

# Pay Circular (AforC) 2/2010

## Changes to NHS Terms and Conditions of Service Handbook (amendment 17): Pay and conditions for NHS Staff Covered by the Agenda for Change agreement

To: All NHS employers

### Summary

This pay circular informs employers of the changes to national pay scales that take effect from 1 April 2010 for staff covered by the Agenda for Change agreement. This follows the decision of the NHS Pay Review Body not to seek a remit to review the pay uplift for 2010/11 set out in the multi year agreement.

### Action

#### Uplifts to national salary scales and allowances

1. The revised national pay scales for 2010/11 set out in this circular apply in full with effect from 1 April 2010.

#### Uplifts to National pay scales from 1 April 2010

2. This circular provides details of:
  - An increase of 2.25% to the national salary scales from 1 April 2010.
  - A flat rate increase of £420 to pay spine points [1-12]
  - An increase of 2.25% to the national recruitment and retention premia payable for qualified maintenance craftsmen and technicians under the terms of Annex R paragraph 13 of the handbook and healthcare chaplains under paragraph 15.
  - An increase of 2.25% to the minima and maxima value of high cost area supplements from 1 April 2010.
  - Reduction in the length of band 5 from nine to eight pay points by deleting the middle pay point (pay spine point 20). Re-spreading of the remaining points across the pay band. The incremental date of staff on the removed point will be changed to 1 April. A technical guidance note is attached below.
  - An increase in the value of pay spine point 23 by an additional 0.33% and some consequential re-spreading of certain pay points in pay band 5 and the first 3 points in pay band 6 as set out in the attached pay scales in Annex C.

- An increase of 2.25% in the value of cash allowances payable for on-call work

### Technical guidance note:

3. The result of removing the existing pay spine point 20 will reduce the number of pay spine points from 55 to 54. This affects the numbering of pay bands 6 to 9 inclusive and pay spine points 20 to 23 in pay band 5.
4. Staff on pay spine point 20 on the 31<sup>st</sup> March 2010 will move to the new pay spine point 20 on the 1st April 2010 and will have a new incremental date of 1<sup>st</sup> April 2011. Staff on pay spine point 21 and above on the 31<sup>st</sup> March 2010 will have their pay spine point re-numbered in accordance with the above paragraph but will retain their existing incremental date where applicable and will progress to the next pay point on their normal incremental date.

### Effect of this Amendment

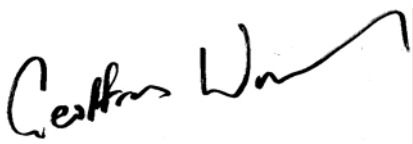
6. The revised national rates made effective by this pay circular replace those notified in Pay Circular (AforC) 1/2009.
7. Details of the changes made effective by this circular are in the Appendix attached.
8. The recommended rates from 1 April 2010 have been calculated on the basis of a cumulative uplift using the Agenda for Change pay rates applicable on the 1 October 2004 as the baseline figures to maintain relativity, and may therefore differ slightly from figures calculated by applying the uplift to the figures at 1 April 2009.

### Enquiries

9. Employees must direct personal enquiries to their employer.
10. Employers should direct enquiries to: [www.agendaforchange@nhsemployers.org](mailto:www.agendaforchange@nhsemployers.org)
11. Copies of this circular can be downloaded from: [www.nhsemployers.org](http://www.nhsemployers.org)

12. A copy of the NHS Terms and Conditions of Service Handbook can be downloaded from the NHS Employers website at the following web address:  
[www.nhsemployers.org/PayAndContracts/AgendaForChange/Pages/Afc-AtAGlanceRP.aspx](http://www.nhsemployers.org/PayAndContracts/AgendaForChange/Pages/Afc-AtAGlanceRP.aspx)
13. Prior to the establishment of NHS Employers in November 2004, responsibility to inform the NHS of changes to pay and allowances for staff on Agenda for Change contracts rested with the Department of Health. Changes were published in Advance Letters. Copies of previous Advance Letters going back to 1995 may be obtained from the Department of Health website at the following address:  
[www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/Advancedletters/index.htm](http://www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/Advancedletters/index.htm)

Issued by

A handwritten signature in black ink, appearing to read 'Geoffrey Winnard', is written over a light blue horizontal line. The signature is cursive and extends to the right of the line.

