

Annex 21 Guidance – January 2026

What is Annex 21?

Annex 21 is the provision within the Agenda for Change Handbook (AFC) which describes how trainees employed under AFC terms and conditions by the NHS should be supported. These provisions deal with individuals who join the NHS as a “new entrant”, as well as the position of existing employees who take up a trainee role.

The most recent version of the Agenda for Change handbook can be found [here](#). Details of Annex 21 were updated in the [NHS Circular PCS \(AFC\) 2024/6](#).

When is Annex 21 used?

Annex 21 is applicable for trainees who enter the NHS and undertake all their training whilst an employee. Typically, these staff develop their knowledge and skills significantly during a period of time measured in years.

Given the significant change in knowledge and skills during the training period the formal or accredited training generally means organised teaching or learning and can be delivered through classroom-based teaching, online learning, a study programme, structured on the job learning or equivalent. Some kind of assessment will generally be required confirming successful completion of the ‘training’.

What are trainees paid under Annex 21?

Pay should be determined as a percentage of the pay for qualified staff. Where periods of training last for between one and four years, pay will be adjusted as follows:

- (i) up to one year (365 days) prior to completion of training: 75 per cent of the pay band maximum of the fully qualified rate;
- (ii) more than one (366 days+) but less than two years prior to completion of training: 70 per cent of the pay band maximum of the qualified rate;
- (iii) more than two but less than three years prior to completion of training: 65 per cent of the pay band maximum for the qualified rate;
- (iv) more than three years from completion of training: 60 per cent of the pay band maximum for the qualified rate.

Where circumstances arise within the training period which may necessitate an extended period of training (e.g. sick leave, repetition of learning modules) this will be the subject of discussion between the employee and employer in terms of approval of this extension in the normal manner.

What will be the minimum hourly rate of trainees on Annex 21?

Starting pay for any trainee must be no less than the rate of the Scottish Living Wage. Where the calculation above results in the Scottish Living Wage being payable for year two and beyond, an addition to pay should be made on top of the minimum wage.

Are there any differences to salary for existing NHS Lanarkshire employees, compared to those working with another NHS Employer, or who work outside of the NHS?

Where an existing substantive NHS Lanarkshire employee, moves to a training role and this would result in a reduction in earnings, the individual will remain on their existing band and earnings level. This will include any incremental progression and pay award uplifts, until the conclusion of their training period.

The earnings level will include rostered shift allowances/unsocial hours and will be agreed in advance with the trainee. Normal rules such as PAIAW will apply.

The Hiring Manager is responsible for making sure that the employee/potential employee is aware of this.

Trainees appointed from any other employer, including any other NHS employer, will receive the appropriate percentage determined by the duration of the training programme, as set out above.

What should be considered when recruiting to an Annex 21 post?

The Banding on the eCOR should reflect the approved AfC banding of the JD. The Hiring Manager should make sure that “Annex 21” is recorded in the post title as well as selecting “yes” to the Annex 21 question within the approval form.

A new Annex 21 proforma should be completed every time the Hiring Manager raises an eCOR. This form is available within the Recruitment Section of the HR page on Firstport and can be accessed [here](#).

The Hiring Manager may wish to consider both qualified candidates and Annex 21 candidates for a post. In this situation, the Hiring Manager should note this on the eCOR and liaise with the Recruitment Administrator for the post.

How are Payroll notified that an employee is employed under Annex 21?

The Hiring Manager is responsible for notifying payroll. This is done through updating eESS or via a new start form.

If the manager believes that an internal applicant may be entitled to pay protection, they should contact Payroll before they complete the eESS transaction. Payroll will advise if pay protection is applicable.

How is Annex 21 processed on eESS?

eESS needs to be updated with details of the Annex 21 trainee post.

