

**The Scottish Government**  
Directorate for Health Workforce  
Pay and Terms and Conditions of Service



Dear Colleague

## **ANNUAL INCREMENTS FOR BANK WORKERS**

### **Summary**

1. NHSScotland circular PCS(AFC)2015/2 informed the service of a Scottish Terms and Conditions Committee (STAC) agreement on the application of increments in situations where Agenda for Change staff have a substantive post and also work on the bank in the same profession at the same banding.

2. Following further discussions within STAC, additional guidance has now been agreed covering situations where staff hold a substantive post at a higher band than their bank work, again in the same profession. This is attached as an Annex to this circular.

3. This guidance should be applied to all bank work undertaken from the date of this circular. As with PCS(AFC)2015/2, these provisions also apply where the bank work is undertaken in a different Board to the one in which the substantive post is held. It will be the responsibility of staff in this position, however, to bring their substantive post to the attention of the Board in which they are undertaking the bank work and to evidence that appropriately.

### **Cabinet Secretary Approval**

4. The content of the circular has been approved by Scottish Ministers under Regulation 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537). A copy of the formal approval is attached.

### **Enquiries**

5. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

3 February 2016

#### **Addressees**

##### For action

Chief Executives,  
Directors of Finance,  
Directors of Human Resources:  
NHS Boards and Special Health  
Boards, NHS National Services  
Scotland (Common Services  
Agency) and Healthcare  
Improvement Scotland

##### For information

Members, Scottish Partnership  
Forum  
Members, Scottish Terms and  
Conditions Committee  
Members, Scottish Workforce and  
Governance Committee

#### **Enquiries to:**

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6. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at:

[www.sehd.scot.nhs.uk](http://www.sehd.scot.nhs.uk)

Yours sincerely

**SHIRLEY ROGERS**

Director  
Health Workforce, Scottish Government

**NATIONAL HEALTH SERVICE  
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 3 February 2016 – PCS(AFC)2016/1 – in respect of annual increments for bank workers are hereby approved for the purposes of the said Regulations.

**SHIRLEY ROGERS**  
Director  
Health Workforce  
Scottish Government  
St Andrew's House  
EDINBURGH  
EH1 3DG  
3 February 2016

**SCOTTISH TERMS AND CONDITIONS COMMITTEE****FURTHER GUIDANCE ON ANNUAL INCREMENTS FOR BANK WORKERS**

The following approach has been agreed in partnership by STAC.

1. Bank Workers who hold a substantive post in the same profession and on the same pay band:
  - increment for bank contract is awarded in line with increment for substantive post.
2. Bank workers who hold a substantive post in the same profession where the substantive post is on a higher pay band:
  - increment for bank contract is awarded in line with the increment for substantive post and the pay point for the bank role should be the same as that of the substantive post up to the maximum of the pay band of the bank contract. For example, where an employee is in a substantive band 6 role on the first pay point of the band (AfC pay point 21) the bank contract (band 5) would be paid at the same point and would attract annual increments until the maximum of band 5 (AfC pay point 23) has been reached.
3. In situations where the bank contract and substantive role are initially on the same pay band but then the employee moves to a substantive role in a higher pay band, the principles outlined above should apply. Whilst there may not be the years of service required under AfC to move up the pay band in the bank contract, it is agreed that any employee who is considered to have the skills required to undertake a role in a higher pay band is deemed to be experienced enough to be paid at the appropriate higher pay point for their bank work.
4. Situations of temporary promotion to a higher substantive role, eg maternity leave cover, should be addressed locally depending on the particular circumstances. However, should any temporary move become permanent the terms outlined in 3 above should be applied from the date that the temporary post was taken up.