Geoffrey Winnard  
Head of Agenda for Change/Non-Medical Pay  
NHS Employers



## Annex

### Pay circular (AforC) 2/2010

#### NHS Terms and Conditions of Service Handbook

The changes made effective by this circular are:

- The title page attached to this circular replaces the existing title page in the handbook.
- **Pay rates** effective from 1 April 2009 to 31 March 2010 will move to Annex B and will become Table 12(f). Annex B is a chronological record of pay rates since 1 October 2004. Annex B attached to this circular replaces the existing Annex B in the handbook. **The copy of Annex C (pay rates effective from 1 April 2010) reproduced in this circular replaces Annex C in the handbook.**
- **High cost area payments effective from 1 April 2010: Annex I (Table 19) reproduced in this circular replaces Annex I (Table 19) of the handbook.** High Cost Area payments effective from 1 April 2009 to 31 March 2010 will become Table 18e. Tables 18 to 18e will form a chronological record of High Cost Area payments since 1 October 2004. Tables 18 to 18e in Annex I attached to this circular replaces the existing tables 18 to 18d in Annex I.
- **National recruitment and retention premia effective from 1 April 2010: Annex R in this circular replaces Annex R in the handbook.**



# NHS terms and conditions of service handbook

Amendment number 17  
Pay Circular (AforC) 2/2010





## Annex B

This Annex is an archive of pay bands and pay points in England since 1 October 2004. Current pay bands and pay points are in Annex C.

### Scotland, Wales and Northern Ireland

Pay bands and pay points in Scotland can be found at:

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

in Wales at:

[www.wales.nhs.uk](http://www.wales.nhs.uk)

and in Northern Ireland at:

[www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)



## Annex B

Table 12  
Pay bands and pay points on the second pay spine in England at 1  
October 2004

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	11,135	<i>11,135</i>										
2	11,508	11,508	<i>11,668</i>									
3	11,827	11,827										
4	12,147	12,147	<i>12,147</i>									
5		12,520										
6		12,893	<i>12,733</i>									
7		13,266	13,266	<i>13,479</i>								
8		13,745	13,745									
9		14,278	14,278	<i>14,278</i>								
10			14,598									
11			15,024	<i>14,811</i>								
12			15,504	15,504								
13			15,877	15,877	<i>15,877</i>							
14				16,463	<i>16,516</i>							
15				17,049	<i>17,049</i>							
16				17,581								
17				18,114	18,114							
18				18,647	18,647	<i>18,913</i>						
19					19,180							
20					19,819	<i>19,819</i>						
21					20,458							
22					21,044	<i>20,778</i>						
23					21,630	21,630						
24					22,483	22,483	<i>22,057</i>					
25					23,442	23,442	<i>23,442</i>					
26						24,401						
27						25,253	<i>24,827</i>					
28						26,106	26,106					
29						26,958	26,958					
30						27,917	27,917					
31						29,302	29,302					
32							30,155	<i>30,155</i>				
33							31,114	<i>31,114</i>				
34							32,179	<i>32,179</i>				
35							33,298	33,298				
36							34,417	34,417	<i>34,417</i>			
37								35,802	<i>35,802</i>			
38								37,187	<i>37,187</i>			
39								38,786	38,786			
40								39,958	39,958	<i>39,958</i>		
41									41,982	<i>41,982</i>		
42									44,326	<i>44,326</i>		
43									46,671	46,671		
44									47,949	47,949	<i>47,949</i>	
45										50,080	<i>50,080</i>	
46										52,425	<i>52,425</i>	
47										55,941	55,941	
48										57,539	57,539	<i>57,539</i>
49											59,937	<i>59,937</i>
50											62,867	<i>62,867</i>
51											66,063	66,063
52											69,260	<i>69,260</i>
53												72,584
54												76,068
55												79,720
56												83,546

\*Pay rates in italic are special transitional points which apply only during assimilation to the new system. They are shown here for convenience. They are explained more fully in Section 46.

