

NHS:

PCA(D)(2021)01 / PCA(M)(2021)02 / PCA(O)(2021)03 / PCA(P)(2021)02

## Health & Social Care DG



Dear Colleague

### **£500 ONE OFF NON-CONSOLIDATED PAYMENT TO PERSONS WORKING WITHIN AN INDEPENDENT SERVICE PROVIDER**

#### **Summary**

1. This letter advises NHS Boards and Practitioner Services of the arrangements for the NHS payment disbursement to persons working within an independent service provider setting, announced on 30 November 2020.

2. The payment is available to:

- General Practitioners and their practice teams, including administrative staff and practice managers;
- NHS Dentists and dental teams, including administrative staff and practice managers;
- Community optometrists and their optometry practice teams, including administrative staff and practice managers; and
- Community Pharmacists and their pharmacy teams.

08 February 2021

#### **Addresses**

##### For action

Chief Executives, NHS  
Boards

Director, Practitioner  
Services

##### For information

Chief Executive, NHS  
National Services  
Scotland

Chief Executive, NHS  
Education for Scotland

Directors of Dentistry  
Directors of Pharmacy  
Optometric Advisors  
Primary Care Leads  
NHS Directors of Finance

## Background

1. The First Minister, Nicola Sturgeon, announced on 30 November 2020 that NHS workers would be given a payment for their work to support the response to the COVID-19 pandemic.
2. The payment is a maximum of £500 per person for full time staff and a pro-rata amount for those working part time. This is a one-off payment, subject to the arrangements described below and is not to be considered as an ongoing pay commitment.

## Arrangements

3. The arrangements relate to all persons working within an independent service provider setting, providing NHS services at any time between 17 March 2020 and 30 November 2020 for a minimum of 30 continuous days during the period. This includes all clinical and clerical staff.
4. The **maximum** payment of £500 is available to workers within the following service provider settings:
  - General Practitioners and their practice teams, including administrative staff and practice managers;
  - NHS Dentists and dental teams, including administrative staff and practice managers;
  - Community optometrists and their optometry practice teams, including administrative staff and practice managers; and
  - Community Pharmacists and their pharmacy teams.
5. People who work on a locum basis within the above service provider settings are eligible, provided they meet the conditions in paragraph 3.
6. The payment is available, either as a single payment where there is one employer, or as multiples where there is more than one employer. However, the maximum payment is £500 and claims made over that amount will be discounted within a reconciliation process carried out by Practitioner Services.
7. For those persons who work less than full-time, the £500 payment will be pro-rated. GPs and dentists will be regarded as full time where they work 40 hours a week (with the exception of salaried GPs and dentists who are contracted to work 37.5 hours a week). All other staff will be regarded as full time where they work 37.5 hours a week. Payments will be made on this basis of Whole Time Equivalence (WTE). Payments are limited to £500 per individual.
8. Pro-rating should be carried out on the basis of the claimant's regular arrangements with the service provider. Where commitments have changed between 17 March 2020 and 30 November 2020, service providers should submit the claim based on the higher commitment over the period as long as that was worked for 30 continuous days.
9. Eligibility will not be affected by periods spent on furlough, joining or leaving a service provider between 17 March 2020 and 30 November 2020, sick leave, shielding or self isolation.

## Process

10. This [form](#) must be submitted to Practitioner Services by 21 February 2021 by an appropriate person detailing the WTE for each person within the service provider. It is the responsibility of the person with appropriate authority within the service provider to ensure that the claim associated with each individual worker is accurate on a per service provider setting. It is the responsibility of the appropriate person to submit one claim on behalf of the whole practice. The claim will request a limited amount of information and is intended to support the delivery of these funds to the service provider as well as the verification process. Once Practitioner & Counter Fraud Services have determined the appropriate service provider payments, they will send a remittance advice to the email address indicated on the claim form, detailing the amounts to be paid to each person.
11. The lump sum will be paid to the service provider in March 2021 which will then be the responsibility of the service provider to disburse to staff. These payments will be outwith any routine or other payment schedule.
12. Claims received from service providers after the submission date will not be considered as this money must be disbursed by Scottish Government within this financial year.

### **Taxation, Pensions, National Insurance and disbursement**

13. The payment will be taxable.
14. The payment will not count towards pension entitlements.
15. In addition to the £500 per full-time member of staff, service providers will receive £69 per full-time member of staff to cover employer National Insurance costs (pro-rata).
16. Service providers should consider staggering disbursement at employees' request if this suits their employees financial circumstances, in respect of DWP payments, as this payment may have an impact on their personal situation. Discussions should be taken forward at the service provider to determine the most appropriate payment dispersal for each eligible worker.

### **Former employees or partners**

17. Service providers are asked to contact employees or partners who left the practice after 17 March 2020 to ensure claims are made on their behalf. The same reconciliation process will apply to those who have left the sector or who have moved employer within it and the maximum £500 will apply.

### **Locums and sessional paid staff**

18. Persons working within an independent service provider setting on a locum basis are encouraged to discuss a claim being made on their behalf by a single appropriate service provider if possible. This claim should reflect their routine working commitment (rather than that of staff whose absence they may be covering). This should not include anything for which they are salaried by an NHS Board.
19. There will be a separate claim form for locums and sessional paid staff who cannot have a claim made on their behalf by a single appropriate service provider. This will be provided in due course.

## Payment Verification

20. Data submitted on the claim forms may be subject to post-payment verification procedures to ensure claims are valid.
21. Where overpayments are identified, these may be subject to recovery from the service provider.

## Enquiries

Practitioner Services has produced an [FAQ](#) that should address most enquiries.

Payment enquiries about this circular should be made to:

Dental	<a href="mailto:nss.bonus-500-dental@nhs.scot">nss.bonus-500-dental@nhs.scot</a>
General Practice	<a href="mailto:nss.bonus-500-medical@nhs.scot">nss.bonus-500-medical@nhs.scot</a>
Optometry	<a href="mailto:nss.bonus-500-optometry@nhs.scot">nss.bonus-500-optometry@nhs.scot</a>
Pharmacy	<a href="mailto:nss.psdhelp@nhs.scot">nss.psdhelp@nhs.scot</a>

22. Policy enquiries should be made to [hwfpaytermsandconditions@gov.scot](mailto:hwfpaytermsandconditions@gov.scot).



Chief Dental Officer/ Deputy Director  
Dentistry & Optometry Division



Interim Director of Primary Care  
Primary Care Directorate



Alison Strath  
Interim Chief Pharmaceutical Officer  
Pharmacy and Medicines Division