

The Scottish Government
Directorate for Health Workforce
Pay and Terms and Conditions of Service



Dear Colleague

ANNUAL INCREMENTS FOR BANK WORKERS

Summary

1. NHSScotland circular [PCS\(AFC\)2015/2](#) informed the service of a Scottish Terms and Conditions Committee (STAC) agreement on the application of increments in situations where Agenda for Change staff have a substantive post and also work on the bank in the same profession at the same banding.

2. Following further discussions within STAC, additional guidance has now been agreed covering situations where staff hold a substantive post at a higher band than their bank work, again in the same profession. This is attached as an Annex to this circular.

3. This guidance should be applied to all bank work undertaken from the date of this circular. As with [PCS\(AFC\)2015/2](#), these provisions also apply 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 content of the circular has 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

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

3 February 2016

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

E-mail:
Colin.cowie@scotland.gsi.gov.uk

6. 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

SHIRLEY ROGERS

Director
Health Workforce, Scottish Government

**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 February 2016 – PCS(AFC)2016/1 – 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 February 2016

SCOTTISH TERMS AND CONDITIONS COMMITTEE**FURTHER GUIDANCE ON ANNUAL INCREMENTS FOR BANK WORKERS**

The following approach has been agreed in partnership by STAC.

1. Bank Workers who hold a substantive post in the same profession and on the same pay band:
 - increment for bank contract is awarded in line with increment for substantive post.
2. Bank workers who hold a substantive post in the same profession where the substantive post is on a higher pay band:
 - increment for bank contract is awarded in line with the increment for substantive post and the pay point for the bank role should be the same as that of the substantive post up to the maximum of the pay band of the bank contract. For example, where an employee is in a substantive band 6 role on the first pay point of the band (AfC pay point 21) the bank contract (band 5) would be paid at the same point and would attract annual increments until the maximum of band 5 (AfC pay point 23) has been reached.
3. In situations where the bank contract and substantive role are initially on the same pay band but then the employee moves to a substantive role in a higher pay band, the principles outlined above should apply. Whilst there may not be the years of service required under AfC to move up the pay band in the bank contract, it is agreed that any employee who is considered to have the skills required to undertake a role in a higher pay band is deemed to be experienced enough to be paid at the appropriate higher pay point for their bank work.
4. Situations of temporary promotion to a higher substantive role, eg maternity leave cover, should be addressed locally depending on the particular circumstances. However, should any temporary move become permanent the terms outlined in 3 above should be applied from the date that the temporary post was taken up.