## Annex B

Table 12a

Pay bands and pay points on the second pay spine in England from 1 April 2005

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	11,494	<i>11,494</i>										
2	11,879	11,879	<i>12,044</i>									
3	12,209	12,209										
4	12,539	12,539	<i>12,539</i>									
5		12,924										
6		13,309	<i>13,144</i>									
7		13,694	13,694	<i>13,914</i>								
8		14,189	14,189									
9		14,739	14,739	<i>14,739</i>								
10			15,069									
11			15,509	<i>15,289</i>								
12			16,004	16,004								
13			16,389	16,389	<i>16,389</i>							
14				16,994	<i>17,049</i>							
15				17,598	<i>17,598</i>							
16				18,148								
17				18,698	18,698							
18				19,248	19,248	<i>19,523</i>						
19					19,798							
20					20,458	<i>20,458</i>						
21					21,118							
22					21,723	<i>21,448</i>						
23					22,328	22,328						
24					23,208	23,208	<i>22,768</i>					
25					24,198	24,198	<i>24,198</i>					
26						25,188						
27						26,068	<i>25,628</i>					
28						26,948	26,948					
29						27,828	<i>27,828</i>					
30						28,817	28,817					
31						30,247	<i>30,247</i>					
32							31,127	<i>31,127</i>				
33							32,117	<i>32,117</i>				
34							33,217	<i>33,217</i>				
35							34,372	<i>34,372</i>				
36							35,527	<i>35,527</i>	<i>35,527</i>			
37								36,957	<i>36,957</i>			
38								38,387	<i>38,387</i>			
39								40,036	<i>40,036</i>			
40								41,246	<i>41,246</i>	<i>41,246</i>		
41									43,336	<i>43,336</i>		
42									45,756	<i>45,756</i>		
43									48,176	<i>48,176</i>		
44									49,496	<i>49,496</i>	<i>49,496</i>	
45										51,695	<i>51,695</i>	
46										54,115	<i>54,115</i>	
47										57,745	<i>57,745</i>	
48										59,395	<i>59,395</i>	<i>59,395</i>
49											61,870	<i>61,870</i>
50											64,894	<i>64,894</i>
51											68,194	<i>68,194</i>
52											71,494	<i>71,494</i>
53												74,925
54												78,521
55												82,291
56												86,240

\*Pay rates in italic are special transitional points which apply only during assimilation to the new system. They are shown here for convenience. They are explained more fully in Section 46.

## Annex B

Table 12b

Pay bands and pay points on the second pay spine in England from 1 April 2006

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	11,782											
2	12,177	12,177										
3	12,514	12,514										
4	12,853	12,853	12,853									
5		13,247										
6		13,642	13,473									
7		14,037	14,037									
8		14,543	14,543									
9		15,107	15,107	15,107								
10			15,446									
11			15,897	15,671								
12			16,405	16,405								
13			16,799	16,799								
14				17,419	17,475							
15				18,039	18,039							
16				18,602								
17				19,166	19,166							
18				19,730	19,730							
19					20,294							
20					20,970	20,970						
21					21,646							
22					22,266	21,985						
23					22,886	22,886						
24					23,789	23,789						
25					24,803	24,803	24,803					
26						25,818						
27						26,720	26,269					
28						27,622	27,622					
29						28,524	28,524					
30						29,538	29,538					
31						31,004	31,004					
32							31,906					
33							32,921	32,921				
34							34,048	34,048				
35							35,232	35,232				
36							36,416	36,416				
37								37,881	37,881			
38								39,346	39,346			
39								41,038	41,038			
40								42,278	42,278			
41								44,420	44,420			
42								46,900	46,900			
43								49,381	49,381			
44								50,733	50,733			
45									52,988	52,988		
46									55,469	55,469		
47									59,189	59,189		
48									60,880	60,880		
49										63,417	63,417	
50										66,517	66,517	
51										69,899	69,899	
52										73,281	73,281	
53											76,798	
54											80,485	
55											84,349	
56											88,397	

\*Pay rates in italic are special transitional points which apply only during assimilation to the new system. They are shown here for convenience. They are explained more fully in Section 46.

