

**PAY AND CONDITIONS OF SERVICE  
EXECUTIVE AND SENIOR MANAGEMENT PAY 2008/09**

**CEL (2008)52**

**22 December 2008**

**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](#), [CEL\(2007\)4](#) and [CEL \(2007\)22](#). The amendments take effect from 1 October 2008:

1.1 An extension of 2.25% to the minima and maxima of the pay ranges.

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

2. 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 Scotland, NHS Health Scotland, NHS24, Scottish Ambulance Service and the National Waiting Times Centre Board, hereinafter referred to as employing authorities.

**Action**

3. Chairs and Chief Executives should ensure:

- the terms of the Direction and Schedule 1 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

**Addressees**

For action

Chairs and Chief Executives of Health Boards, NHS National Services Scotland, State Hospital Board for Scotland, NHS Health Scotland, NHS Education Scotland, Scottish Ambulance Service, NHS Quality Improvement Scotland, NHS 24, National Waiting Times Centre Board.

For information

Members of the NHSScotland Scottish Partnership Forum and Local Partnership Forums

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**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) 2008”, and is given to NHS 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 the National Waiting Times Centre Board, hereinafter referred to as “employing authorities”.

3. Employing authorities should apply the provisions detailed in Schedule 1 and Annex A to this Direction.

**JACQUI JONES**

Interim Deputy Director for Health Workforce - Employment and Retention  
(A member of staff of Scottish Ministers)

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18 December 2008



# SCHEDULE 1

## EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2008/09

### Pay Ranges

1. The minima and maxima of the pay ranges are increased by 2.25% with effect from 1 October 2008 as per Table 1.

### Performance Pay

2. Consolidated and relevant non - consolidated payments should be applied with effect from 1 October 2008 based on performance in the year 2007/08.

### Consolidated Performance Related Pay

3. The appropriate consolidated percentage increases for individual managers based on their performance markings for 2007/08 should be applied to their personal salary at 30 September 2008 and added to that salary to give the manager's consolidated personal salary position within the pay range with effect from 1 October 2008 as follows:

<i>Unacceptable</i>	Nil
<i>Incomplete</i>	2.25%
<i>Fully Acceptable</i>	5.75%
<i>Superior</i>	6.75%
<i>Outstanding</i>	6.75%

4. No manager will receive more than the maximum consolidated salary for their pay range.

5. See paragraphs 8 and 9 for managers on protection.

### Non - Consolidated Performance Related Pay

6. Non - consolidated pay may only be paid to managers whose performance in the year 2007/08 is rated as 'Superior' or 'Outstanding'. This should be calculated as a percentage of their salary at 30 September 2008, as follows:

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

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

### Managers on Protection

8. Managers on personal protection who are at their maximum personal salary are eligible for a 2.25% consolidated uplift from 1 October 2008, unless their performance is rated 'unacceptable' in which case no increase is payable.

9. Managers on personal protection who are not at their maximum personal salary should have the value of their maximum personal salary increased by 2.25% with effect from 1 October 2008. They should then receive the appropriate consolidated percentage pay

increase for their performance in accordance with paragraph 3 above subject to their maximum personal salary not being exceeded.

**Other Conditions**

10. The provisions relating to promotion and acting up, new appointments and leavers during the period 1 April to 30 September, as set out in [CEL\(2007\)4](#) and [CEL\(2007\)22](#), are unaffected by the terms of this Direction.



**ANNEX A****EXECUTIVE AND SENIOR MANAGEMENT COHORTS –  
PAY BANDS FROM 1 OCTOBER 2008: TABLE 1**

<b>Grade</b>	<b>Pay Range Minimum</b>	<b>Pay Range Maximum</b>
<b>A</b>	42,424	57,818
<b>B</b>	48,681	66,347
<b>C</b>	55,863	76,134
<b>D</b>	64,104	87,366
<b>E</b>	73,560	100,255
<b>F</b>	84,411	115,046
<b>G</b>	96,864	132,017
<b>H</b>	111,155	151,493
<b>I</b>	127,552	173,840