

Email:
DeputyDirectorOfCulturePayAndPartnership@gov.scot

To: Chief Executives
Copy to: Directors of Human Resources
NHS Scotland Boards and Special Health
Boards

8 May 2025

Dear Colleague,

On 14 October 2024, the Circular PCS(AFC)2024/6 (<https://www.publications.scot.nhs.uk/files/pcs2024-afc-06.pdf>) was issued to the service confirming amendments to Annex 21 (Arrangements for pay and banding for Trainees) of the Agenda for Change (AfC) Handbook.

To provide further clarity, and to ensure consistency of approach across NHS Scotland, the following should be applied to all AfC staff who fall within the Annex 21 parameters:

- The circular came into effect on 1 October 2024 and applies to all individuals who both join the NHS as a “new entrant” and those who were existing trainees as of 1 October 2024;
- In the case of existing trainees it is expected that the policy is applied for the duration of their training period; and,
- As per Paragraph 9 of Annex 21, in the event an existing substantive employee of a NHS Board moves to undertake a training role (resulting in a reduction of earnings), they will remain on their existing band and earnings level, including any incremental progressions and pay award uplifts, until the conclusion of their training period.

As noted, the above points should be uniformly applied across all Health Boards.

In the event you have any queries on this matter, please contact the Scottish Government Pay, Terms and Conditions team (hwfpaytermsandconditions@gov.scot).

Yours sincerely



Jane Hamilton
Deputy Director
Culture, Pay and Partnership Division