



SCOTTISH EXECUTIVE

Health Department
Workforce Directorate

Please see also the [corrigendum](#) and [addendum](#) to this letter.

Dear Colleague

AGENDA FOR CHANGE – UNPLANNED ACTING UP

Summary

1. Under paragraph 6.30 of the Agenda for Change agreement, staff may be moved into a higher pay band where it is necessary to fill a post in that higher pay band on a temporary basis e.g. to cover maternity leave. This arrangement applies where the acting up lasts more than one month.
2. The Agenda for Change agreement does not cover circumstances where acting up is necessary in response to an unplanned need for short-term cover. However, it has been recognised that such circumstances occur in NHSScotland, and when they do staff should be properly rewarded for taking on the extra responsibilities.
3. Extensive discussions on the issue of unplanned acting up have taken place under the aegis of the Scottish Terms and Conditions Committee (STAC), and an agreement reached. The following procedure will complement the normal planned acting up arrangements as outlined in paragraph 1 above.
4. Any acting up arrangements will be paid as below.
 - 4.1. Where an individual provides short-term cover for a period of no less than one full shift, the individual will be paid for acting up during that shift.
 - 4.2. Cover of anything less than a full shift will only attract an additional acting up premium with the approval of his/her appropriate Clinical/Business Manager, or in the case of out of hours/weekends the appropriate designated Duty Manager where the individual takes the full range of duties and responsibilities of the grade senior to his or her own.

12 June 2006

Addresses

For action

Chairs, NHS Boards and Special Health Boards
Chief Executives, NHS Boards and Special Health Boards
Directors of Human Resources, NHS Boards and Special Health Boards.

For information

Members, Scottish Terms and Conditions Committee
Members, Scottish Partnership Forum
Members, Scottish Workforce and Governance Group
Members, Scottish Pay Reference and Implementation Group

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- 4.3 Where any period of ad hoc or unplanned acting up continues for a period of more than five days then alternative arrangements should be put in place or the normal acting up rate or allowance will be paid where the individual is taking the full range of duties and responsibilities of a grade senior to his or her own.

Scottish Ministers' approval

5. Employers should implement this agreement, which has been approved by the Scottish Ministers under regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537). A copy of the formal approval is attached.

Action

6. NHS Boards and Special Health Boards are asked to implement this agreement with immediate effect.
7. Employers are asked to make their own arrangements for obtaining additional copies of this letter, which can be viewed on www.show.scot.nhs.uk/sehd/publications.asp.

Yours sincerely

ALEX KILLICK
Associate Director for Workforce
Employment and Retention



**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 Executive Health Department letter of 12 June, NHS Circular PCS(AFC)2006/2, in respect of unplanned acting up under the Agenda for Change agreement, are hereby approved for the purposes of the said Regulations.

ELINOR MITCHELL
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Planning and Development

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12 June 2006