

PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2007/08

CEL (2007) 22

18 December 2007

Summary

1. This letter announces the following amendments to the pay arrangements for those on the Executive and Senior Management pay arrangements introduced by [HDL\(2006\)23](#), [HDL\(2006\)59](#) and [CEL\(2007\)4](#). The amendments take effect from 1 October 2007:

1.1 An extension of 1.8% to the minima and maxima of the pay ranges.

1.2 Revised consolidated performance pay progression and arrangements for non - consolidated payments.

1.3 Arrangements for bringing staff who would otherwise be paid less than the minimum for their pay range following the application of the consolidated pay increases, up to the new minima for 2006/07 and 2007/08.

1.4 Arrangements to enable NHS Boards to make non-consolidated payments to managers with superior or outstanding performance assessments and whose employment ends during the period 1 April to 30 September.

2. The contracted working week for those in the Executive and Senior Management Cohorts increases from 37 to 37.5 hours with effect from 1 December 2007. As a direct consequence of the increase in hours, the minima and the maxima of the pay ranges and the salaries of individual managers, including those on protection, are increased by a further 1.35% with effect from 1 December 2007 in accordance with paragraph 7 of the Schedule to the attached Direction.

3. The arrangements are mandatory for all staff in the Executive and Senior Management Cohorts in NHS Boards, NHS National Services Scotland, the State Hospital Board for Scotland, NHS Education for Scotland, NHS Quality Improvement for Scotland, NHS Health Education, NHS24, Scottish Ambulance Service and National Waiting Times Centre Board, hereinafter referred to as employing authorities.

Addressees

For action

Chairs and Chief Executives of Health Boards, NHS National Services Scotland, State Hospital Board for Scotland, NHS Health Scotland, NHS Quality improvement Scotland, NHS 24, National Waiting Times Centre Board.

For information

Members of the NHSScotland Scottish Partnership Forum and Local Partnership Forums

Enquires to:

Garrick Wagner
Scottish Government
Health Directorates
Health Workforce
Directorate
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244-3006
Fax: 0131-244-2837

Email:
Garrick.wagner@scotland.gsi.gov.uk

<http://www.scotland.gov.uk>

Action

4. Chairs and Chief Executives should ensure:

- the terms of the Direction and Schedule are actioned in their employing authority;
- that this letter is copied to their Local Partnership Forum for information.

Yours sincerely

PAUL MARTIN

Chief Nursing Officer and Interim Director for Health Workforce

NATIONAL HEALTH SERVICE (SCOTLAND)

EXECUTIVE AND SENIOR MANAGEMENT GRADES (REMUNERATION AND CONDITIONS OF SERVICE DIRECTION)

1. The Scottish Ministers in exercise of powers conferred on them by section 105(7) of, and paragraph 5 of Schedule 1, paragraph 7 of Schedule 5 and paragraph 6(1) of Schedule 7A to the National Health Service (Scotland) Act 1978 (as amended) hereby give the following direction.
2. This Direction may be cited as the “Executive and Senior Management Grades (Remuneration and Conditions of Service Direction) 2007 Number 2”, and is given to Health Boards, NHS National Services Scotland, the State Hospital Board for Scotland, NHS Health Scotland, NHS Quality Improvement Scotland, Scottish Ambulance Service, NHS Education for Scotland, NHS 24 and National Waiting Times Centre Board, hereinafter referred to as “employing authorities”.
3. Employing authorities should apply the provisions detailed in Schedule 1 and the Annex to this Direction.

Elinor Mitchell

Deputy Director for Health Workforce – Planning and Development
(A member of staff of Scottish Ministers)
Scottish Government Health Directorates
St Andrew’s House
EDINBURGH
EH1 3DG
18 December 2007

SCHEDULE EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2007/08

Pay Ranges

1. The minima and maxima of the pay ranges are increased by 1.8% with effect from 1 October 2007 as per Table 1.
2. The minima and maxima of the pay ranges are increased by a further 1.35% due to the increase of contracted hours in the working week with effect from 1 December 2007 as per Table 2

Performance Pay

3. Consolidated and relevant non - consolidated payments should be applied with effect from 1 October 2007 based on performance in the year 2006/07.

Consolidated Performance Related Pay

4. The appropriate consolidated percentage increases for individual managers based on their performance markings for 2006/07 should be applied to their personal salary at 30 September 2007 and added to that salary to give the manager's consolidated personal salary position within the pay range with effect from 1 October 2007 as follows:

<i>Unacceptable</i>	Nil
<i>Incomplete</i>	1.8%
<i>Fully Acceptable</i>	3.5%
<i>Superior</i>	5.0%
<i>Outstanding</i>	5.0%

5. No manager will receive more than the maximum consolidated salary for their pay range.
6. See paragraphs 13, 14 and 15 for managers on protection.
7. The consolidated salaries of all managers, including those on protection, should be increased by a further 1.35% with effect from 1 December 2007 due to the increase of contracted hours in the working week.

