

The Scottish Government
Health Workforce
Culture, Pay and Partnership Division



Scottish Government
Riaghaltas na h-Alba
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Dear Colleague

AGENDA FOR CHANGE: EVALUATION OF NEWLY DEVELOPED POSTS – REFRESHED GUIDANCE

Summary

1. In recognition of the need for consistency in the evaluation of newly developed posts under Agenda for Change, the Scottish Terms and Conditions Committee has discussed and agreed the protocol set out in the Annex to this circular.
2. This guidance updates and supersedes the guidance previously published as [CEL\(2008\)39](#).

Cabinet Secretary Approval

3. 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

4. NHS Boards, Special Health Boards, NHS Education Scotland, NHS National Services Scotland, Scottish Government colleagues and the Scottish Workforce Advisory Group (SWAG) are asked to take account of this guidance in all situations where newly developed posts are being evaluated and placed on an Agenda for Change pay band.

20 March 2025

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:

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Enquiries

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

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

<https://www.publications.scot.nhs.uk/>

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jane Hamilton'.

JANE HAMILTON

Deputy Director

Health Workforce: Culture, Pay and Partnership 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 20 March 2025 – PCS(AFC)2025/2 – in respect of Evaluation of Newly Developed Agenda for Change Posts in NHS Scotland are hereby approved for the purposes of the said Regulations.

A handwritten signature in blue ink that reads "Jane Hamilton".

JANE HAMILTON

Deputy Director

Health Workforce: Culture, Pay and
Partnership Division

20 March 2025

AGENDA FOR CHANGE: JOB EVALUATION OF NEWLY DEVELOPED POSTS

1. Introduction

1.1 The Scottish Terms and Conditions Committee have agreed arrangements for evaluating newly developed posts covered by Agenda for Change (AfC). This is required to ensure consistency in approach and outcomes across NHS Scotland and falls into two main categories:

- New posts within individual Health Boards
- New posts developed centrally for use across NHS Scotland

1.2 It is recognized that there may be a number of opportunities for the development of new posts within NHS Scotland and it is essential that these are routed through a formal governance process. All new posts must therefore only be routed via the following formal bodies: Health Boards, SGHD, NHS Education Scotland, Scottish Workforce Advisory Group (SWAG).

1.3 The body that develops the post has a responsibility to liaise and secure formal local/national partnership and Job Evaluation support in line with the agreed processes described below.

2. Agreed Processes

2.1 Individual Health Board - When an organisation develops a new post, that organisation will be responsible for evaluating the post and placing it on the appropriate pay band. If such a post is being developed for use by other organisations(s) there should be consultation with all parties involved.

2.2 Central development for across NHS Scotland - Where new posts are being developed centrally, principally through SGHD, NHS Education for Scotland or SWAG, a mechanism for evaluating these posts needs to be agreed to ensure that all staff employed to undertake the new posts, are placed on the appropriate pay band consistently across Scotland.

2.3 It is essential that when developing new posts or career pathways for use across NHS Scotland that key stakeholders including Trade Unions, Professional Organisations and Human Resource/JE representatives are involved in the development. This ensures that any existing or future workforce issues are highlighted at an early stage and can be resolved timeously. When seeking such representative input contact should be made as follows:

- For Trade Union and Professional Organisations representatives: The staff side secretary of the Scottish Partnership Forum (SPF).
- For HR/JE representatives: HR = Chair of HRD Group
- For JE representatives: Co-Chairs of STAC - JE Sub-Group

2.4 If it is agreed that a National Evaluation Panel will be convened to undertake such evaluations on behalf of NHS Scotland. The job description in question should be provided to the STAC Job Evaluation Sub-Group who will arrange for evaluation to be undertaken in line with the protocol. Job descriptions should, in the first instance, be sent to the Agenda for Change Terms and Conditions Lead.

2.5 If it is agreed that one territorial Health Board should undertake such evaluations on behalf of NHSScotland. The job description in question should be submitted to the HRD's Group who will arrange for evaluation to be undertaken in line with the protocol. Job descriptions should, in the first instance, be sent to the Agenda for Change Terms and Conditions lead who will liaise with the HRD's Group as appropriate.

2.6 Central development for new posts across NHS Scotland but with local adaptation - Where new posts are developed centrally but contain elements within them that may be adapted to suit local needs, the core job description(s) will be issued to Boards to allow local evaluation to take place to ensure that the post being undertaken is rewarded appropriately and in line with the AfC Job Evaluation scheme.

3 Conclusion

3.1 The application of the above proposals will help ensure that new posts are appropriately evaluated in advance of being introduced and minimize equal pay issues arising from different outcomes being applied. Key stakeholders must be involved in the introduction of new posts. This avoids delay in developing career pathways and service development initiatives and the need for retrospective action.