

**PWYLLGOR CYNLLUNIO POBL A SICRWYDD PERFFORMIAD
PEOPLE PLANNING AND PERFORMANCE ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	24 June 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Employment Policies Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce and Organisational Development (OD)
SWYDDOG ADRODD: REPORTING OFFICER:	Lisa Gostling, Director of Workforce and Organisational Development (OD)

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

It is imperative that Hywel Dda University Health Board (HDdUHB) has up to date and accurate written control documentation in order to comply with relevant legislation and minimise any associated risk. The process adopted to review policies to ensure inclusion of stakeholders, users and those who have been the subject of policies in the past, is currently being reviewed. It is requested that all current local policy review dates are extended until 31.12.21 to allow sufficient time to research and implement a new local policy review process. Assurance has been provided by the Head of Workforce that the documents remain fit for purpose during the extension period.

There are a substantial number of Workforce & OD policies with imminent review dates:

Ref	Title/link	Review dates
283	Alcohol and Drug/Substance Misuse Policy	15.03.2021
299	Registration and Re-Registration Of Health Professionals Policy	extended to 31.07.2021
582	Term Time Working Policy	extended to 31.07.2021
389	Expenses Policy	extended to 31.07.2021
436	Rostering Policy	extended to 31.07.2021
488	All Wales Upholding Professional Standards in Wales - Disciplinary Procedure for Medical and Dental Staff	extended to 31.07.2021
465	All Wales Social Media Policy	extended to 31.07.2021
204	All Wales Secondment Policy	extended to 31.07.2021
313	Study Leave Policy for Medical Dental Staff	extended to 31.07.2021
558	Management of Nursing Midwifery Medication Errors/Near Misses Policy	extended to 31.07.2021

113	Learning and Development Policy	extended to 31.07.2021
045	Personal Development and Review Policy	extended to 31.07.2021
100	Organisational Induction Policy	extended to 31.07.2021
573	All Wales Organisational Change Policy	extended to 31.07.2021
201	All Wales Disciplinary Policy and Procedure	extended to 31.07.2021
435	All Wales NHS Staff to Raise Concerns Procedure	extended to 31.07.2021
139	Uniform and Dress Code Policy for all Health Board Staff	extended to 31.07.2021
158	Redeployment Policy	extended to 31.07.2021
109	Time in Lieu Procedure	extended to 31.07.2021
072	Submission of Information to Payroll for Payment of Staff for WOD	extended to 31.07.2021
121	Relocation Expenses Policy	extended to 31.07.2021
603	EAGLE Strategy – Employer-led Regulation and Registration System - Assistant Practice, Advanced Practice, Extended Roles, New Roles and Competence	extended to 31.07.2021
126	Work/Life Balance - Flexible Working Policy	extended to 31.07.2021
247	Dealing with Anonymous Letters and Other Anonymous Communications Regarding Members of the Workforce	extended to 31.07.2021
127	Ordinary Parental Leave Policy	extended to 14.9.2021
438	Shared Parental Leave Procedure	extended to 24.05.2021
203	All Wales Capability Policy	extended to 31.07.2021
748	General Data Protection Employees Policy - Workforce Related Employee Data	14.09.2021
107	Volunteers Policy	14.09.2021
340	Staff Psychological Well-Being Policy	14.09.2021
713	Honorary Contracts Procedure	09.10.2021
291	Personnel Employee Records Management Policy	05.11.2021
128	Maternity, Adoption and Paternity Leave Policy and Procedure	05.11.2021
001	Adverse Conditions Policy	05.11.2021
315	Flexible Deployment of Staff Procedure	05.11.2021
464	Industrial Injury Claim Procedure	05.11.2021
768	HDUHB Managing Attendance at Work Policy	05.11.2021
768	Managing Attendance At Work Policy (PDF, 277Kb) <input type="checkbox"/> https://hduhb.nhs.wales/about-us/governance-arrangements/policies-and-written-control-documents/policies/managing-attendance-at-work-policy/	05.11.2021

Cefndir / Background

All HDdUHB employment policies are reviewed on a 3 yearly basis.

Asesiad / Assessment

Extensions to the review dates of the 38 employment policies for a period of 6 months is required to allow sufficient time and resources to establish a new Directorate policy review process and to undertake individual policy reviews.

