

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 2012-13

Summary

1. This circular announces the following in respect of the Executive and Senior Management pay arrangements introduced by HDL(2006)23, HDL(2006)59, CEL(2007)4, CEL(2007)22, CEL(2008)52, CEL(2010)6, CEL(2011)7 and PCS(ESM)2012/1.

The amendments take effect from 1 October 2012 and relate to the 2011-12 performance year. In line with PCS(ESM)2012/1 the settlement date for Executive and Senior Managers has now moved to 1st April, therefore this circular reflects an interim arrangement from 1 October 2012 to 31 March 2013. Further details of the settlement agreement from 1st April 2013 will follow in due course.

1.1. No change to the pay rates for grades A to I.

1.2. No provision for non consolidated performance payments in respect of the performance year 2011-12

1.3. Consolidated pay progression, based on performance in the year 2011-12, for staff on Executive and Senior Management Grades D to I will be set at zero.

1.4. Revised consolidated pay progression, based on performance in the year 2011-12, for staff on Executive and Senior Management Grades A to C not at the maximum of their pay range. **Staff will not receive more than then maximum consolidated salary for their pay range.**

2. The performance 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 and the National Waiting Times Centre Board, hereinafter referred to as employing authorities.

3 April 2013

Addresses

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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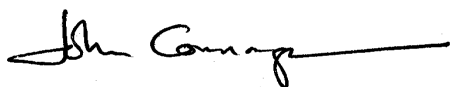
<http://www.scotland.gov.uk>

3. The independently chaired National Performance Management Committee 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

4. 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

A handwritten signature in black ink, appearing to read 'John Connaghan', with a long horizontal stroke extending to the right.

JOHN CONNAGHAN
Director for Health Workforce and Performance

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. The Scottish Ministers, in exercise of 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.

JOHN CONNAGHAN

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(A member of staff of Scottish Ministers)
Scottish Government
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3 April 2013

SCHEDULE 1

**EXECUTIVE AND SENIOR MANAGER COHORTS PAY ARRANGEMENTS
2012-13**

Pay Ranges

1. The minima and maxima of pay ranges for grades A to I are maintained at their existing levels as per the table below:

| Grades A to I | | |
|-------------------------|-----------------------|-------------------------|
| Pay Range Minima | | Pay Range Maxima |
| Grade | 1 October 2012 | 1 October 2012 |
| A | 43,060 | 58,685 |
| B | 49,411 | 67,342 |
| C | 56,701 | 77,276 |
| D | 64,104 | 87,366 |
| E | 73,560 | 100,255 |
| F | 84,411 | 115,046 |
| G | 96,864 | 132,017 |
| H | 111,155 | 151,493 |
| I | 127,552 | 173,840 |

Consolidated Performance Related Pay for staff on Executive and Senior Management Grades A to C

2. Consolidated pay progression within the pay ranges should be applied with effect from 1 October 2012 based on performance in year 2011-12.
3. The appropriate consolidated percentage increases for individual employees based on their performance markings for 2011-12 should be applied to their personal salary at 30 September 2012 and added to that salary to give the employees consolidated personal salary position within the pay range with effect from 1 October 2012 as follows:

| Grades A to C | |
|--|------|
| Unacceptable(<i>less than 1% of staff</i>) | 0% |
| Incomplete(<i>approximately 2% of staff</i>) | 0% |
| Fully Acceptable (<i>approximately 81% of staff</i>) | 0.5% |
| Superior (<i>approximately 15% of staff</i>) | 1.0% |
| Outstanding (<i>less than 1% of staff</i>) | 1.0% |

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

Consolidated Performance Related Pay for staff on Executive and Senior Management grades D to I

5. Employees on Executive and Senior Management Grades D to I consolidated pay uplift will be set to zero.

Staff on Protection

6. Employees on personal protection who are at their maximum personal salary are not eligible for a consolidated uplift from 1 October 2012.

7. Employees on personal protection who are not at their maximum personal salary will not have the value of their maximum personal salary increased from 1 October 2012.

8. Employees falling under Executive and Senior Management grades A to C on personal protection who are not at their maximum personal salary should receive the appropriate consolidated percentage pay increase for their performance in accordance with paragraph 3 above subject to their maximum personal salary not being exceeded.

9. Employees falling under Executive and Senior Management grades D to I on personal protection who are not at the maximum personal salary will not be eligible for any uplift.

Other Conditions

10. The provisions relating to promotion and acting up, new appointments and leavers during the period 1 April to 30 September, as set out in CEL(2007)4 and CEL(2007)22, are unaffected by the terms of this Direction.