There are three key area for this:

New Start to Board	Annex 21 details will be added to the Staff Engagement Form and added to eESS by the Workforce Team detailing percentage of pay, start and end date of training
Internal Transfers	<p>Manager to complete eESS transactions: (Agenda for Change and Change Job and Terms. The manager must provide percentage, start and end dates.</p> <p>If the employee is entitled to pay protection, as identified by Payroll, the Manager must enter this information into the eESS via a Change Job and Terms transaction.</p> <p>If Payroll identify that the employee is entitled to protection and the Manager has not entered this on eESS, Payroll will contact both the Manager and Workforce Systems to amend this.</p>
Updating subsequent years	In all situations where the employee is placed on Annex 21 for 2 or more years, the manager must complete a new transaction each year updating the percentage payment.

Full details of how to complete these transactions are contained in Appendix A.

Appendix A

Processing Annex 21 on eESS

1. Navigate to **NHSS Manager Self Service, NHS Lanarkshire**
2. Click on **Agenda for Change**

Home

eESS Support Website

Navigator

[Personalize](#)

- ▶ NHS Lanarkshire DDIT with EEO, NHS Greater Glasgow & Clyde
- ▶ NHSS Agenda for Change Employee Self Service, NHS Lanarkshire
- ▶ NHSS Board System Administrator
- ▶ NHSS HR ePayroll Interface Super, NHS Lanarkshire
- ▶ NHSS Learner Manager, NHS Lanarkshire
- ▶ NHSS Learner Self-Service, NHS Lanarkshire
- ▶ NHSS Learning Management Administrator, NHS Scotland
- ▶ NHSS Local Administrator with EEO, NHS Lanarkshire
- ▶ NHSS Local Administrator without EEO, NHS Lanarkshire
- ▶ NHSS Manager Self Service, NHS Lanarkshire
 - ▶ All Actions Awaiting Your Attention
 - ▶ Absence Management
 - ▶ Absence Carried Over
 - ▶ Additional Paternity Leave
 - ▶ Adoption Leave
 - ▶ **Agenda for Change**

3. Select employee from hierarchy

to whom transaction applies and click **Action**

Agenda for Change: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action
Mcgahey, Martin		77B4 HUMAN RESOURCES BAND 4 ADMINISTRATIVE SERVICES HUMAN RESOURCES	[L82182] HR WORKFORCE DEVELOPMENT (Sub-Dept)	

Ensure you are selecting the correct assignment as employee may have multiple posts

Agenda for Change: Extra Information

Employee Name	Organization Email Address
Employee Number	Business Group NHS Lanarkst

[SOP205 - Agenda for Change Guide](#)
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Agenda for Change

Select Object: [Delete](#) | [Add](#) | [***](#)

Select	Status	Assignment Number	SSTS Roster Location	SSTS Roster Effective Date	CAJE Reference	Foundation Gateway Date	AFC Annexes	AFC Effective renew dates	Rota Type	Clinical Nurse Specialty area	Clinical Nurse Sub Specialty area	CNS Specialty WTE	Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Trainee % of a Salary	Trainee % Effective Date	Trainee % Ceased Date	
<input checked="" type="radio"/>		1																	
<input type="radio"/>																			

[Table Diagnostics](#)

4. Click **Add**

Add Assignment Number

Example below is employee on 2 year Annex 21. Employee would be paid 70% for Year 1 and 75% for year 2. Manager should submit a new transaction for each year as the training percentage will change each year.

Year 1 below

Agenda for Change

Employee Name	
Employee Number	
SOP205 - Agenda for Change Guide	
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.	
Assignment Number	<input type="text"/>
SSTS Roster Location	<input type="text"/>
SSTS Roster Effective Date	<input type="text"/>
CAJE Reference	<input type="text"/>
Foundation Gateway Date	<input type="text"/>
AfC Annexes	<input type="text"/>
AfC Effective renew dates	<input type="text"/>
Rota Type	<input type="text"/>
Clinical Nurse Specialty	<input type="text"/>
Clinical Nurse Specialty area	<input type="text"/>
Clinical Nurse Sub Specialty area	<input type="text"/>
CNS Specialty WTE	<input type="text"/>
Consultant NMAHP	<input type="text"/>
Consultant NMAHP Specialty	<input type="text"/>
Advance Practice	<input type="text"/>
Trainee % of a Salary	70
Trainee % Effective Date	01-04-2025
Trainee % Ceased Date	31-03-2026

