



Dear Colleague

PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT

Summary

1. This circular informs NHS Scotland employers of changes to the pay of staff covered by the Agenda for Change agreement for 2024-25.
2. The 2024-25 Agenda for Change pay uplift will be effective from 1 April 2024.
3. This settlement has been negotiated and agreed between the Scottish Government and Scottish Agenda for Change trade unions and staff representative groups.
4. Under the agreement, Agenda for Change staff in Scotland will receive a 5.5% increase in pay.

Revised Pay Rates

5. **Annex A** sets out the revised 2024-25 pay rates in full and **Annex B** sets these in the context of individual pay journeys.

Scottish Living Wage

6. NHS Scotland is a Living Wage employer and, as such, the lowest available salary of £24,518 translates into an hourly rate of £12.71 per hour, which is considerably above the Real Living Wage rate of £12.00 per hour.

24 September 2023

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:

Colin Cowie
Scottish Government Health
Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

E-mail:

hwfpaytermsandconditions@gov.scot

On-Call Availability Allowance

7. In line with paragraph 7.2 of [PCS\(AFC\)2015/3](#), the On-Call Availability Allowance is increased by 5.5% to £25.39 per session from 1 April 2024.

Pay Protection

8. Staff on organisational change pay protection as at 1 April 2024 should have their protected earnings levels increased by 5.5%. Staff not at the top of their Band remain eligible for any incremental progression on their protected pay scale.

Recruitment and Retention Premia (RRP)

9. Any RRPs which increase in line with pay uplifts should be increased by 5.5% from 1 April 2024.

Option to Request Payment in Instalments

10. For those individuals who are in receipt of benefits and, following consultation with the relevant advisors, conclude it would be advantageous to have their arrears paid in instalments, a process has been agreed whereby this can be requested of the employing Board. Annex C provides more information on this provision and a downloadable version of the application form can be accessed on the STAC website – <https://www.stac.scot.nhs.uk/circulars>.

Cabinet Secretary Approval

11. The provisions of this circular have been approved by Scottish Ministers under Regulations 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.

Action

12. NHS Boards and Special Health Boards should ensure that the new rates are paid from 1 April 2024.

Enquiries

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

14. This circular can be found online at:

www.publications.scot.nhs.uk

Yours sincerely

A handwritten signature in black ink that reads "Jane Hamilton". The signature is written in a cursive style with a large initial 'J'.

JANE HAMILTON

Deputy Director

Health Workforce: Pay, Practice and Partnership Division



**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 24 September 2024 – PCS(AFC)2024/5 – in respect of salary for NHS Scotland staff covered by the Agenda for Change agreement are hereby approved for the purposes of the said Regulations.

JANE HAMILTON

Deputy Director

Health Workforce: Pay, Practice and
Partnership Division

24 September 2024

NHS SCOTLAND AGENDA FOR CHANGE PAY RATES FROM 1 APRIL 2024

| Band | Point | 2023/24 Rates | 2024/25 Rates 5.5% Uplift | Uplift £ |
|---------|-------|---------------|------------------------------|-------------|
| Band 1 | 1 | £23,240 | £24,518 | £1,278 |
| Band 2 | 1 | £23,362 | £24,647 | £1,285 |
| | 2 | £25,368 | £26,763 | £1,395 |
| Band 3 | 1 | £25,468 | £26,869 | £1,401 |
| | 2 | £27,486 | £28,998 | £1,512 |
| Band 4 | 1 | £27,598 | £29,116 | £1,518 |
| | 2 | £30,019 | £31,670 | £1,651 |
| Band 5 | 1 | £30,229 | £31,892 | £1,663 |
| | 2 | £32,300 | £34,077 | £1,777 |
| | 3 | £37,664 | £39,735 | £2,072 |
| Band 6 | 1 | £37,831 | £39,912 | £2,081 |
| | 2 | £39,498 | £41,670 | £2,172 |
| | 3 | £46,100 | £48,635 | £2,535 |
| Band 7 | 1 | £46,244 | £48,788 | £2,543 |
| | 2 | £48,010 | £50,651 | £2,641 |
| | 3 | £53,789 | £56,747 | £2,958 |
| Band 8A | 1 | £56,992 | £60,126 | £3,135 |
| | 2 | £61,522 | £64,906 | £3,384 |
| Band 8B | 1 | £67,285 | £70,986 | £3,701 |
| | 2 | £71,978 | £75,937 | £3,959 |
| Band 8C | 1 | £79,466 | £83,837 | £4,371 |
| | 2 | £85,181 | £89,866 | £4,685 |
| Band 8D | 1 | £94,345 | £99,534 | £5,189 |
| | 2 | £98,384 | £103,795 | £5,411 |
| Band 9 | 1 | £111,595 | £117,732 | £6,138 |
| | 2 | £116,428 | £122,831 | £6,404 |

**NHS SCOTLAND AGENDA FOR CHANGE PAY RATES FROM 1 APRIL 2024:
FULL PAY JOURNEY**

| Band 1 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £23,240 | £24,518 |

| Band 2 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £23,362 | £24,647 |
| | 2 | £23,362 | £24,647 |
| | 3 | £25,368 | £26,763 |

| Band 3 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £25,468 | £26,869 |
| | 2 | £25,468 | £26,869 |
| | 3 | £27,486 | £28,998 |

| Band 4 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £27,598 | £29,116 |
| | 2 | £27,598 | £29,116 |
| | 3 | £27,598 | £29,116 |
| | 4 | £30,019 | £31,670 |

| Band 5 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £30,229 | £31,892 |
| | 2 | £30,229 | £31,892 |
| | 3 | £32,300 | £34,077 |
| | 4 | £32,300 | £34,077 |
| | 5 | £37,664 | £39,735 |

