

## **PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2018-19**

### **Summary**

1. This circular announces the pay arrangements for 2018-19 in respect of the Executive and Senior Management (ESM) cohorts.
2. The details are as follows:
  - a) An increase of 3% to the minimum of any scale where this is currently less than £80,000.
  - b) An increase of 3% to the maximum of any scale where this is currently less than £80,000.
  - c) An increase of £1,600 to the minimum of any scale where this is currently £80,000 or above.
  - d) An increase of £1,600 to the maximum of any scale where this is currently £80,000 or above.
  - e) An increase of 3% for ESM staff currently earning up to £80,000 and an increase of £1,600 for ESM staff currently earning £80,000 or above, subject to (g) below.
  - f) Performance based pay progression of up to 3% based on performance in the year 2017-18 for staff on all pay ranges who are not at the maximum of their pay range.
  - g) Staff whose performance is rated unacceptable in 2017-18 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 Scotland territorial and special NHS Boards.

14 December 2018

### **Addressees**

#### For action

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

#### For information

Members of the NHSScotland  
Scottish Partnership Forum

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4. As you will be aware, a new on-line HR system called Turas Appraisal has been put in place for NHS Scotland ESM staff this year. Guidance to accompany this, which will refresh the Performance Management and Appraisal arrangements set out in PCS(ESM)2013/1, will be published shortly.

**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.sehd.scot.nhs.uk](http://www.sehd.scot.nhs.uk).

Yours sincerely

A handwritten signature in black ink, reading 'Shirley Rogers'.

**SHIRLEY ROGERS**

Director  
Health Workforce, Leadership and  
Service Transformation Directorate

The Scottish Government

Health Workforce, Leadership and Service Transformation Directorate  
NHS Pay and Conditions



**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) 2018”, and is given to all NHS Scotland territorial and special NHS Boards.
3. All Boards should apply the provisions detailed in Schedule 1 to this Direction.



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14 December 2018

## **SCHEDULE 1**

### **EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2018-19**

#### **Pay Ranges**

1. The minima and maxima of pay ranges A to I are uplifted by 3% where the 2017-18 rate was below £80,000 and £1,600 where this was £80,000 and above. The pay ranges applying from 1 April 2018 are given below.

<b>Pay Ranges Effective from 1 April 2018</b>		
<b>Grade</b>	<b>Pay Range Minima</b>	<b>Pay Range Maxima</b>
<b>A</b>	£46,616	£63,530
<b>B</b>	£53,491	£72,901
<b>C</b>	£61,382	£82,819
<b>D</b>	£69,395	£92,514
<b>E</b>	£79,633	£105,927
<b>F</b>	£89,440	£121,318
<b>G</b>	£102,398	£138,979
<b>H</b>	£117,269	£159,245
<b>I</b>	£134,332	£182,499

#### **Basic Award**

2. All staff currently earning below £80,000 will receive a basic uplift of 3% and all staff currently earning £80,000 or above will received a £1,600 uplift, unless performance is rated as unacceptable in which case no increase is payable.

#### **Consolidated Performance Related Pay**

3. In addition to the basic pay increase set out in paragraph 2, consolidated pay progression within the pay ranges based on performance markings for 2017-18, should be applied with effect from 1 April 2018 according to the following table.

Performance Marking	% increase within range
Unacceptable	0%
Incomplete	1.0%
Fully Acceptable	2.4%
Superior	3.0%
Outstanding	3.0%

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

#### **Staff on Protection**

5. Employees on personal protection who are at their maximum personal salary are eligible for a 3% increase if their current salary is less than £80,000 and £1,600 if their current salary is £80,000 and above. This consolidated uplift is payable from 1 April 2018, unless their performance is rated “unacceptable” in which case no increase is payable.
6. Employees on personal protection who are not at their maximum personal salary should have the value of their maximum personal salary increased by 3% if their current salary is less than £80,000 and £1,600 if their current salary is £80,000 or above, with effect from 1 April 2018. Performance based pay progression should be applied in accordance with paragraph 3, subject to maximum personal salaries not being exceeded.