions (FAQs)

"Part 2: Pay

Part 2: Section 1(a) (England): Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service."

is changed to

"Part 2: Pay

Part 2: Section 1(a) (England): Pay Structure

Paragraph 6

Footnote number 2

Where a post holder's role has been determined (based on one contract of employment) and it includes specialist responsibilities – is it permissible for an employee to be paid at the specialist pay band on days when they do specialist duties and at a lower pay band when they do not?

No, the higher specialist pay band applies for all of their service. If you have any queries about specific circumstances, please contact the Joint Secretaries."

"Part 3: Section 14(a) (England): Sickness absence

Paragraph 4

Footnote number 2

Are on-call allowances and on-call payments included in pay during sickness absence?

Paragraph 14.4 allows on-call allowances and payments to be included in pay during sickness absence for staff on pay spine points 1 to 8 only. This will include on-call allowances and on-call payments where these are normally paid at regular intervals. An allowance which is paid only occasionally will not count."

is changed to

"Part 3: Section 14(a) (England): Sickness absence

Paragraph 4

Footnote number 2

Are on-call allowances and on-call payments included in pay during sickness absence?

Paragraph 14.4 allows on-call allowances and payments to be included in pay during sickness absence only for staff on pay spine points 1 to 8 and those absent due to a work related injury or disease, contracted in the actual discharge of their duties. This will include on-call allowances and on-call payments where these are normally paid at regular intervals. An allowance which is paid only occasionally will not count."