

Dear Colleague

CEL 39 (2008)

17 September 2008

EVALUATION OF NEWLY DEVELOPED POSTS

Summary

1. In recognition of the need for consistency in the evaluation of newly developed posts under Agenda for Change, the Scottish Terms and Conditions Committee has discussed and agreed the protocol set out in the Annex to this Chief Executive Letter (CEL).

Action

2. NHS Boards, Special Health Boards and NHS National Services Scotland (Common Services Agency) are asked to take account of this guidance in all situations where newly developed posts are being evaluated for Agenda for Change banding.

3. Employers are asked to make their own arrangements for obtaining additional copies of this CEL which can be viewed at:

<http://www.sehd.scot.nhs.uk/>

Yours sincerely

JACQUI JONES

Acting Deputy Director for Health Workforce
Employment and Retention

Addresses

For action

Chairs, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)
Chief Executives, 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 Governance Group

Enquires to:

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AGENDA FOR CHANGE

Job Evaluation Scheme

Evaluation of Newly Developed Posts

1. Introduction

1.1 The Scottish Terms and Conditions Committee have agreed arrangements for evaluating newly developed posts under Agenda for Change (AfC). This is required to ensure consistency in approach and outcomes across NHS Scotland and falls into two main categories:

- New posts within individual Health Boards
- New posts developed centrally for use across NHSScotland.

2. Agreed Processes

2.1 When an organisation develops a new role, that organisation will be responsible for evaluating the post and placing it on the appropriate pay band. If such a role is being developed for use by other organisations(s) there should be consultation with all parties involved.

2.2 Where new roles are being developed centrally, principally through SGHD or NHS Education for Scotland, a mechanism for evaluating these roles needs to be agreed to ensure that all staff employed to undertake the new roles are placed on an appropriate pay band and there is consistency in Scotland. It is agreed that one territorial Health Board should undertake such evaluations on behalf of NHSScotland. To action this, the job description in question should be submitted to the HRD's Group who will arrange for evaluation to be undertaken in line with the protocol. Job descriptions should, in the first instance, be sent to Janis Millar at Janis.millar@scotland.gsi.gov.uk

2.3 However, where such new roles are developed but contain elements within them that may be adapted to suit local needs, core job descriptions should be issued to Boards to allow local evaluation to take place to ensure that the role undertaken is rewarded appropriately and in line with the AfC Job Evaluation scheme.

3. Conclusion

3.1 The application of the above proposals will help ensure that new posts are appropriately evaluated in advance of being advertised and that no equal pay issues arise from different outcomes being applied.