

Policies, Procedures, Guidelines and Protocols

Document Details		
Title		Salary on Appointment Policy
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Local Ref (optional)		
Main points the document covers		The purpose of this policy is to clarify the approach taken by the Trust in relation to the starting salaries it offers to potential new and current employees on appointment.
Who is the document aimed at?		Recruiting Managers, Recruitment Team, Operational Managers, Agenda for Change employees
Owner		Resourcing Services
Approval process		
Who has been consulted in the development of this policy?		HR Team, Joint Negotiating Partnership (JNP)
Approved by (Committee/Director)		People Committee
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Full Equality Impact Assessment		No
Lead Director		Chief People Officer
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Sub Category		Resourcing
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Who the policy will be distributed to		All staff
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Document Links		
Required by CQC		Yes
Other		None
Amendments History		
No	Date	Amendment
1	15/06/2011	Update due to organisational change
2	15/11/2013	Reviewed by Human Resources and no changes required at this time. OD and Workforce Group agreed to extend next review date from 30/06/2012 to 30/06/2015
3	26/05/2015	Update to titles with regard to Directorate names, formatting to add paragraph numbers and the updating to required signatures in Appendix 1.
4	03/01/2017	Update to titles
5	20/05/2019	Update to reflect changes in A4C pay scales, exception circumstances and clarity regarding when the policies applies.

		Addition of paragraphs 7.1 – 7.2 with regard to roles at a lower band.
6	13/07/2022	2019/20 and 2020/21 transition arrangements deleted from para 3.1. Changed job titles in para 4.2, para 5.3, para 6.2 and appendix 1. Para 7.2 changed policy to Working Flexibly (for Work Life Balance).
7	27/07/2022	Amendment: Page 4, point 5 – Exceptional Circumstances: Employees new to the Trust Page 8, Appendix 1 – Column description amended: Current Band and, Pay Point and Annual Salary Proposed Pay Band and Pay Point and Annual Salary Additional Information: Page 9 – Process to follow after completing Application Form.
8	19/09/2024	Update to process, addition of a table with pay step points and experience. Removal of section on breaks in service. Change to approval process. Updated application form and addition of a flowchart.

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1 Introduction

- 1.1 The purpose of this policy is to clarify the approach taken by the Trust in relation to the starting salaries it offers to potential new and current employees moving role.
- 1.2 The rules for starting salaries are determined by the Agenda for Change Handbook of Terms and Conditions of Service for NHS Staff, as amended periodically by the NHS Staff Council.
- 1.3 This policy is intended to ensure fairness and equity within this process and is based on the NHS Terms and Conditions of Service Handbook and should be read in conjunction with Annex 23 of these terms and conditions.
- 1.4 Each pay band has a range of salary points. Staff new to the NHS will normally expect to start at the bottom of the pay band for their job role and will then progress to the top of the pay band based on the attainment of the agreed skills and knowledge for their particular job role.
- 1.5 The rules for allocating employees to the pay bands on recruitment are set out within this policy.

2 Pay step points

Existing NHS Employees moving to the Trust (or within the Trust) in a role within the same pay band (e.g. moving from a Band 6 role to a Band 6 role)

- 2.1 In this situation the Trust will offer the same salary as they are currently earning with their existing NHS employer or in their current role. There will be no salary increase; the employee will retain their pay step date from their current employer or role. The employee may be required to commence on the bottom increment until the service with their previous NHS employer can be verified. Where this occurs pay will be backdated to the date of commencement in post.

Existing NHS Employees moving to the Trust (or within the Trust) to obtain a promotion (e.g. moving from a Band 6 post to a Band 7 post)

- 2.2 In this situation the Trust will offer a salary that moves the potential employee to the bottom pay step point of the higher pay band.
- 2.3 The date of promotion will become the employee's new pay step date.