## Annex B

Table 12c

Pay bands and pay points on the second pay spine in England from 1 April 2007

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	11,959											
2	12,359	12,359										
3	12,702	12,702										
4	13,045	13,045										
5		13,446										
6		13,847	13,675									
7		14,247	14,247									
8		14,762	14,762									
9		15,334	15,334									
10			15,678									
11			16,135	15,906								
12			16,651	16,651								
13			17,051	17,051								
14				17,681								
15				18,310	18,310							
16				18,881								
17				19,454	19,454							
18				20,026	20,026							
19					20,598							
20					21,285							
21					21,971							
22					22,600	22,315						
23					23,230	23,230						
24					24,146	24,146						
25					25,175	25,175						
26						26,205						
27						27,120	26,663					
28						28,036	28,036					
29						28,951	28,951					
30						29,981	29,981					
31						31,469	31,469					
32							32,385					
33							33,415					
34							34,558	34,558				
35							35,760	35,760				
36							36,962	36,962				
37								38,449				
38								39,937	39,937			
39								41,654	41,654			
40								42,912	42,912			
41									45,086			
42									47,603	47,603		
43									50,122	50,122		
44									51,494	51,494		
45									53,783			
46									56,301	56,301		
47									60,077	60,077		
48									61,793	61,793		
49										64,368		
50										67,515	67,515	
51										70,947	70,947	
52										74,381	74,381	
53											77,950	
54											81,692	
55											85,614	
56											89,723	

\*Pay rates in italic are special transitional points which apply only during assimilation to the new system. They are shown here for convenience. They are explained more fully in Section 46.

## Annex B

Table 12d

Pay bands and pay points on the second pay spine in England from 1 November 2007

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	12,182											
2	12,577	12,577										
3	12,914	12,914										
4	13,253	13,253										
5		13,647										
6		14,042										
7		14,437	14,437									
8		14,945	14,945									
9		15,523	15,523									
10			15,870									
11			16,332									
12			16,853	16,853								
13			17,257	17,257								
14				17,893								
15				18,528								
16				19,105								
17				19,683	19,683							
18				20,261	20,261							
19					20,801							
20					21,494							
21					22,187							
22					22,823							
23					23,458	23,458						
24					24,383	24,383						
25					25,424	25,424						
26						26,464						
27						27,388						
28						28,313	28,313					
29						29,237	29,237					
30						30,277	30,277					
31						31,779	31,779					
32							32,704					
33							33,744					
34							34,899					
35							36,112	36,112				
36							37,326	37,326				
37								38,828				
38								40,330				
39								42,064	42,064			
40								43,335	43,335			
41									45,530			
42									48,072			
43									50,616	50,616		
44									52,002	52,002		
45										54,313		
46										56,856		
47										60,669	60,669	
48										62,402	62,402	
49											65,003	
50											68,180	
51											71,646	71,646
52											75,114	75,114
53												78,718
54												82,497
55												86,457
56												90,607

## Annex B

Table 12e

Pay bands and pay points on the second pay spine in England from 1 April 2008

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	12,517											
2	12,922	12,922										
3	13,269	13,269										
4	13,617	13,617										
5		14,023										
6		14,428										
7		14,834	14,834									
8		15,356	15,356									
9		15,950	15,950									
10			16,307									
11			16,781									
12			17,316	17,316								
13			17,732	17,732								
14				18,385								
15				19,038								
16				19,631								
17				20,225	20,225							
18				20,818	20,818							
19					21,373							
20					22,085							
21					22,797							
22					23,450							
23					24,103	24,103						
24					25,054	25,054						
25					26,123	26,123						
26						27,191						
27						28,141						
28						29,091	29,091					
29						30,041	30,041					
30						31,109	31,109					
31						32,653	32,653					
32							33,603					
33							34,672					
34							35,859					
35							37,106	37,106				
36							38,352	38,352				
37								39,896				
38								41,439				
39								43,221	43,221			
40								44,527	44,527			
41									46,782			
42									49,394			
43									52,007	52,007		
44									53,432	53,432		
45										55,806		
46										58,419		
47										62,337	62,337	
48										64,118	64,118	
49											66,790	
50											70,055	
51											73,617	73,617
52											77,179	77,179
53												80,883
54												84,765
55												88,835
56												93,098