Argymhelliad / Recommendation

The People, Planning and Performance Assurance Committee is asked to consider and approve the extensions to review dates of the policies detailed above.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Sub-Committee ToR Reference: Cyfeirnod Cylch Gorchwyl yr Is- Bwyllgor:	3.23 Approve corporate and workforce policies and plans within the scope of the Committee.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability 7.1 Workforce
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Develop a sustainable skilled workforce

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Not Applicable
Rhestr Termau: Glossary of Terms:	Included within body of report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw yr Pwyllgor Cynllunio Pobl a Sicrwydd Perfformiad: Parties / Committees consulted prior to People, Planning and Performance Assurance Committee:	Workforce Management Team

Effaith: (rhaid cwblhau)

Impact: (must be completed)

Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
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Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	All policies apply to all employees
Risg: Risk:	All employees must adhere to policies in line with their terms and conditions of employment
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable



**PWYLLGOR CYNLLUNIO POBL A SICRWYDD PERFFORMIAD
PEOPLE PLANNING AND PERFORMANCE ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	24 June 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	042 – Starting Salaries Policy
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce & Organisational Development (OD)
SWYDDOG ADRODD: REPORTING OFFICER:	Sally Owen, Head of Recruitment and Workforce Equality, Diversity and Inclusion

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

In line with Hywel Dda University Health Board's (HDdUHB's) written control documentation process, the People, Planning and Performance Assurance Committee (PPPAC) is asked to approve the following revised policy document:

- 042 – Starting Salaries Policy

The report provides the required assurance that the Written Control Documentation (WCD) Policy (policy number 190) has been adhered to in line with the review of the above mentioned written control document and therefore the document complies with legislation/regulations, available evidence base and can be implemented within the HDdUHB.

Cefndir / Background

It is imperative that HDdUHB has up to date and accurate written control documentation in order to comply with relevant legislation and to minimise any associated risks.

The policy provides advice on starting salaries for new entrants to the NHS, re-joiners and existing NHS staff transferring from another Health Board and applies to all appointments made on Agenda for Change Agreement terms and conditions of employment.

Asesiad / Assessment

The revision to the Policy includes an update to the Starting Salary Incremental Credit Application Form to request submissions are made via email rather than post and minor amendments to enhance the quality of applications submitted. As the revisions are minor, these do not necessitate consultation to be undertaken.

A screening Equality Impact Assessment (EqIA) has previously been undertaken.

Following approval, the policy will be uploaded to the HDdUHB internet and will replace the existing version.

Argymhelliad / Recommendation

For PPPAC to receive an assurance that 042 – Starting Salaries Policy has been reviewed in line with Policy 190 and to approve the documentation prior to being uploaded onto the HDdUHB internet site.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.23 Approve corporate and workforce policies and plans within the scope of the Committee.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	Protect Patients From Avoidable Harm From care
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Legislation and national policy
Rhestr Termiau: Glossary of Terms:	Contained within each written control document
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cynllunio Pobl a Sicrwydd Perfformiad: Parties / Committees consulted prior to People Planning and Performance Assurance Committee:	As detailed in the assessment

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Unforeseen and unbudgeted costs of investigations and/or defence of any legal action could arise from non-adherence to the Policies

Ansawdd / Gofal Claf: Quality / Patient Care:	Staff accessing written control documentation which is out of date, no longer relevant or contradicts current guidance may have a negative effect on the quality, safety and experience of care. It may also lead to unwarranted variation in care delivery
Gweithlu: Workforce:	The Policies apply to all staff
Risg: Risk:	The presence of written control documentation on the intranet, outside of the Policies, Procedures and other Written Control Documentation intranet webpage, may result in staff accessing documents which are out of date, no longer relevant, or contradicting current guidance
Cyfreithiol: Legal:	It is essential that the UHB has up to date policies and procedures in place
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	A full equality impact assessment has been undertaken for each separate policy/procedure

HYWEL DDA UNIVERSITY HEALTH BOARD



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Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Starting Salaries Guideline

Guideline Number:	042	Supersedes:		Classification	Employment	
Version No:	Date of EqIA:	Approved by:		Date Approved:	Date made active:	Review Date:
7	05/2013	PPPAC				6.9.2022

Brief Summary of Document:	Advice on starting salaries for new entrants to the NHS, re-joiners and existing NHS staff transferring from another Health Board
Scope	This Policy and the associated procedure will apply to all appointments made on Agenda for Change Agreement terms and conditions of employment.

