



PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2017-18

Summary

1. This circular announces the pay arrangements for 2017-18 in respect of the Executive and Senior Management cohorts.
2. The details are as follows:
 - a) The minimum and maximum points of pay ranges are increased by 1%.
 - b) Performance based pay progression of up to 3% based on performance in the year 2016-17 for staff on all pay ranges who are not at the maximum of their pay range.
 - c) Staff whose performance is rated unacceptable in 2016-17 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.
4. As signalled in the Health and Social Care Delivery Plan published in December 2016¹, work is underway to ensure a more consistent and co-ordinated approach to Executive Leadership in NHS Scotland.
5. As regards Performance Management and Appraisal for the outstanding reporting round, 2017-18 will be a transitional year and will be used as the basis for moving to standardised documentation for executive level performance and appraisal. Revised documentation is being finalised and will be issued in conjunction with refreshed good practice guidance as part of a trial of the new process over the first half of 2017-18.

3 April 2017

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

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¹ <http://www.gov.scot/Publications/2016/12/4275/downloads>

Action

6. 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.

Yours sincerely

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

SHIRLEY ROGERS

Director, Health Workforce and Strategic Change

The Scottish Government

Health Workforce and Strategic Change 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) 2017”, 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.



SHIRLEY ROGERS

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3 April 2017

SCHEDULE 1

EXECUTIVE AND SENIOR MANAGEMENT COHORTS PAY ARRANGEMENTS 2017-18

Pay Ranges

1. The minima and maxima of pay ranges A to I are uplifted by 1%. The pay ranges for all grades for application from 1 April 2017 are given below.

Pay Ranges Effective from 1 April 2017		
Grade	Pay Range Minima	Pay Range Maxima
A	£45,258	£61,680
B	£51,933	£70,778
C	£59,594	£81,219
D	£67,374	£90,914
E	£77,313	£104,327
F	£87,840	£119,718
G	£100,798	£137,379
H	£115,669	£157,645
I	£132,732	£180,899

Basic Award

2. All staff will receive a basic uplift of 1% unless performance is rated as unacceptable in which case no increase is payable.

Consolidated Performance Related Pay

3. Consolidated pay progression within the pay ranges should be applied with effect from 1 April 2017 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 2016-17 should be applied to their personal salary at 1 April 2017 and added to that salary to give the employee's consolidated personal salary position within the pay range with effect from 1 April 2017 as follows:

Unacceptable	0%
Incomplete	1.0%
Fully Acceptable	2.4%
Superior	3.0%
Outstanding	3.0%

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

Staff on Protection

6. Employees on personal protection who are at their maximum personal salary are eligible for 1% consolidated uplift from 1 April 2017, unless their performance is rated “unacceptable” in which case no increase is payable.

7. Employees on personal protection who are not at their maximum personal salary should have the value of their maximum personal salary increased by 1% with effect from 1 April 2017 and performance based pay progression should be applied in accordance with paragraph 4 subject to maximum personal salaries not being exceeded.