



Dear Colleague

## £500 COVID PAYMENT

1. On 30 November this year, the First Minister Nicola Sturgeon announced a £500 one off payment for all health and care staff as a thank you for helping Scotland cope with COVID-19. The Scottish Government, Employers and Staff Side have since worked in partnership through the Scottish Terms and Conditions Committee to agree the fairest way of allocating this payment to NHS Scotland staff.

2. This circular authorises the service to make this payment to NHS staff and sets out the parameters which have been agreed. A Q&A which addresses likely questions is attached at Annex A.

3. The one off pro-rata non-consolidated £500 will be payable to all directly employed NHS staff, as well as bank workers and locums paid through NHS Payrolls who have had at least one month's continuous service in the NHS Scotland between 17 March and 30 November 2020.

4. The payment is also payable to contractor staff covered by the Two Tier Agreement, and staff working on honorary contracts with the same qualifying criteria as directly employed staff.

5. The payment is capped at £500 and will not exceed this amount, in total, in situations where staff do hours beyond full time or have multiple contracts.

6. For both substantive staff and bank workers, the payment will be based on average hours over the qualifying period, or over the time in service during the qualifying period, capped at a maximum of £500. Staff working full time during the whole qualifying period will therefore automatically receive the £500 and part time staff who worked excess hours or on the bank will also have this reflected, subject to the £500 cap.

23 December 2020

### 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

E-mail:

[hwfpaytermsandconditions@gov.scot](mailto:hwfpaytermsandconditions@gov.scot)

7. The payment will also be made to staff on Covid Special Leave or who are shielding, on sick leave for other reasons or on maternity leave.

8. The payment will not apply to:

- Agency Staff
- Board Chairs and Non-Execs
- People working under IR35 arrangements or Direct Engagement models
- Workers paid on a “fee” basis
- People on career breaks
- Employees dismissed for gross misconduct

9. Staff will receive their bonus payment in February salaries. However we are aware that a number of staff are concerned that a one off lump sum payment could have an adverse impact on any benefits payable by the Department of Work and Pensions . Accordingly we have made provisions for these staff to receive their payment in equal instalments over a 3 month period February – April if they so wish

10. **Should any member of staff wish to opt for payment by instalment please complete the attached form and submit no later than 31 January 2021.** NHS Boards will advise of the process to submit the form and to whom.

11. NHS boards should make staff aware of the circular and the arrangements for the £500 payment as soon as is practically possible.

### **Action**

12. NHS Boards and Special Health Boards should ensure that the above payment is made according to the criteria set out in this circular.

### **Enquiries**

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

14. This circular is available online at [www.publications.scot.nhs.uk](http://www.publications.scot.nhs.uk).

Yours sincerely



**LAURA ZEBALLOS**

Deputy Director  
Health and Social Care,  
Workforce Pay, Practice and Engagement Division



**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 23 December 2020 – PCS(COV)2020/1 – in respect of the payment of a £500 one off payment are hereby approved for the purposes of the said Regulations.

A handwritten signature in black ink, appearing to read 'Laura Zeballos'.

**LAURA ZEBALLOS**

Deputy Director  
Health and Social Care,  
Workforce Pay, Practice and Engagement Division  
Scottish Government  
St Andrew's House  
EDINBURGH  
EH1 3DG  
23 December 2020

**Q&A ON £500 COVID PAYMENT**

In order to ensure that the Q&A is always up to date and that all questions can be addressed in one place, this section of the circular has been moved to the Scottish Government website and can be accessed [here](#).