To be read in conjunction with:	
Patient Information:	

Owning committee	Workforce & Organisational Development (OD) Sub Committee
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Executive lead	Lisa Gostling
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Reviews and updates		
Version no:	Summary of Amendments:	Date Approved:
1	New policy	21.12.2009
2	Revised and minor updates	3.10.2013
3	Revised and minor updates	4.5.2016
4	Amendments to app1 form to reflect HDUHB	25.7.2017
5	No changes following full review	6.9.2019
6	Inclusion of one word - Existing Staff appointed to the <i>Same or a Lower Band where the Post is from a Different Job Family or Different Role</i>	10.12.2019
7	Amendments to Application Form to request submissions via email rather than post & minor amendments to enhance quality of applications submitted	25.05.21

Glossary of terms

Term	Definition

Keywords	Starting salaries Incremental credit
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HYWEL DDA UNIVERSITY HEALTH BOARD

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HYWEL DDA UNIVERSITY HEALTH BOARD

1. INTRODUCTION

The purpose of this policy is to inform all Health Board managers of the appropriate procedures to be followed when appointing members of staff.

2. POLICY STATEMENT

Hywel Dda Health Board is committed to the principle of fair pay as set out within Agenda for Change Terms and Conditions of Service Handbook.

Agenda for Change Agreement Terms and Conditions Handbook is silent on the issue of starting salaries for individuals who are new to the NHS or re-join after a break in service.

Therefore, the Health Board has agreed the following procedure in partnership to ensure that all newly appointed individuals are paid fairly and consistently for the work they undertake within the Agenda for Change Agreement regulations and framework.

3. SCOPE

This Policy and the associated procedure will apply to all appointments made on Agenda for Change Agreement terms and conditions of employment.

4. OBJECTIVES

To ensure all newly appointed individuals are paid fairly and consistent for the work they undertake within the Agenda for Change Agreement regulations and framework and that this is consistency across the Health Board.

5. AGENDA FOR CHANGE REGULATIONS

5.1. Reckonable Service

Section 12 of the Agenda for Change Agreement Terms and Conditions Handbook sets out the following regulations in respect of reckonable service:

- An employee's continuous previous service with any NHS employer counts as reckonable service (T&C handbook Part 3 12.1)
- Employers have discretion to take into account any period or periods of employment with employers outside the NHS, where these are judged to be relevant to NHS employment (T&C handbook Part 312.2)
- When employees who have been transferred out of NHS employment to a non-NHS provider return to NHS employment, their continuous service with a new non-NHS employer providing NHS funded services, will be counted as reckonable (T&C handbook Part 312.3)

5.2. Equivalent Reckonable Service

When considering awarding incremental credit in respect of previous evidenced reckonable service or equivalent relevant experience (as measured against the job description and person specification) the appointing officer should also consider the impact on:

- Equal pay issues in respect of employees already in the same post or a comparable within the department/directorate and the Health Board.

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- Employees with longer service in the same or a comparable post within the department.
- All new employees will normally commence at the minimum of the scale unless evidence is provided that they are entitled to incremental credit in accordance with this Policy.

6. NEW JOINERS TO THE NHS

New joiners to the NHS automatically commence on the minimum of the pay band.

Applications for incremental credit to take previous equivalent relevant experience into consideration must be evidenced.

Any such evidence presented by the individual or their previous employer should be measured and evaluated against the post's job description and person specification and validated by the Appointing Officer prior to authorisation.

For example, a new Personal Secretary appointed to a post on Band 4 with 1 year 10 months experience gained at a senior secretarial level in a private sector organisation (with similar duties and responsibilities) can be taken into account.

When implementing incremental credit:

- any previous service at a lower secretarial level will not be counted
- Only whole years of experience may be credited. (In this example the appointee would be credited with 1 year's relevant experience.)

