

# Scottish Terms and Conditions Committee

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Ref: STAC(TCS01)2016

13<sup>th</sup> January 2016

To: Chief Executives,  
Employee Directors -  
NHS Boards and Special Health Boards,  
NHS National Services Scotland (Common Services Agency) and  
Healthcare Improvement Scotland

CC: Directors of Human Resources - NHS Boards and Special Health Boards,  
NHS National Services Scotland (Common Services Agency) and  
Healthcare Improvement Scotland  
Members, Scottish Terms and Conditions Committee

Dear Colleague,

## **REVIEW OF AGENDA FOR CHANGE BAND 1**

As you will be aware the Scottish Terms and Conditions Committee (STAC) has been asked to undertake a review of the roles and responsibilities of staff on Agenda for Change pay Band 1.

We attach for your information the remit for the review which has been agreed by the Secretariat of STAC to enable the review to commence. The Secretariat of STAC, supported by technical advice, is now working on guidance for NHS Boards, which it is intended will be agreed by the full STAC, at its meeting on 8<sup>th</sup> March, 2016, and issued thereafter. The aim is to look to extending the roles of staff on Band 1, and it has been agreed that all staff who wish to transfer to these extended roles will do so by 1<sup>st</sup> October, 2016. We are aware that some Boards have already begun to look at Band 1 roles and it is not the intention that this process should cut across any processes currently in place and agreed locally.

It is the intention that this process be overseen locally by Area Partnership Forums, and we would therefore ask that you bring this to the attention of your Area Partnership Forum, and that your Forum begins to consider the infrastructure required locally to undertake the review, and consider the capacity required locally to undertake the review, on receipt of the further guidance in March. For example, it may be that Boards require additional support for job matching and evaluation, and the Secretariat of STAC has already agreed that additional training of job matchers will be made available if necessary. It may also be possible for resources to be shared between Boards.

In addition to the guidance, STAC will also develop a questions and answers document to support local implementation and deal with questions which staff may raise.

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If there are any immediate issues or you identify evaluation training needs can these be directed to Sonia Pollock, Project Officer on [spollock@nhs.net](mailto:spollock@nhs.net) or Tel: 0141 242 0115.

It would also be helpful if local leads could be identified within NHS Boards, to facilitate future communication, and if the names and contact details of your leads could be notified to Sonia, by the end of February, 2016.

Many thanks for your co-operation with this.

Yours sincerely



Robert Calderwood  
Chief Executive  
NHS Greater Glasgow & Clyde

**STAC Management Side Co-Chair**



Colin Poolman,  
Senior Officer, Grampian, Fife & Shetland  
Royal College of Nursing

**STAC Staff Side Co-Chair**

## **AGENDA FOR CHANGE**

### **REVIEW OF BAND 1 POSTS**

#### **Background**

The Scottish Government has asked that a review be undertaken to consider the roles and responsibilities of staff on Pay Band 1 of NHS Agenda for Change (AfC), to assist in advancing the agenda on low pay within NHS Scotland. This review is to be carried out through normal partnership arrangements between trade unions, Scottish employers, and Scottish Government led by the Scottish Terms and Conditions Committee (STAC). At its last meeting, STAC agreed that the review would be overseen by the STAC Secretariat with regular reports given to, and any decisions made by, the full Committee. The STAC Secretariat has met and has agreed the following process.

#### **Process**

NHS Boards will be asked to consider the roles currently performed by staff on Band 1, with a view to expanding and developing these where appropriate to reflect modern service provision. These may be based on existing roles in Band 2. All Staff currently in Band 1 roles will be given the opportunity to move into these Band 2 roles. It is recognised that to transfer into these roles some staff may require additional training, and therefore NHS Boards will put in place training programmes to allow staff to acquire the skills necessary to fulfil these expanded roles.

There may be a small group of staff who for a number of reasons do not wish to move into these expanded roles. There will be an identified process for both the discussions and recording of the reasons staff do not wish to transfer to a Band 2 role.

Staff who remain in roles evaluated under the AfC job evaluation scheme which score between 0 and 160 points will be restricted to pay points 2 and 3 of the AfC pay scales.

STAC will produce appropriate guidance to assist NHS Boards in implementing this process within an agreed timescale.

Guidance relating to staff working for Independent Contractors within NHS Scotland will be subject to further discussion.

Within NHS Boards, this process will be overseen by Area Partnership Forums who will agree a local plan for the review. This will include an on-going assessment of additional payroll costs.

#### **Timetable**

It is proposed that once STAC has agreed the terms of this review and guidance the process will commence at the end of March 2016. It is agreed all staff who wish to move will commence the new roles and move to Band 2 by 1st October 2016.

## **Guidance**

It is recognised that there will be a number of process and technical issues to be worked through to manage this transition and the STAC Secretariat will produce guidance on the way that this should be managed to support NHS Boards through the process. This guidance will be developed in partnership.

## **Monitoring**

It is recognised that to ensure a degree of fairness and equity across NHS Boards, then some monitoring arrangements will require to be put in place. It is intended that these be "light touch", but STAC will request regular reports on progress from the chairs of Area Partnership Forums.

13 January 2016