

Dear Colleague

## **ANNUAL INCREMENTS FOR BANK WORKERS**

### **Summary**

1. This circular informs NHSScotland of a revised approach to annual increments for bank workers which has been agreed by the Scottish Terms and Conditions Committee. The agreement is attached as an Annex.
2. The guidance should be applied to all bank work undertaken from the date of this circular.
3. The guidance also applies where the bank work is undertaken in a different Board to the one in which the substantive post is held. It will be the responsibility of staff in this position, however, to bring their substantive post to the attention of the Board in which they are undertaking the bank work and to evidence that appropriately.

### **Cabinet Secretary Approval**

4. 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**

5. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

3 August 2015

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#### **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

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#### **Enquiries to:**

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**Enquiries**

6. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at:

[www.sehd.scot.nhs.uk](http://www.sehd.scot.nhs.uk)

Yours sincerely

**SHIRLEY ROGERS**  
Director  
Health Workforce

**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 3 August 2015 – PCS(AFC)2015/2 – in respect of annual increments for bank workers are hereby approved for the purposes of the said Regulations.

**SHIRLEY ROGERS**  
Director  
Health Workforce  
Scottish Government  
St Andrew's House  
EDINBURGH  
EH1 3DG  
3 August 2015

**SCOTTISH TERMS AND CONDITIONS COMMITTEE****REVISED GUIDANCE ON ANNUAL INCREMENTS FOR BANK WORKERS****1. Background**

1.1 In 2006 the Scottish Pay Reference and Implementation Group issued guidance on the application of annual increments to bank workers as follows:

“Bank” workers should progress through the pay points in the same way as substantive staff subject to the relevant Gateways. To qualify for an annual increment “bank” staff should have worked a minimum of the equivalent of a 7.5 hour shift per week over each year.”

1.2 The requirement to work a minimum of the equivalent of a 7.5 hour shift per week was to ensure that relevant skills were maintained and that staff were in a position to work at the appropriate level in the job.

1.3 Whilst this has worked well for “bank” only workers, issues have arisen with the application of this to substantive staff who also hold “bank” contracts.

**2. Current Position**

2.1 When substantive staff join the “bank” for the first time they are appointed to the same pay point that they are paid in their substantive role. Thereafter they receive an automatic increment in the substantive role but only receive an increment for the “bank” post if they have worked the required hours on the “bank”.

2.2 This can result in these staff being paid on two different pay points whilst undertaking the same job role. Some of these staff are therefore resigning from the “bank” for 24 hours and then re-joining at which point they are put onto the pay point of the substantive role again. This is resulting in additional administrative work for the staff member, the “bank” manager and payroll departments.

**3. Agreement**

3.1 To resolve this anomaly, STAC has agreed the following.

3.2 “Bank” workers should progress through the pay points in the same way as substantive staff.

3.3 “Bank” workers who hold a substantive contract in the same profession and the same band should receive the annual increment automatically. However, “Bank” only workers are required to have worked a minimum of the equivalent of a 7.5 hour shift per week, ie a minimum of 391 hours over each year to qualify for an increment.