Non NHS Employees

- 2.4 Staff new to the NHS will be expected to start on the bottom pay step point of the pay band advertised for the post. New staff appointed from outside the NHS will have a pay step date of the anniversary of their NHS appointment.
- 2.5 For staff returning to the NHS, a previous period or periods of NHS service will be counted towards the employee's entitlement to annual leave. (See section 12: Contractual continuity of service). On returning to NHS employment, a previous period or periods of NHS service will be counted towards the employee's entitlement to sickness absence, where there has been a break or breaks in service of 12 months or less.

Staff Moving to a Lower Pay Band

- 2.6 There are various reasons why a member of staff may wish to voluntarily apply to take a lower banded post but in the same field of work. In such cases, employees appointed to a lower pay band will start on the maximum pay step point of the new pay band. Individuals will retain their existing pay step date.

- 2.7 There may be different circumstances for staff moving to a lower banded post; please refer to the relevant policy for further details or contact your HR Business Partner:
- Organisational Change Policy
 - Managing Attendance at Work Policy
 - Working Flexibly (for Work Life Balance)

3 Exceptional Circumstances: Employees new to the Trust

- 3.1 Where the candidate has requested a higher salary than the bottom of the band, can evidence this, and there are exceptional circumstances to support this request, the recruiting manager will need to seek approval by completing the form at Appendix 1.
- 3.2 The following list is of examples of exceptional circumstances. This list is not exhaustive:
- Difficulty in recruiting to the post or type of post in that location (e.g. advertised 2 times with no appointable candidates or the speciality appears on the Immigration Salary List (ISL))
 - Known difficulty in recruiting to the role nationally which may not be on the ISL
 - Safe service delivery will be affected by further delays in recruitment
- 3.3 Where an individual has relevant previous experience outside of the NHS in an equivalent or higher post, step points can be awarded based on the years of aggregated experience evidenced outline in Table 1. Managers must also ensure that new starters are not placed on a point on the band that would put them in a better position than existing staff with the same or similar experience or those who have gained similar experience within the NHS.

Table 1 Pay step experience points by banding level

Band	Intermediate step point	Top step point
2 - 3		2 years experience
4		3 years experience
5	2 years experience	4 years experience
6 - 7	2 years experience	5 years experience
8a - 9	2 years experience	5 years experience

- 3.4 Current salary should NOT be used as a way of determining starting salary, however it may be a factor in deciding to take the level of any relevant previous experience into account.
- 3.5 Managers should outline the case for this request and the exceptional circumstances that apply, (Appendix 1) including how they propose to fund any increased pay pressure from the current budget.
- 3.6 Under no circumstances must the appointing manager make a salary offer to a candidate prior to obtaining authorisation to do so through the salary on appointment process.

4 Partner Organisations – Recognition of Service

- 4.1 The NHS Terms and Conditions of Service Handbook (Part 3, section 12) gives employers the discretion to take into account any period or periods of employment outside the NHS for the purposes of deciding salary on appointment, where these are judged to be relevant to NHS employment.
- 4.2 The NHS/Partner Organisations are as follows:
- ShropDoc
 - NHS GP Practices
 - NHS Direct
 - Local Authority
 - Blood Transfusion Service
 - Charitable & Paid Voluntary Sector*
 - Prison Service*
 - UK Armed Forces*

* Healthcare related comparable roles.

- 4.3 The above list can be expanded as necessary to suit particular arrangements or needs as they arise, at the discretion of the Deputy Director of Operations and the Deputy People Director for consistency. Advice from the resourcing/recruitment department must always be sought in relation to what constitutes a Partner Organisation and reckonable service with such organisations.
- 4.4 Service with Partner Organisations will be checked by the recruitment team during the pre-employment checks process and individuals will automatically be placed on the appropriate point of salary scale i.e. the nearest point to their salary that has an increase.

Annual leave

- 4.5 The recruitment team will identify any eligible previous service with Partner Organisations or previous employers and calculate aggregate service during the pre-employment process. This will be noted in the relevant document/ESR record.
- 4.6 Service with Partner Organisations will not be recognised for legislative purposes, such as redundancy, maternity, etc.

