

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



Dear Colleague

RECRUITMENT AND RETENTION PREMIA FOR STAFF IN MEDIUM SECURE UNITS

Summary

1. The Scottish Terms and Conditions Committee (STAC) recognises the need to recruit and retain staff in Scotland's Regional Medium Secure Units. A Working Group was therefore set up to discuss, in partnership, an appropriate recruitment and retention premia. The Working Group has made recommendations and these have been accepted by STAC. The Annex to this circular sets out what has been agreed and replaces any previous arrangements for Medium Secure Units.

Cabinet Secretary Approval

2. This circular has been approved by the Cabinet Secretary under regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537). A copy of the formal approval is attached.

Action

3. NHS Boards, Special Health Boards and NHS National Services Scotland (Common Services Agency) should ensure that staff in Medium Secure Units are paid in accordance with this circular from 1 April 2009.

31 March 2009

Addresses

For action

Chief Executives, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency) Directors of Finance, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency) Directors of Human Resources, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

For information

Members, Scottish Partnership Forum
Members, Scottish Terms and Conditions Committee
Members, Scottish Workforce and Staff Governance Committee

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

www.show.scot.nhs.uk/sehd/publications.asp

Yours sincerely

JACQUI JONES

Deputy Director for Health Workforce
Employment and Retention

**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 31 March 2009 – PCS(AFC)2009/5 – in respect of the recruitment and retention premium payable to staff in Medium Secure Units are hereby approved for the purposes of the said Regulations.

JACQUI JONES
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Employment and Retention
Scottish Government
Health Directorates
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31 March 2009

RECRUITMENT AND RETENTION PREMIA FOR STAFF IN MEDIUM SECURE UNITS

Background

To ensure consistency across NHS Scotland, the Scottish Terms and Conditions Committee (STAC) set up a Joint Working Group to agree eligibility criteria and recommend a suitable level of payment for a long term recruitment and retention premium for all categories of Agenda for Change staff working in Regional Medium Secure Units. The Working Group has now made recommendations and these have been accepted by STAC.

Qualifying Rationale and Level of payment

Given that the RRP is linked to the patient group and environmental factors, the agreement is for a flat level payment to all eligible staff. The payment will be £1,500 per annum. Where appropriate, the payment will be pro-rata according to the criteria set out below.

The payment will only apply to staff who work in designated Regional Medium Secure Units. Any interim payment to staff in low security facilities will therefore discontinue from 1 April 2009 and no protection will apply. Where services have low secure units, but within a separate location, payment would only apply to staff working in the Medium Secure Unit.

Eligibility Criteria for Payment of RRP

Staff working in the Medium Secure Unit will be eligible for the RRP payment provided that 50% or more of their contracted hours are worked in the Medium Secure Unit.

Staff who work less than 50% of their contracted hours in the medium secure unit will be eligible for the RRP payment on a pro-rata basis, determined by the percentage time of the contracted hours that are spent in the unit.

Part time staff will attract payment on a pro-rata, whole-time equivalent (wte), basis. For example:

- Someone working part time (20 hours) and more than 50% of that time in the Medium Secure Unit will get paid on the following basis – $£1,500 \times 20/37.5 = £800$
- Someone working full time, but less than 50% of that (14 hours) in the Medium Secure Unit will get – $£1,500 \times 14/37.5 = £560$
- Someone working part time (20 hours) and less than 50% of that time (8 hours) in the Medium Secure Unit will get – $£1,500 \times 8/37.5 = £320$

Effective Date and Uplifting

This payment will be effective from 1 April 2009 and will be uplifted annually in line with agreed AfC cost of living increases.