| Band 6 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £37,831 | £39,912 |
| | 2 | £37,831 | £39,912 |
| | 3 | £39,498 | £41,670 |
| | 4 | £39,498 | £41,670 |
| | 5 | £39,498 | £41,670 |
| | 6 | £46,100 | £48,635 |

| Band 7 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £46,244 | £48,788 |
| | 2 | £46,244 | £48,788 |
| | 3 | £48,010 | £50,651 |
| | 4 | £48,010 | £50,651 |
| | 5 | £48,010 | £50,651 |
| | 6 | £53,789 | £56,747 |

| Band 8A | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|----------------|-------------------------|----------------------|----------------------|
| | 1 | £56,992 | £60,126 |
| | 2 | £56,992 | £60,126 |
| | 3 | £56,992 | £60,126 |
| | 4 | £56,992 | £60,126 |
| | 5 | £56,992 | £60,126 |
| | 6 | £61,522 | £64,906 |

| Band 8B | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|----------------|-------------------------|----------------------|----------------------|
| | 1 | £67,285 | £70,986 |
| | 2 | £67,285 | £70,986 |
| | 3 | £67,285 | £70,986 |
| | 4 | £67,285 | £70,986 |
| | 5 | £67,285 | £70,986 |
| | 6 | £71,978 | £75,937 |

| Band 8C | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|----------------|-------------------------|----------------------|----------------------|
| | 1 | £79,466 | £83,837 |
| | 2 | £79,466 | £83,837 |
| | 3 | £79,466 | £83,837 |
| | 4 | £79,466 | £83,837 |
| | 5 | £79,466 | £83,837 |
| | 6 | £85,181 | £89,866 |

| Band 8D | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|----------------|-------------------------|----------------------|----------------------|
| | 1 | £94,345 | £99,534 |
| | 2 | £94,345 | £99,534 |
| | 3 | £94,345 | £99,534 |
| | 4 | £94,345 | £99,534 |
| | 5 | £94,345 | £99,534 |
| | 6 | £98,384 | £103,795 |

| Band 9 | Yearly Increment | 2023/24 Rates | 2024/25 Rates |
|---------------|-------------------------|----------------------|----------------------|
| | 1 | £111,595 | £117,732 |
| | 2 | £111,595 | £117,732 |
| | 3 | £111,595 | £117,732 |
| | 4 | £111,595 | £117,732 |
| | 5 | £111,595 | £117,732 |
| | 6 | £116,428 | £122,831 |

AGENDA FOR CHANGE PAY AWARD 2024-25 – REQUEST FOR PAYMENT OF ARREARS IN INSTALMENTS

Given the effective date of the pay uplift is 1 April 2024, arrears will be payable and it is recognised that it may be preferable for some staff to receive these in multiple instalments, rather than together in a single months/weeks pay. An example of this might be where an individual receives Universal Credit payments, where any changes to monthly income will impact the value of these payments.

As part of the 2024-25 pay discussions, it has been agreed in partnership that the option to have the arrears associated with backdating the uplift to 1 April 2024 paid in 3 monthly/13 weekly instalments should be offered to staff. NHS Boards should ensure that the following process is clearly communicated to staff.

The following process should be followed:

Step 1: Any member of staff considering making this request should access appropriate advice (for example through the Universal Credit helpline or Citizens Advice) to understand how receiving their arrears either as a single payment or by multiple instalments may impact their personal situation.

Step 2: Any requests for an individual's arrears of pay to be paid in 3 monthly/13 weekly instalments should be made using the form included at the end of this guidance (available to download at the STAC website – <https://www.stac.scot.nhs.uk/circulars>). The form must be completed and sent to the Board's Payroll team no later than **5 November 2024**.

Step 3: Employers should work with local Payroll teams to ensure that the request to receive arrears payment over 3 monthly/13 weekly instalments is processed.

Further points to consider:

- Staff would need to consider the potential impacts of spreading the payments out across multiple months/weeks. For example, if an individual is claiming Universal Credit, any lump sum or backdated earnings may affect how much Universal Credit is received in the month, or months/week or weeks, they are paid. Please see this [Universal Credit guidance](#) for further information.
- Employers would not be expected to agree to requests from staff to change the nature of the payment once it has already been paid as a single amount.
- Any plans for paying arrears of pay by multiple instalments will be revisited in the eventuality of a member of staff leaving the organisation part way through receiving the payments. Staff in this position would receive the remaining instalments with their final salary.

AGENDA FOR CHANGE PAY AWARD 2024-25 – REQUEST FOR PAYMENT OF ARREARS IN INSTALMENTS – APPLICATION FORM

NHS circular PCS(AFC)2024/5 allows staff to opt to have their arrears of pay paid in 3 monthly/13 weekly instalments, where they have concerns that one single payment may negatively affect their benefits situation.

If you wish to receive your arrears of pay in 3 monthly/13 weekly instalments, you should complete the form below. Your NHS Board will advise on where this should be submitted. **It must be completed and sent no later than 5 November 2024.** Late receipt of forms will only be accepted in exceptional circumstances.

Please ensure you complete all fields below.

| | |
|--|--|
| Full Name (as shown on your payslip) | |
| NHS Board | |
| Payroll Number (as shown on your payslip) Please record all payroll numbers if you have more than one post in this NHS Board | |
| Post/Designation/Job Title | |
| As per NHS circular PCS(AfC)2024/5, I have considered my personal circumstances and would like to opt to have my arrears of pay paid in 3 monthly/13 weekly instalments. | |
| Signature | |
| Date | |

This form can be downloaded at <https://www.stac.scot.nhs.uk/circulars>.