5 Recruitment and Retention Premia (RRP) (applicable to Agenda for Change Staff Only)

- 5.1 A recruitment and retention premium is an additional payment made to a post or groups of similar posts where market pressure would otherwise prevent the Trust from being able to recruit or retain staff in sufficient numbers.
- 5.2 A recruitment and retention premium may be a suitable alternative to the award of a salary higher on the pay band.
- 5.3 Please refer to the Trust policy on Recruitment and Retention Premia.

6 Process

- 6.1 Where a recruiting manager wishes to consider a salary above the base salary recommended for a new starter or a promotion and exceptional circumstances apply, the manager will need to seek approval using the form at Appendix 1.
- 6.2 The recruiting manager must inform the recruitment team of this intention so that no final offers of employment are made without the relevant outcome from the request.
- 6.3 Recruiting managers must advise the candidate that there is a process that must be undertaken and that final approval does not lie with them. The recruiting manager is encouraged to keep in touch with the candidate throughout the recruitment process to ensure a smooth introduction to the Trust/new role.
- 6.4 Recruiting managers must outline the exceptional circumstances for seeking approval and email a copy of their request (Appendix 1) and attach their evidence to the recruitment team to upload to Trac on the applicants recruitment record. The recruitment team then will instigate a pre-hire Inter Authority Transfer for candidates who are currently employed by the NHS and advise the Head of Resourcing that a request is being made.
- 6.5 Following advisement by the recruitment team, Head of Resourcing gathers any further evidence (e.g pre-hire IAT) and sends to the relevant Divisional Clinical Manager for review and confirmation from Finance that the relevant funds are in place for any cost pressure.
- 6.6 The Divisional Clinical Manager reviews and sends the request and evidence to the Deputy Director of Operations (or relevant corporate Associate or Deputy Director) and Deputy People Director. If in support of the application this is then sent to the Director of Finance, Director of Nursing, Quality and Service Delivery and the Chief People Officer to review the application for a decision.
- 6.8 If the application is not approved (at either Deputy or Director level), this is communicated back to the recruitment team to advise the recruiting manager that the application was not successful. The recruiting manager will communicate the outcome to the applicant.
- 6.9 The Director of Finance, Director of Nursing, Quality and Service Delivery and Chief People Officer's decision is final and there is no further recourse to appeal the decision.
- 6.10 The outcome is recorded on Appendix 1 and sent to the Recruitment Lead for processing.

Appendix 1 Application form

APPLICATION TO PLACE A NEW EMPLOYEE ON AN ALTERNATIVE PAY POINT

Candidate Summary			
Candidate Name			
Candidate Job Title			
Current Salary / Band / Pay Point /			
Proposed Salary / Band / Pay Point /			
A copy of the current pay statement must be attached to this application and will not be considered without one			
Candidate is rejoining the NHS with Equivalent Relevant Experience		Y/N	
Candidate is a new starter to the NHS with Equivalent Relevant Experience		Y/N	
Staffing Considerations: Will the proposed salary impact other team members?			
Proposed Salary Justifications: Include evidence of External market, number of times the role was advertised, how many shortlisted and interviewed, experience etc to support your request.			
Recruiting Manager Declaration			
This request is being made based on the appointee's *previous reckonable service with another NHS employer and/or *equivalent relevant experience as evidence against the post's job description and person specification (*delete as appropriate). I have attached any additional evidence to support and justify the application.			
Name		Date	
Evidence reviewed by Head of Resourcing (attaching further evidence/information if relevant)			
Name		Date	
Comments:			
Evidence reviewed by Divisional Clinical Manager (or equivalent Corporate Manager)			
Name		Date	
Finance Confirmed by:		Date	
Comments:			
Evidence reviewed by Deputy Director of Operations (or equivalent Corporate Manager) and Deputy People Director			
Name(s)		Date	
Comments:			

Decision by Director of Finance, Director of Nursing, Quality and Service Delivery and Chief People Officer			
Approved (delete as applicable)	Y/N	Declined (reasons given):	

Form is returned to the Recruitment Lead for processing and retention on the 'p' file with the New Starter Form. **Please note forms will not be processed without approval.**

Appendix 2

Flowchart of process

