

Dear colleague

## PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2009/10

### Summary

1. This letter announces the following in respect of the Executive and Senior Management pay arrangements introduced by HDL(2006)23, HDL(2006)59, CEL(2007)4, CEL (2007)22 and CEL (2008)52. The amendments take effect from 1 October 2009 and relate to the 2008/09 performance year:

- 1.1 No change to the pay ranges for grades D to I.
- 1.2 An extension of 1.5% to the minima and maxima of the pay ranges for grades A to C.
- 1.3 No provision for non consolidated performance payments in respect of the performance year 2008/09.
- 1.4 Revised consolidated pay progression, based on performance in the year 2008/09, for staff not at the maximum of their pay range. **Staff will not receive more than the maximum consolidated salary for their pay range.**

2. The performance pay 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.

3. The independently chaired National Performance Management Committee provides assurance that the performance management arrangements for the Executive cohort are robust and consistent, and conveys this to individual employing authorities to enable application of performance based progression in appropriate cases.

CEL (2010)6

1 March 2010

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#### 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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#### Enquires to:

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## Action

4. Chairs and Chief Executives should ensure that:
  - the terms of the Direction and Schedule 1 are actioned in their employing authority;
  - this letter is copied to their Local Partnership Forum for information.

Yours sincerely



**DR INGRID J CLAYDEN**  
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) 2010”, 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 to this Direction.



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(A member of staff of Scottish Ministers)

The Scottish Government

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1 March 2010

## SCHEDULE 1

### EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2009/10

#### Pay Ranges

1. The minima and maxima of the pay ranges for grades A to C are increased by 1.5% with effect from 1 October 2009 as per the table below: **This increase is not applied to employees' salaries.**

#### Grades A to C

Grade	Pay Range Minima		Pay Range Maxima	
	1 October 2008	1 October 2009 (increase of 1.5%)	1 October 2008	1 October 2009 (increase of 1.5%)
A	42,424	43,060	57,818	58,685
B	48,681	49,411	66,347	67,342
C	55,863	56,701	76,134	77,276

2. The minima and maxima of the pay ranges for grades D to I are maintained at their existing levels as per the table below:

#### Grades D to I

Grade	Pay Range Minima		Pay Range Maxima	
	1 October 2008	1 October 2009 (0% increase)	1 October 2008	1 October 2009 (0% increase)
D	64,104	64,104	87,366	87,366
E	73,560	73,560	100,255	100,255
F	84,411	84,411	115,046	115,046
G	96,864	96,864	132,017	132,017
H	111,155	111,155	151,493	151,493
I	127,552	127,552	173,840	173,840

#### Consolidated Performance Related Pay

3. Consolidated pay progression within the pay ranges should be applied with effect from 1 October 2009 based on performance in the year 2008/09.

4. The appropriate consolidated percentage increases for individual employees based on their performance markings for 2008/09 should be applied to their personal

salary at 30 September 2009 and added to that salary to give the employee's consolidated personal salary position within the pay range with effect from 1 October 2009 as follows:

<b>Grades A to C</b>	
<i>Unacceptable</i>	0%
<i>Incomplete</i>	1.5%
<i>Fully Acceptable</i>	3.4%
<i>Superior</i>	3.9%
<i>Outstanding</i>	4.4%

<b>Grades D to I</b>	
<i>Unacceptable</i>	0%
<i>Incomplete</i>	0%
<i>Fully Acceptable</i>	1.9%
<i>Superior</i>	2.4%
<i>Outstanding</i>	2.9%

5. **No employee will receive more than the maximum consolidated salary for his or her pay range.**

#### **Staff on Protection**

6. Paragraphs 7 and 8 below do **not** apply to employees whose personal salary protection is based on any of the following:

- Executive and Senior Management pay ranges D to I;
- old Executive Level pay ranges 5 to 1; or,
- old General and Senior Manager pay ranges 8 to 12.

7. Employees on personal protection who are at their maximum personal salary are eligible for a 1.5% consolidated uplift from 1 October 2009, unless their performance is rated 'unacceptable' in which case no increase is payable.

8. Employees on personal protection who are not at their maximum personal salary should have the value of their maximum personal salary increased by 1.5% with effect from 1 October 2009.

9. Employees on personal protection who are not at their maximum personal salary should 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.

#### **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.