## Annex B

Table 12F

Pay bands and pay points on the second pay spine in England from 1 April 2009

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	13,233	13,233										
2	13,588	13,588										
3	13,944	13,944										
4		14,359										
5		14,774										
6		15,190	15,190									
7		15,725	15,725									
8		16,333	16,333									
9			16,698									
10			17,184									
11			17,732	17,732								
12			18,157	18,157								
13				18,826								
14				19,495								
15				20,102								
16				20,710	20,710							
17				21,318	21,318							
18					22,152							
19					23,019							
20					23,345							
21					24,013							
22					24,831	24,831						
23					25,829	25,829						
24					26,839	26,839						
25						27,844						
26						28,816						
27						29,789	29,789					
28						30,762	30,762					
29						31,856	31,856					
30						33,436	33,436					
31							34,410					
32							35,504					
33							36,719					
34							37,996	37,996				
35							39,273	39,273				
36								40,853				
37								42,434				
38								44,258	44,258			
39								45,596	45,596			
40									47,905			
41									50,580			
42									53,256	53,256		
43									54,714	54,714		
44										57,146		
45										59,821		
46										63,833	63,833	
47										65,657	65,657	
48											68,393	
49											71,736	
50											75,383	75,383
51											79,031	79,031
52												82,824
53												86,800
54												90,967
55												95,333

Note: with effect from 1 April 2009 Band 1 will consist of three spine points only. Employees who are on the minimum of Band 1 as at 31 March 2009 will transfer to the new minimum point with effect from 1 April 2009 and their incremental point will become 1 April 2010. All the pay points have now been renumbered and the total scale is reduced from 56 to 55 points.



## Annex C

Table 13

Pay bands and pay points on the second pay spine in England from 1 April 2010

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	13,653	13,653										
2	14,008	14,008										
3	14,364	14,364										
4		14,779										
5		15,194										
6		15,610	15,610									
7		16,145	16,145									
8		16,753	16,753									
9			17,118									
10			17,604									
11			18,152	18,152								
12			18,577	18,577								
13				19,250								
14				19,933								
15				20,554								
16				21,176	21,176							
17				21,798	21,798							
18					22,663							
19					23,563							
20					24,554							
21					25,472	25,472						
22					26,483	26,483						
23					27,534	27,534						
24						28,470						
25						29,464						
26						30,460	30,460					
27						31,454	31,454					
28						32,573	32,573					
29						34,189	34,189					
30							35,184					
31							36,303					
32							37,545					
33							38,851	38,851				
34							40,157	40,157				
35								41,772				
36								43,388				
37								45,254	45,254			
38								46,621	46,621			
39									48,983			
40									51,718			
41									54,454	54,454		
42									55,945	55,945		
43										58,431		
44										61,167		
45										65,270	65,270	
46										67,134	67,134	
47											69,932	
48											73,351	
49												77,079
50												80,810
51												84,688
52												88,753
53												93,014
54												97,478

Note: with effect from 1 April 2010 pay spine point 20 in pay band 5 has been removed. The incremental date of staff on the removed pay spine point (20) will change to 1 April. Staff on pay spine point 20 on 31 March 2010 will move to the new pay spine point 20 on 1 April 2010 and will have a new incremental date of 1 April 2011. Staff on pay spine point 21 and above on 31 March 2010 will have their pay spine point re-numbered but will retain their existing incremental date where applicable and will progress to the next pay spine point on their normal incremental date. Pay spine point 20 and all the following pay spine points have been renumbered and the total pay spine is reduced from 55 to 54 points.



## Annex I

### High cost area supplements

Table 18  
From 1 October 2004 (See Section 4)

Area	Level (1 October 2004)
Inner London	20% of basic salary, subject to a minimum payment of £3,197 and a maximum payment of £5,328.
Outer London	15% of basic salary, subject to a minimum payment of £2,664 and a maximum payment of £3,729
Fringe	5% of basic salary, subject to a minimum payment of £799 and a maximum payment of £1,385

Table 18a  
From 1 April 2005

Area	Level (1 April 2005)
Inner London	20% of basic salary, subject to a minimum payment of £3,300 and a maximum payment of £5,500
Outer London	15% of basic salary, subject to a minimum payment of £2,750 and a maximum payment of £3,850
Fringe	5% of basic salary, subject to a minimum payment of £825 and a maximum payment of £1,430

Table 18b  
From 1 April 2006

Area	Level (1 April 2006)
Inner London	20% of basic salary, subject to a minimum payment of £3,383 and a maximum payment of £5,638
Outer London	15% of basic salary, subject to a minimum payment of £2,819 and a maximum payment of £3,946
Fringe	5% of basic salary, subject to a minimum payment of £846 and a maximum payment of £1,466