The Annex 21 trainee % are listed below

For trainees where periods of training last for between one and four years, pay will be adjusted as follows:

- up to one year (365 days) prior to completion of training: 75 per cent of the pay band maximum of the fully qualified rate
- more than one (366 days+) but less than two years prior to completion of training: 70 per cent of the pay band maximum of the qualified rate
- more than two but less than three years prior to completion of training: 65 per cent of the pay band maximum for the qualified rate
- more than three years from completion of training: 60 per cent of the pay band maximum for the qualified rate.

5. Click on **Apply**

6. A **New** row will appear

Agenda for Change

Employee Name

Agenda for Change: Extra Information Cancel | Save For Later | Back | Next

Employee Name
Employee Number

Organization Email Address
Business Group NHS Lanarkshire

SOP205 - Agenda for Change Guide
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Agenda for Change

Select Object: Delete | Add | ***

Select	Status	Assignment Number	SSTS Roster Location	SSTS Roster Effective Date	CA/E Reference	Foundation Gateway Date	A/C Annexes	A/C Effective renew dates	Rota Type	Clinical Nurse Specialty area	Clinical Nurse Sub Specialty area	CNS Specialty WTE	Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Trainee % of a Salary	Trainee % Effective Date	Trainee % Ceased Date	
<input type="radio"/>																			
<input type="radio"/>																			
<input checked="" type="radio"/>	New															70.00	01-04-2025	31-03-2026	

[Table Diagnostics](#)

7. Click on **Next** and review page will appear

Ensure there are approvers listed. If not, do not proceed any further and raise a call via HR Service Now.

8. If all information looks correct, click on **Submit**.

Agenda for Change: Review Cancel | Printable Page | Save For Later | Back | Submit

Employee Name
Employee Number

Organization Email Address
Business Group NHS Lanarkshire

SOP205 - Agenda for Change Guide
Review your changes and, if needed, attach supporting documents.
[Indicates Changed Items](#)

Agenda for Change : The Following fields will be sent over the payroll interface; Assignment Number; Clinical Nurse Specialty; Trainee % of a Salary; Trainee % Effective Date; Trainee % Ceased Date - Please refer to local business processes for other fields.

Agenda for Change

Proposed	
Assignment Number	
Trainee % of a Salary	70.00
Trainee % Effective Date	01-04-2025
Trainee % Ceased Date	31-03-2026

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

+

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	I	HR People	1	Approver		
	2	HR Department-SL999	Position Control Roles	2	Approver		

9. Click **Home**

10. Select **Change Job and Terms**

11. Select employee and click on **Action**

Change Job and Terms: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action
Mogahey, Martin		77B4.HUMAN RESOURCES BAND 4 ADMINISTRATIVE SERVICES.HUMAN RESOURCES	[L&E21&E2] HR WORKFORCE DEVELOPMENT (Sub-Dept)	

12. Select Effective Date and click on **Continue**

Change Job and Terms: Effective Date Options

Effective Date 18.03.2025

Employee Name
Organization Email Address
Job
Position
Pay Number
Pay Division
Pay Point

Employee Number
Organization Manager
Incremental date
Group Code

Enter the date on which the changes should take effect, and press the Continue button.

< April 2025 >

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Changes should take effect on the effective date as entered below.
Effective Date 01-04-2025

Changes should take effect as soon as final approval is made.

If there are no other changes, go to Grade Point and click on the Grade Point field and a pop up box will appear.

Change Job and Terms: Assignment

Effective Date 01.04.2025

Employee Name
Organization Email Address
Job
Position
Pay Number
Pay Division
Pay Point

Employee Number
Organization Manager
Incremental date
Group Code

* Indicates required field

Department (Sub-Dept)

SOP233 - Change Position Guide
SOP210 - Change Cost Centre Guide
If changing Department, Cost Centre must also be updated.