6.1 Newly Qualified Staff

In the event of a newly qualified member of staff commencing with the Health Board prior to receiving their PIN the member of staff will be placed at the top of Band 2. Once in receipt of their PIN the member of staff will transfer to the bottom of band 5 and progress in the normal way.

7. STAFF RE-JOINING THE NHS

Staff re-joining the NHS automatically commence on the minimum of the pay band.

Applications for incremental credit to take previous equivalent relevant experience into consideration must be evidenced.

7.1. Staff Re-Joining on the Same Band and Same Staff Group / Job Role

Relevant experience gained within the NHS or another sector can be given the relevant number of year's credit as set out in paragraph 6 above.

7.2. Staff Re-joining On Lower Banded Posts, Within their Former Profession or Same Job Family

Where a candidate is appointed to a post, which is at a lower grade than the post they held prior to leaving the NHS, they may be further up the pay band subject to them having maintained the relevant level of experience, skills and knowledge, required for the post.

7.3. Staff Re-joining to a Lower Banded Post where the Post is from a Different Job Family or Different Role

As the employee will be a new entrant to the post, within a new job family, if they have no previous experience in that field they would be appointed to the bottom of the scale. If the employee has relevant proven experience gained either within the NHS or another sector, they can be given the relevant number of year's credit, as set out in paragraph 6 above.

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7.4. Staff Re-joining to a Higher Banded Post

As the employee will be a new entrant to the post, if they have no previous experience in that field they would be appointed to the bottom of the scale. If the employee has relevant proven experience gained either within the NHS or another sector, they can be given the relevant number of year's credit, as set out in paragraph 6 above.

8. EXISTING STAFF IN CONTINUOUS NHS EMPLOYMENT

8.1. Existing Staff Transferring on the same Band within the same Staff Group / Job Role

Existing staff transferring on the same band and same staff group from a previous NHS employer will transfer on their existing salary and retain their incremental date.

8.2. Existing Staff Transferring on a Lower Band within the same Staff Group / Job Role

Where a candidate is appointed to a post, which is at a lower grade than the post they held they may be appointed to the top of the pay band subject to them having maintained the relevant level of experience, skills and knowledge, required for the post.

8.3. Existing Staff appointed to the Same or a Lower Band where the Post is from a Different Job Family or Different Role

As the employee will be a new entrant to the post, within a new job family, if they have no previous experience in that field they would be appointed to the bottom of the scale. If the employee has relevant proven experience gained either within the NHS or another sector, they can be given the relevant number of years' credit as set out in paragraph 6 above.

8.4. Existing Staff appointed to a Higher Pay Band

There are strict rules within the Terms and Conditions Handbook regarding the incremental point to which an employee is appointed on for temporary upgrading and on promotion and Section 6 A4C sets out the following:-

Temporary movement into a higher pay band

Individuals may be moved into a higher pay band where it is necessary to fill a post on a temporary basis when a vacancy is unfilled, but being advertised, or the post is being held open for someone who is due to return, e.g. from long-term sick leave, maternity leave, or from extended training.

Pay should be set either at the minimum of the new pay band or, if this would result in no pay increase the first pay point in the band which would deliver an increase in pay.

Temporary movement into a new pay band should not normally last more than six months or less than one month except in instances of maternity leave or long-term sick leave where a longer period may be known at the outset. In circumstances where the individual is not required to carry out the full responsibilities of the post, pay will be determined by job evaluation.

Where temporary movement into a higher pay band results in only one extra pay point the incremental date remains the same. Where temporary movement results in more than one extra pay point the incremental date for the period of the temporary movement becomes the date the movement began.

Pay On Promotion/Pay progression

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Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay.

9. APPLYING FOR AND AUTHORISING INCREMENTAL CREDIT

The appointing officer should never confirm a starting salary above the minimum of the pay band, until their application has been authorised by the Director of Workforce & OD.

The appointing officer may however advise the new starter that this salary may be reviewed against any evidenced NHS reckonable service and/or equivalent relevant experience.

Incremental credit must be based on evidenced reckonable service and/or an equivalent number of years of experience relevant to the post, which has been measured and evaluated against the job description, person specification and the KSF Outline. Once this review has been completed and the documented evidence gathered, the Appointing Officer may make a recommendation and apply to award the new starter incremental credit using the Incremental Credit Application Form (Appendix A).