Table 18c  
From 1 April 2007

Area	Level (1 April 2007 and 1 November 2007)
Inner London	20% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £3,434 from 1 April and £3,468 from 1 November; and a</li> <li>• maximum payment of £5,722 from 1 April and £5,779 from 1 November</li> </ul>
Outer London	15% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £2,861 from 1 April and £2,890 from 1 November; and a</li> <li>• maximum payment of £4,005 from 1 April and £4,045 from 1 November</li> </ul>
Fringe	5% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £859 from 1 April and £867 from 1 November; and a</li> <li>• maximum payment of £1,488 from 1 April and £1,503 from 1 November</li> </ul>

Table 18d  
From 1 April 2008

Area	Level (1 April 2008)
Inner London	20% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• Minimum payment of £3,855 and a maximum payment of £5,938 *</li> </ul>
Outer London	15% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• Minimum payment of £3,261 and a maximum payment of £4,156*</li> </ul>
Fringe	5% of basic salary, subject to a: Minimum payment of £891 and a maximum payment of £1,544

Table 18e  
From 1 April 2009

Area	Level (1 April 2009)
Inner London	20% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• Minimum payment of £3,947 and a maximum payment of £6,080</li> </ul>
Outer London	15% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• Minimum payment of £3,339 and a maximum payment of £4,256</li> </ul>
Fringe	5% of basic salary, subject to a: Minimum payment of £912 and a maximum payment of £1,581

Table 19  
From 1 April 2010

Area	Level (1 April 2010)
Inner London	20% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• Minimum payment of £4,036 and a maximum payment of £6,217</li> </ul>
Outer London	15% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• Minimum payment of £3,414 and a maximum payment of £4,351</li> </ul>
Fringe	5% of basic salary, subject to a: Minimum payment of £933 and a maximum payment of £1,616





## Annex R

# Guidance on the application of nationally agreed recruitment and retention premia

1. This note provides initial guidance on setting the levels of long-term recruitment and retention premia which have been agreed in principle at national level under the new NHS pay system.

### Background

2. Recruitment and retention premia are additions to the pay of a post or group of similar posts, where market pressures would otherwise prevent the employer from being able to recruit or retain staff in sufficient numbers, at the normal salary for jobs of that weight. The new system provides for them to be awarded on either a national or local basis. But where it is agreed nationally that a recruitment and retention payment is necessary for a particular group the level of the payment should be specified or, where the underlying problem is considered to vary across the country, guidance should be given to employers on the appropriate level of payment.
3. This guidance therefore covers the award of long-term recruitment and retention premia for staff in the limited number of posts for which the payment of a premium has been pre-agreed. This does not mean that other premia cannot be agreed locally, provided the correct procedure for determining a premium is followed as set out in Annex J, including consultation with staff representatives and other local NHS employers.

### Posts to which this guidance applies

4. The use of job evaluation to ensure fair pay between NHS jobs has revealed a number of jobs with relatively high levels of pay in relation to job weight which appear to reflect past responses to external labour market pressures. In some cases employers have used higher grades than would appear appropriate on the basis of a strict interpretation of grading definitions, in order to recruit or retain staff. In other cases there have been national agreements to improve the pay of particular grades or groups because of concerns about recruitment and retention.
5. Under normal circumstances, when the new pay system is fully operational, evidence would be sought that it is not possible to recruit or retain staff at the normal job-evaluated pay level before agreeing a recruitment and retention premium. However, this process cannot be safely applied to the transitional period in which the new system is being implemented, because data on recruitment at the new pay levels cannot be sought until the new pay rates are in force. That could result in the withdrawal of all past local and national measures aimed at dealing with recruitment problems for a period of several months and possibly longer,

while data on recruitment at the new pay levels was gathered, which could severely disadvantage the NHS in the labour market.

6. The negotiators of Agenda for Change have, therefore, agreed a list of jobs for which there is prima facie evidence from both the work on the job evaluation scheme and consultation with management and staff representatives, that a premium is necessary to ensure the position of the NHS is maintained during the transitional period. The jobs concerned are listed in Table 20, below.