Department (Sub-Dept) [3,82182] HR WORKFORCE DEVELOPMENT (Sub-Dept)

Address Line 1 Aldrie Road
Town Carlisle
Post Code ML8 9ER
Country United Kingdom

Position

SOP233 - Change Position Guide

TIP If a position doesn't exist then contact your local board eESS team.

Job

Grade

Agenda for Change Pay Scale Reference

Grade Name
Ceiling Point
Grade Point

Search and Select: Grade Point

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Spinal Point Point 01 Go

Results

Select	Quick Select	Spinal Point	Step	Rate	Value
<input type="radio"/>		Point 01	2	Band 4	29116

About this Page

Cancel Select

The employee should be on the maximum of the Grade Point if now on Annex 21.

TIP - By clicking on dialogue box remove the numbers then click on **Go**, all grade points will appear.

Search and Select: Grade Point

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Spinal Point Point Go

Results

Select	Quick Select	Spinal Point	Step	Rate	Value
<input type="radio"/>		Point 00	1	Band 4	29116
<input type="radio"/>		Point 01	2	Band 4	29116
<input type="radio"/>		Point 02	3	Band 4	29116
<input type="radio"/>		Point 03	4	Band 4	31670
<input type="radio"/>		Point 04	5	Band 4	31670
<input type="radio"/>		Point 05	6	Band 4	31670
<input type="radio"/>		Point 06	7	Band 4	31670

About this Page

Cancel Select

13. Select the highest Point NN, this will now change Grade Point to top of band. NB Not all Bands have the same number of Grade Points.

* Post Descriptor 77B4.HUMAN RESOURCES BAND 4.ADMINISTRATIVE SERVICES.HUMAN RESC

Grade

Agenda for Change Pay Scale Reference

Grade Name Band 4.
Ceiling Point
* Grade Point Point 06

14. If no further changes, click on **Next**. (You may need to click on **Next** twice)

15. On the Assignment Info screen, in the **Temporary Change Notes** field, enter words to effect of 'Annex 21 from DD/MM/YYY – DD/MM/YYY NN%'

Assignment Info

Staff Group and Job Description only required for non AfC staff
SOP220 - On Call Indicator

Pay Number

Staff Group

Job Description

Incremental date

Pay Division L55

Group Code BB

Pay Point 06

Weekly Payroll Justification

WTR opt-out date

WTR opt-out review date

On-call indicator

On-call effective date

Temporary Change Notes Annex 21 from 01/04/2025 - 31/03/2026 70%

Term Time Worker

Term Time Weeks Worked

**Standard Basic Hours (only complete if different from contract hours)

16. Click **Next**

17. Review changes made, identifiable by blue dot, click **Submit**

Updating Agenda for Change

1. Take note of the information currently held (in latest row)

Agenda for Change

Employee Name

Agenda for Change: Extra Information

Employee Name Organization Email Address
Employee Number Business Group NHS Lanarkshire

SOP205 - Agenda for Change Guide
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Agenda for Change

Select Object: | |

Select	Status	Assignment Number	SSTS Roster Location	SSTS Roster Effective Date	CAJE Reference	Foundation Gateway Date	AfC Annexes	AfC Effective renew dates	Rota Type	Clinical Nurse Specialty area	Clinical Nurse Sub Specialty area	CNS Specialty WTE	Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Trainee % of a Salary	Trainee % Effective Date	Trainee % Ceased Date	
<input type="radio"/>																			
<input checked="" type="radio"/>	New															70.00	01-04-2025	31-03-2026	

2. Click **Add**
3. Select **Assignment Number**
4. ** For Annex 21 employees, update mandatory fields if changing.
 - Trainee % of a Salary
 - Trainee % Effective Date
 - Trainee % Cease Date

Example below is a change to trainee % for 2nd year of Annex 21

Agenda for Change

Employee Name
Employee Number

SOP205 - Agenda for Change Guide
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Assignment Number

