



Dear Colleague

NHS SCOTLAND: AGENDA FOR CHANGE JOB DESCRIPTION SHARING PROTOCOL

1. Since Agenda for Change was introduced in 2004, Boards have developed and agreed their own job descriptions and completed job evaluation to determine the correct Agenda for Change pay band for a given post. This requires significant resource to develop and agree job descriptions, operate grading panels and complete consistency checks.
2. Informal sharing of job descriptions has taken place across NHS Scotland using various means. However, this can create equal pay risks to Boards. These risks increase when Boards do not follow agreed job evaluation scheme processes and procedures. When Boards adopt a job description and associated pay band that has not been evaluated within their own organisation, equal pay risks are heightened.
3. Recognising the issues set out above, the Scottish Terms and Conditions Committee Job Evaluation Group has developed the protocol and flow chart attached to this circular as Annex A and Annex B respectively.

Action

4. NHS Boards and Special Health Boards wishing to share job descriptions should refer to this guidance and follow the protocol closely in order to minimise any equal pay risks which may arise.
5. This circular is available online at:
www.publications.scot.nhs.uk.

Yours sincerely

LAURA ZEBALLOS
Deputy Director, Health Workforce
Pay, Practice and Partnership Division

6 April 2023

Addressees

For action

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

Enquiries to:

Colin Cowie
Scottish Government Health
Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

E-mail:

hwfpaytermsandconditions@gov.scot



**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 6 April 2023 – PCS(AFC)2023/3 – in respect of the sharing of job descriptions are hereby approved for the purposes of the said Regulations.

LAURA ZEBALLOS
Deputy Director
Health Workforce
Pay, Practice and Partnership Division
Scottish Government
St Andrew's House
EDINBURGH
EH1 3DG
6 April 2023

NHS SCOTLAND: AGENDA FOR CHANGE JOB DESCRIPTION SHARING PROTOCOL

1. Recognising that Boards may wish to adopt a job description generated by another NHS Scotland Board, this sharing protocol has been agreed by the STAC Job Evaluation Group. The purpose of the protocol is to provide guidance on the process to be followed by Boards to help ensure fairness, transparency and a consistent approach.

2. The NHS Job Evaluation Scheme Handbook, Chapter 10, includes guidance for organisations when using job descriptions generated elsewhere:

10.2.8. If job descriptions are used that have not been generated from within the organisation, it is essential that there is a robust audit trail outlining the job evaluation processes used to determine the banding of the job. Organisations must not simply rely on pay bandings determined by other employers without assuring themselves that they could defend the outcome if challenged.

10.2.9. Job descriptions used from other organisations must be checked for consistency against other posts in the organisation. Failure to do so could result in equal pay challenges.

3. In this protocol, the originator/host Board is defined as the NHS Board who completed the job evaluation exercise to establish the Agenda for Change pay band for the post. The requesting organisation is the NHS Board making the request to use a job description graded by another NHS Board in Scotland.

4. The STAC JE Lead will provide support and advice on application of the protocol and manage the administration process for sharing job descriptions and confirming the pay band information.

5. Job description requests should be submitted to the STAC JE team by Job Evaluation Leads only after completion of local checks to confirm the Board does not have a suitable job description available.

6. NHS Board Job Evaluation Leads are required to confirm that job descriptions put forward to be adopted in another Board have been graded and consistency checked before these are shared with other Boards.

7. Where job descriptions created by another Board are adopted or revised for use in their organisation, NHS Board Job Evaluation Leads will ensure consistency checks are completed as described in section 10.2.9 of the Job Evaluation Scheme Handbook.

8. When job descriptions are revised Job Evaluation Leads must arrange for a review of the factors relevant to the changed content. Local consistency checks must be completed as per normal job evaluation practice. The STAC JE Group [Changed Jobs Good Practice Guide](#) provides more information on this.

9. Robust records must be maintained by NHS Board Job Evaluation Leads to provide an audit trail of decisions made in case of any challenges or equal pay claims.

**NHS SCOTLAND: AGENDA FOR CHANGE JOB DESCRIPTION SHARING PROTOCOL
FLOW CHART**