The Incremental Credit Application Form must be completed by the individual and given to the Appointing Officer together with requisite evidence. It is the responsibility of the Appointing Officer to ensure that all relevant supporting documentation is attached to their application form prior to submission to the Director of Workforce & OD for authorisation.

The Appointing Officer must make a recommendation to support the granting of incremental credit.

Failure to properly complete or attach the supporting evidence/documentation will result in the Incremental Credit Application Form being returned to the Appointing Officer and will delay the application. If applications are received outside of the time limits it will not be possible to approve the request.

Applications should be submitted with all relevant evidence as soon as possible following a provisional offer of employment has been made. Applications submitted 2 months after someone has commenced in post will not be considered.

9.1. Measuring and Evaluating Equivalent Relevant Experience

Where the appointing officer is in receipt of evidence that will enable them to measure and evaluate the appointed candidate's equivalent relevant experience, they must review this against the post's job description, person specification and KSF Outline. Only when this full review has taken place should the appointing officer make a recommendation regarding the award of incremental credit, using the Incremental Credit Application Form.

10. INCREMENTAL CREDIT QUERIES

If you have any queries regarding the award of incremental credit, you should contact a member of the Workforce Team who will be able to advise you regarding this matter.

11. TRAINING

All staff will be made aware of this policy upon commencement with the Health Board at either the Health Board or the departmental induction. Copies can also be viewed on the Health Board's Intranet or obtained via the Workforce and OD Department. Training will be provided as appropriate depending on the complexity of the policy.

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12. IMPLEMENTATION

This policy is an update to the current Stating Salaries Guidance currently implemented.

13. FURTHER INFORMATION

Further information can be obtained from the NHS Terms & Conditions of Service Handbook.

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14. APPENDIX 1 – STARTING SALARY/INCREMENTAL CREDIT APPLICATION FORM STARTING SALARY APPLICATION FORM

Part A – To be completed by Applicant

Employees Name	
Pay Number	
Post Title	
Pay Band	
Address	

I am currently (please choose one of the following options)

1. Current member of staff in the NHS

Name of Current NHS Employer	
Title of Post Held	
Duration of Post Held	
Current Pay Band	
Incremental Point	

2. A new starter to the NHS with Equivalent Relevant Experience

Name of Previous Employer	
Title of Post Held	
Duration of Post Held	

3. Rejoining the NHS with Equivalent Relevant Experience

Name of Last NHS Employer	
Title of Post Held	
Duration of Post Held	
Date of Leaving	
Previous Pay Band	

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Incremental Point	
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I would like to apply for an incremental advance from the minimum of pay band

This request is being made based on the appointee's *previous reckonable service with current or another NHS employer and / or *equivalent relevant experience as evidenced against the post's job description/person specification (**delete as appropriate*)

Evidence attached to support and justify the application

- NHS Inter authority transfer (IAT) form;
- Most recent payslip (please do not supply P60's as these are not accepted);
- Letter of service / reference information containing a detailed breakdown of previous role, duties and responsibilities, length of time in post and confirmation from your past employer that you performed satisfactorily in the role;
- Evidence of maintained Continued Professional Development (CPD) or Appraisal Documentation.

You must attach the documentary evidence to support and justify your application. Failure to submit correct documentation will result in delay. Applications will not be considered if the appropriate documentation is omitted.

Summary of Case for Application:

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Applicants Signature	
Date	

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Part B – To be completed by Appointing Officer

I have checked the above documentation and support the application for incremental credit. Based on their equivalent relevant experience I recommend the following:

Pay Band		Incremental Point		Salary	£
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Appointing Officer Name	
Appointing Officer Signature	
Contact Number	
Date	

Please scan and submit your completed application together with supporting evidence to: StartingSalaryApplications.HDD@wales.nhs.uk

Part C – To be completed by Starting Salaries team, Workforce & OD

I authorise the attached application in respect of starting salary:

Pay Band		Incremental Point		Salary	£
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Comments

Or

I do not authorise the application for the following reasons

Name	
Signature	
Date	