

The Scottish Government

Health Workforce and Performance Directorate
Pay and Terms and Conditions of Service Division



**PAY AND CONDITIONS OF SERVICE
EXECUTIVE AND SENIOR MANAGEMENT PAY 2013-14**

Summary

1. This circular announces the pay arrangements for 2013-14 in respect of the Executive and Senior Management cohorts.
2. The details are as follows:
 - a) The settlement date is moved from 1st October to 1st April.
 - b) The minimum and maximum points of pay ranges A to C and the minima of pay ranges D and E are increased by 1%.
 - c) A 1% basic award for staff on salaries below £80,000 with tapering for those within 1% of £80,000.
 - d) No basic award for staff on salaries of £80,000 or above.
 - e) Performance based pay progression of up to 4% based on performance in the year 2012-13 for staff on all pay ranges who are not at the maximum of their pay range.
 - f) Staff whose performance is rated unacceptable in 2012-13 are not entitled to any pay increase or pay progression.
3. These pay arrangements are mandatory for all staff in the Executive and Senior Management cohorts in NHS Boards, NHS Education for Scotland, Healthcare Improvement Scotland, NHS Health Scotland, NHS24, Scottish Ambulance Service, State Hospital Board for Scotland, NHS National Services Scotland and the National Waiting Times Board, hereinafter referred to as employing authorities.

27 September 2013

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, Healthcare Improvement Scotland, NHS 24, National Waiting Times Board.

For information

Members of the NHSScotland Scottish Partnership Forum and Local Partnership Forums

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

Action

5. Chairs and Chief Executives should ensure that:
- the terms of the Direction and Schedule 1 are actioned in their employing authority; and
 - this letter is copied to their Local Partnership Forum for information; and
 - they make their own arrangements for additional copies of this letter which can be viewed at www.show.scot.nhs.uk/sehd/publications.asp

Yours sincerely



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The Scottish Government
Health Workforce and Performance
Directorate
Pay and Terms and Conditions of
Service Division



NATIONAL HEALTH SERVICE (SCOTLAND)

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

1. Scottish Ministers, in exercise of the 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) 2013”, and is given to NHS Boards, NHS National Services Scotland, the State Hospital Board for Scotland, NHS Health Scotland, Healthcare 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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27 September 2013

SCHEDULE 1

EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2013-14

Pay Ranges

1. The minima and maxima of pay ranges A to C, and the minima of pay ranges D and E are uplifted by 1%. The maxima of pay ranges D and E and the pay ranges for Grades F to I are maintained at existing levels. The pay ranges for all grades for application from 1 April 2013 are given below.

Pay Ranges Effective from 1 April 2013		
Grade	Pay Range Minima	Pay Range Maxima
A	£43,491	£59,272
B	£49,905	£68,015
C	£57,268	£78,049
D	£64,745	£87,366
E	£74,296	£100,255
F	£84,411	£115,046
G	£96,864	£132,017
H	£111,155	£151,493
I	£127,552	£173,840

Basic Award

2. All staff on salaries of less than £80,000 at 31 March 2013 will receive a basic pay uplift of 1% unless performance is rated as unacceptable in which case no increase is payable. For staff whose salary on 31 March is just below £80,000, the increase will be capped so that the new salary does not exceed £80,000.

Consolidated Performance Related Pay

3. Consolidated pay progression within the pay ranges should be applied with effect from 1 April 2013 following application of the basic award in paragraph 2 above.

4. The appropriate consolidated percentage increases for individual employees based on their performance markings for 2012-13 should be applied to their personal salary at 1 April 2013 and added to that salary to give the employee's consolidated personal salary position within the pay range with effect from 1 April 2013 as follows:

Unacceptable	0%
Incomplete	2%
Fully Acceptable	3.5%
Superior	4%
Outstanding	4%

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

Staff on Protection

6. Maximum personal salaries of £80,000 or above remain at their current levels. Maximum personal salaries below £80,000 should be increased by 1% subject to the maximum of £80,000 not being exceeded.

7. A basic uplift of 1% should be applied to current salaries in accordance with paragraph 2 above.

8. Performance based pay progression should be applied in accordance with paragraph 4 subject to maximum personal salaries not being exceeded.

9. The provisions detailed in paragraphs 6 to 8 above do not apply to staff whose protection is based on old Executive Level pay ranges 1 to 5, or old General and Senior Manager pay ranges 8 to 12.