Non - Consolidated Performance Related Pay

8. Non - consolidated pay may only be paid to managers whose performance in the year 2006/07 is rated as 'Superior' or 'Outstanding'. This should be calculated as a percentage of their salary at 30 September 2007, as follows:

<i>Superior</i>	2.5%
<i>Outstanding</i>	4.5%

9. Non - consolidated performance payments are payable to all managers including those at the maximum of their pay range and those on protection.

Managers below the Minimum of their Pay Range 2006/7

10. Paragraph 10 of Schedule 1 to NHS [CEL\(2007\)4](#) advised that managers on either of the bottom two transfer points for their grade should move to their new consolidated salary in accordance with paragraph 5 of Schedule 1 to NHS CEL(2007)4 with effect from 1 October 2006.

11. Following application of the provisions described in paragraph 10 above, the salaries of some managers remained below the minimum for their pay range. All managers in this position should be brought up to the minimum of their pay range with effect from 1 October 2006 or their date of appointment if later. This arrangement does not apply to any manager whose performance in 2005/06 has been rated as unacceptable.

Promotion or Acting Up

12. Managers who are promoted to or act up to a post on a higher grade (as evaluated by the National Evaluation Committee) should move to the minimum of the range for the new grade or receive an increase of 4% in their consolidated pay if greater. In exceptional circumstances, a manager who is promoted or acts up may receive an increase of up to 10% on their consolidated pay. The reasons for any such increases must be fully evidenced and may, for example, take into account performance in the previous grade and consequent eligibility for performance payments.

Managers on Protection

13. Managers on personal protection who are at their maximum personal salary are eligible for an 1.8% consolidated uplift from 1 October 2007, unless their performance is rated 'unacceptable' in which case no increase is payable.

14. Managers on personal protection who are not at their maximum personal salary should have the value of their maximum personal salary increased by 1.8% with effect from 1 October 2007. They should then receive the appropriate consolidated percentage pay increase for their performance in accordance with paragraph 4 above subject to their maximum personal salary not being exceeded.

15. The consolidated increase of 1.35% which takes effect from 1 December 2007 should be applied to all managers on protection.

New Appointments

16. The placement of new appointments within pay ranges should be in the lower half of the pay range. Any placement of a new appointment in the upper half of a pay range must have the approval of the Remuneration Committee; this should be the exception rather than the norm and the reasons for it fully evidenced.

Leavers during the period 1 April to 30 September

17. As a consequence of the performance and pay cycle now covering a period of 18 months, managers whose employment terminates during the period 1 April to 30 September receive no payment in recognition of their performance during the previous performance year. To rectify this, NHS Boards will now have discretion to make a one off non - consolidated payment to managers whose employment ends during the period 1 April to 30

September and whose performance in year to the preceding 31 March was rated as superior or outstanding. Payment may be made for appropriate performance up to the percentage values shown in paragraph 7. No such payment should be made to anyone dismissed from the Service.

Terms and conditions

18. Terms and conditions for the Executive Cohort are as set out in the model contract issued with [HDL\(2006\)23](#), as laid down and amended by the UK Staff Council and as set out in the Agenda for Change NHS Terms and Conditions of Service Handbook. Under the Agenda for Change NHS Terms and Conditions the hours of work increase to 37.5 hours per week with effect from 1 December 2007. Members of the Senior Management Cohort are subject to the same Terms and Conditions.

19. Whilst managers are required to work the hours needed to discharge their responsibilities subject to their right under working time regulations, a working week of 37.5 hours should be used for calculating sick pay, etc. and for payment to part-time managers with effect from 1 December 2007.

ANNEX A**EXECUTIVE AND SENIOR MANAGEMENT COHORTS –
PAY BANDS FROM 1 OCTOBER 2007: TABLE 1**

Grade	Pay Range Minimum	Pay Range Maximum
A	£40,937	£55,793
B	£46,976	£64,023
C	£53,906	£73,467
D	£61,858	£84,306
E	£70,983	£96,743
F	£81,454	£111,015
G	£93,471	£127,392
H	£107,261	£146,185
I	£123,083	£167,750

PAY BANDS FROM 1 DECEMBER 2007: TABLE 2

Grade	Pay Range Minimum	Pay Range Maximum
A	£41,490	£56,546
B	£47,610	£64,887
C	£54,634	£74,459
D	£62,693	£85,444
E	£71,941	£98,049
F	£82,554	£112,514
G	£94,733	£129,112
H	£108,709	£148,159
I	£124,745	£170,015