SSTS Roster Location

SSTS Roster Effective Date

CAJE Reference

Foundation Gateway Date

AfC Annexes

AfC Effective renew dates

Rota Type

Clinical Nurse Specialty

Clinical Nurse Specialty area

Clinical Nurse Sub Specialty area

CNS Specialty WTE

Consultant NMAHP

Consultant NMAHP Specialty

Advance Practice

Trainee % of a Salary

Trainee % Effective Date

Trainee % Ceased Date

5. Click **Apply**, click **Next**
6. Review changes and click **Submit**

Update End Date for Annex 21 employees

1. Take note of the information currently held (in latest row)
2. Click **Add**
3. Select **Assignment Number**
4. All previous information that is still true must be entered into the relevant fields (information noted in Step 3)
5. Enter updated information in applicable fields

Example below is where end date of 1st year of annex 21 is ending earlier than originally recorded.

.Agenda for Change

Employee Name
Employee Number

[SOP205 - Agenda for Change Guide](#)
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Assignment Number	12345678
SSTS Roster Location	
SSTS Roster Effective Date	
CAJE Reference	
Foundation Gateway Date	
AFC Annexes	
AFC Effective renew dates	
Rota Type	
Clinical Nurse Specialty	
Clinical Nurse Specialty area	
Clinical Nurse Sub Specialty area	
CNS Specialty WTE	
Consultant NMAHP	
Consultant NMAHP Specialty	
Advance Practice	
Trainee % of a Salary	70
Trainee % Effective Date	01-04-2025
Trainee % Ceased Date	31-01-2026

6. Ensure the cease date is updated
7. Click **Apply**, click **Next**
8. Review changes and click **Submit**

Similarly, you would action the same for extending the date to give more time to someone completing that year of training.

Ending Annex 21 employees and sending minimum Grade Step

1. Click **Add**

Agenda for Change

Employee Name _____

Agenda for Change: Extra Information Cancel Save For Later Back Next

Employee Number _____ Organization Email Address _____
Business Group NHS Lanarkshire

SCP205 - Agenda for Change Guide »
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Agenda for Change

Select Object: Delete Add ***

Select	Status	Assignment Number	SSTS Roster Location	SSTS Roster Effective Date	CAJE Reference	Foundation Gateway Date	AIC Annexes	AIC Effective renew dates	Rota Type	Clinical Nurse Specialty area	Clinical Nurse Sub Specialty area	CNS Specialty WTE	Consultant NMAHP	Consultant NMAHP Specialty	Advance Practice	Trainee % of a Salary	Trainee % Effective Date	Trainee % Ceased Date
<input type="radio"/>																		
<input type="radio"/>																		
<input checked="" type="radio"/>	New															70.00	01-04-2025	31-03-2026

Table Diagnostics

2. Select **Assignment Number**

3. Ensure the following fields are **blank**:

- Trainee % of a Salary
- Trainee % Effective Date
- Trainee % Cease Date

4. Click **Apply**, click **Next**

5. Review changes and click **Submit**

6. Click on **Home**

7. Select **Change Job and Terms**

8. Select employee and click on **Action**

9. Change **Effective date** to the date after the last day of training and click **Continue**

10. On **Grade**, select **lowest point of the scale**

11. Click **Next**

12. On the Assignment Info screen, on the **Temporary Change Notes** field, enter words to effect of 'Ending Annex 21 DD/MM/YYYY' and click **Next**

13. Review changes made, identifiable by blue dot, click **Submit**

Adding details of Pay Protection, as identified by Payroll, for existing NHS Lanarkshire Employees

Internal Transfers Only

1. Navigate to **NHSS Manager Self Service, NHS Lanarkshire**
2. Select **Change Job and Terms**
3. Select employee and click on **Action**
4. Select Effective Date and click on **Continue**
5. Click **Next** (you may need to click on **Next** twice)
6. On the Assignment Info screen, on the **Temporary Change Notes** field, enter words to effect of “Annex 21 01/04/2025-31/03/2026 employee is entitled to Pay Protection” and click **Next**
7. Review changes made, identifiable by blue dot, click **Submit**

On-call effective date

Temporary Change Notes

Term Time Worker

On-call effective date

Temporary Change Notes

Term Time Worker

If you are unsure of the process, please raise a request via HR Service Now and the eESS Team will assist.