

Starting Salaries Policy

Policy information

Policy number: 042

Classification:
Employment

Supersedes:
Previous versions

Version number:
7

Date of Equality Impact Assessment:
Detail date of EqIA

Approval information

Approved by:
PODCC

Date of approval:
17/08/2023

Date made active:
22/08/2023

Review date:
Enter review date (normally three years from approval date)

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 group:
PODCC

Executive Director job title:
Director of Workforce & OD

Reviews and updates:

- 1 – new policy 21.12.2009
- 2 – revised and minor up[dates 3.10.2013
- 3 – revised and minor updates 4.5.2016
- 4 – amendments to app 1 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 Same or a Lower Band where the Post is from a Different Job Family or Different Role 10.12.2019
- 7 - full review

Keywords

Glossary of terms

Starting salaries Incremental credit

Contents

POLICY INFORMATION.....	1
APPROVAL INFORMATION.....	1
INTRODUCTION	4
POLICY STATEMENT	4
SCOPE	4
OBJECTIVES.....	4
AGENDA FOR CHANGE REGULATIONS	4
NEW JOINERS TO THE NHS	5
STAFF RE-JOINING THE NHS.....	6
EXISTING STAFF IN CONTINUOUS NHS EMPLOYMENT.....	6
APPLYING FOR AND AUTHORISING INCREMENTAL CREDIT	8
INCREMENTAL CREDIT QUERIES.....	8
TRAINING.....	8
IMPLEMENTATION	8
FURTHER INFORMATION.....	9
APPENDIX 1 FREQUENTLY ASKED QUESTIONS – STARTING SALARIES	10
APPENDIX 2 - INCREMENTAL CREDIT APPLICATION FORM.....	12

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.

This Policy should be consulted prior to submitting an application to Starting Salaries to avoid delays in the application being considered.

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.

SCOPE

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

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, that appropriate consideration is given to previous experience, and that this is consistent across the Health Board.

AGENDA FOR CHANGE REGULATIONS

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 3 12.2)
- 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)

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 post within the department/directorate and the Health Board.
- 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.

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.)

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 in the appropriate lower band dependent on the nature of the role. Once in receipt of their PIN the member of staff will transfer to the band to which they were recruited.

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 within the same job family into consideration must be evidenced.

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 eligible for a higher incremental point if they are able to evidence maintenance of the skills / competencies in question.

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 ['New joiners to the NHS'](#) section above.

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 ['New joiners to the NHS'](#) section above.

Existing staff in continuous NHS employment

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. NWSSP (Recruitment) will request an Inter Transfer Authority transfer after the applicant's pre-employment checks have been completed. Appointing Managers can also request an Inter Transfer Authority to be completed when submitting the commencement / change of circumstances form to payroll.

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.

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 the [new joiners section](#) above.

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 [new joiners section](#) 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

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.

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 Starting Salaries Panel. 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 and person specification. 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](#)).

It is the responsibility of the Appointing Officer to ensure that all relevant supporting documentation is attached to the applicant's application form prior to submission to the Starting Salaries Panel for consideration.

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. Applications submitted more than 6 months after someone has commenced in post will not be considered.

INCREMENTAL CREDIT QUERIES

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

All queries regarding the application process and completed applications should be directed to StartingSalaryApplications.HDD@wales.nhs.uk

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.

IMPLEMENTATION

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

FURTHER INFORMATION

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

Appendix 1 Frequently Asked Questions – Starting Salaries

Who can submit a Starting Salaries application?

Applicants who have been recruited under the Agenda for Change framework (please refer to policy for additional criteria).

How early can an applicant submit a Starting Salaries Application?

Applicants can submit a Starting Salaries application once you have been verbally offered a role.

How long does an applicant have from start date to submit a Starting Salaries application request?

Applicants must submit their applications within 6 months of starting in post.

The applicant has completed part A of the form, what next?

Before the application can be submitted to the Starting Salaries Panel, the applicant needs to discuss their request with their new line manager. The form should be forwarded to the Line Manager to complete Part B before they submit to the Starting Salaries inbox.

What supporting documents need to be provided alongside the Starting Salaries Application?

To support your application, you will need to provide copies of previous Job Descriptions and payslips demonstrating equivalent previous experience. We will contact you if we require any further documents.

An applicant is changing roles within the Health Board but staying at the same grade, will they begin at the bottom of the band again?

If you are staying within the same staff group (Administrative & Clerical, Allied Health Professional, Nursing etc.), Payroll will transfer your incremental credit across to your new role. If you are changing staff group, a Starting Salaries application form will need to be completed and submitted if you feel that your experience within the other staff group is equivalent.

An application form has been submitted, when will I receive the outcome?

The panel meet on a regular basis to discuss applications. If we require further information to determine the outcome of the application, this will delay it being submitted for discussion. The panel will inform the appointing manager and applicant asap as to whether it has been approved or rejected.

Who determines the outcome of my application?

The Starting Salaries Panel will determine the outcome of the application form from the content and evidence that has been provided.

Where do I return my completed application?

The best way to return a completed application is via email to StartingSalaryApplications.hdd@wales.nhs.uk.

As the appointing manager, can I guarantee to the applicant that they will receive the salary they want?

No – it is only the panel that can determine the outcome of a request for incremental credit. Please do not make promises to applicants. The panel has been created to ensure newly appointed individuals are paid fairly and consistently for the work they undertake.

Appendix 2 - INCREMENTAL CREDIT APPLICATION FORM

Part A – To be completed by Applicant

Employee Name	
Pay Number	
Post Title	
Pay Band	
Address	

I am a (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. Re-joining 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	
Incremental Point	

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

Evidence attached to support and justify the application - (please tick as appropriate)

- 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

Summary of Case for Application:

You must attach the documentary evidence to support and justify your application. Applications will not be considered if the appropriate documentation is omitted.

Applicants Signature	
Date	

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 starting salary:

Pay Band		Incremental Point	
-----------------	--	--------------------------	--

Appointing Manager rationale for support (or otherwise) of this application:

Appointing Officer Name	
Appointing Officer Signature	
Contact Number	
Date	

Please submit your completed application together with supporting evidence to:

Resourcing Team, Sealyham Building, Withybush General Hospital, Haverfordwest, SA61 2PZ or via email to StartingSalaryApplications.HDD@wales.nhs.uk

Part C – To be completed by representative of Starting Salaries Panel

Pay Band		Incremental Point	
Salary:		Date authorised by panel:	
Comments			
I do not authorise the application for the following reasons			
Name			
Signature			
Date			