Table 20

Type of post
Chaplains
Clinical coding officers
Cytology screeners
Dental nurses, technicians, therapists and hygienists
Estates officers/works officers
Financial accountants
Invoice clerks
Biomedical scientists
Payroll team leaders
Pharmacists
Qualified maintenance craftspersons
Qualified maintenance technicians
Qualified medical technical officers
Qualified midwives (new entrant)
Qualified perfusionists

7. Under these circumstances, however, it is difficult, and in most cases would be inappropriate, to determine a national rate for the premium. The agreement, therefore, provides in these cases only that the premium must be sufficient to ensure no loss (in line with the principle that the NHS should not be disadvantaged in the labour market during the transitional period) while requiring employers working in partnership with staff representatives to review the evidence available locally. The exception dealt with below is that of staff who require full electrical, plumbing or mechanical crafts qualifications, where there is a high degree of consistency in NHS rates and readily available published market rates, on the basis of which an initial rate for the premium has been set.
8. The following paragraphs provide guidance on how the no loss guarantee should be interpreted, the constraints within the new system on the maximum level of premium which may be paid and specific guidance on some of the groups concerned where additional considerations apply,

including the agreed rate in the case of staff who require full electrical, plumbing or mechanical crafts qualifications.

### Minimum level of premium

9. The level of premium payable should be set locally on assimilation in cash terms, at a level at least sufficient to ensure that, at assimilation, an existing member of staff will be no worse off. The level of premium agreed locally should, therefore, be at least sufficient to ensure that the staff in these posts do not require protection under the separate protection arrangements.
10. As set out in paragraph 2 of Section 5, employers may establish different premia for different classes or types of post, provided there is evidence that the recruitment and retention position is different, for example, because they have significantly different job descriptions and are in different pay bands under the new system.

### Maximum level of premium

11. Unless necessary to ensure no loss as described above, no premium may exceed 30 per cent, except as set out below.
12. Premia in excess of 30 per cent may be paid where justified under the criteria in Annex J.

### Further guidance on specific cases

#### Qualified maintenance crafts persons and qualified maintenance technicians

13. Given the high degree of consistency in NHS rates and the existence of published market rates, it is appropriate to specify a single level of premium for staff who require full electrical, plumbing or mechanical crafts qualifications of £3,277 a year, from 1 April 2010. Premia should only exceed this rate, or the equivalent rate as uplifted under the provisions below, where that is necessary to ensure no loss under the rules in paragraphs 4 to 7, above.<sup>1</sup>
14. Premia may also be agreed locally for building crafts, subject to the guidance above on minimum and maximum rates.

### Chaplains

15. The agreement instituting the new pay system includes agreement that the chaplains' accommodation allowance should be replaced by a recruitment and retention premium. In the case of chaplains, therefore, any premium agreed, in addition to meeting the normal rules on the

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<sup>1</sup> See the question and answer guidance in Annex A2.

minimum level of allowance set out above, must not be less than the level of any accommodation allowance already in payment.

### Qualified midwife (new entrant)

16. Premia should be set at the level necessary to ensure that newly qualified midwives in post, on assimilation to pay band 5, suffer no loss under the rules in paragraph 9, above. Trusts should then apply the same premium to other newly qualified midwives in pay band 5, appointed after the effective date for assimilation. No premium should be paid to midwives in more senior jobs at pay band 6 and above on the basis of this guidance. Employers are, however, free (as with all other jobs) to agree local recruitment and retention premia for other midwives locally under the new system, where the criteria are met.

### Uprating of nationally agreed premia

17. The value of the premium in paragraph 13 is the value effective from 1 April 2010. Any premia paid prior to this date should be uplifted at that date to this amount. Any uprating of premia thereafter will be by either national or local agreement.

### Review of this guidance

18. This initial guidance on the level of nationally agreed recruitment and retention premia has been drafted to allow flexibility for the service during assimilation to the new system, taking account of the fact that the current grading of posts varies widely. Future reviews of the guidance should seek to introduce greater consistency in rates of premium for newly appointed staff, unless variation is justified by the evidence.<sup>2</sup>

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<sup>2</sup> See the question and answer guidance in Annex A2.  
NHS terms and conditions of service handbook  
Pay circular (AforC) 2/2010: amendment number 17