

# Pay Policy

This document provides guidance on the Trust's approach to paying staff, including starting Salaries for new employees commencing employment with the Trust and guidance on pay progression thereafter.

Key Words:	Pay, Salary, Pay Step, Appraisal, PDR	
Version:	3	
Adopted by:	Strategic Workforce Group	
Date Adopted:	10 July 2019	
Name of Author:	Lisa Laws, Human Resources Manager Employee Services	
Name of responsible Committee:	Workforce and Wellbeing Group	
Date issued for publication:	October 2022	
Review date:	June 2023	
Expiry date:	August 2023	
Target audience:	LPT staff on NHS Terms and Conditions of Service	
Type of Policy	Clinical	Non Clinical √
Which Relevant CQC Fundamental Standards?	14	

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**Version Control and Summary of Changes**

<b>Version number</b>	<b>Date</b>	<b>Comments (description change and amendments)</b>
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1	31/03/14	New document developed in line with Agenda for Change terms and conditions and the Appraisal policy
1.1	08/05/14	Review and amended document in light of comments received through consultation.
1.2	25/01/17	Amendments following review of Transition Year
1.3	11/01/18	Further amendments prior to consultation
2	11/04/19	Further amendments to reflect NHS Terms and Conditions of Service 2018 Contract Refresh
3	April 2021	No changes to legal status of policy, full review by March 2022

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### **Equality Statement**

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

### **Due Regard**

LPT must have **due regard** to the aims of eliminating discrimination and promoting equality when policies are being developed. Information about due regard can be found on the Equality page on e-source and/or by contacting the LPT Equalities Team.

## Definitions that apply to this Policy

<b>Pay Step Point</b>	<p>The individual pay points within each pay band, which staff will progress through on an annual basis subject to satisfactory performance assessed through the Appraisal process. These pay step points do not necessarily provide pay progression (an increase in salary) annually, but contribute towards pay progression in line with NHS Terms and Conditions of Service.</p>
<b>Pay Step Date</b>	<p>The date on which a member of staff will progress to the next pay step point in their current pay band, with the exception of those staff that have already reached the top of the pay band. It is the anniversary of the date the individual commenced employment in their current band without a break.</p>
<b>Pay Progression</b>	<p>The process by which staff progress through the pay step points within their posts pay band.</p>
<b>Due Regard</b>	<p>Having <b>due regard</b> for advancing equality involves:</p> <ul style="list-style-type: none"> <li>• Removing or minimising disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of the people from protected groups where these are different from the needs of other people.</li> <li>• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul>

## **1. PURPOSE OF THE POLICY**

This document provides guidance on the Trust's approach to paying staff, including starting Salaries for new employees commencing employment with the Trust and guidance on pay progression thereafter.

## **2. SUMMARY AND KEY POINTS**

This policy applies to all Trust staff on NHS Terms and Conditions of Service. This policy excludes medical and dental staff, agency staff, and employees on locally agreed payscales, except where otherwise stated. See Section 5.0 for further details.

The policy is to:

- ensure consistent application of nationally and locally agreed terms and conditions;
- ensure staff receive equitable and consistent remuneration and conditions in line with their assigned duties and responsibilities;
- clarify how employees will progress through their pay band where applicable and under what circumstance progression may be withheld or deferred;
- assist in achieving a high quality workforce with the right numbers of staff, in the right places, with the right skills and responsibilities;
- improve equality of opportunity and diversity for all staff; and
- improve recruitment and retention of staff.

## **3. INTRODUCTION**

3.1 The Trust recognises the need to ensure fair pay and conditions for employees, whilst continuing to support the needs of the organisation. This policy aims to guide managers and staff in the interpretation of national and locally agreed terms and conditions of employment.

3.2 The policy relates to the pay and conditions offered to both new appointees to the Trust and existing staff.

3.3 The conditions set out in this policy are subject to periodical review as part of nationally agreed changes to NHS Terms and Conditions of Service and where applicable, through consultation with Staff Side.

3.4 The Trust is committed to the principles of equal opportunities in employment for all. This policy will be applied equitably and fairly and aims to ensure that no employee receives less favourable treatment on the grounds of age, gender, ethnicity, religion or belief, disability, marriage or civil partnership, pregnancy or maternity, or sexual orientation.

## **4. DUTIES WITHIN THE ORGANISATION**

- 4.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.
- 4.2 Trust Board Sub-committees have the responsibility for ratifying policies and protocols.
- 4.3 Directors and Heads of Service are responsible for:
- ensuring the fair and consistent implementation of this policy within their own areas of responsibility and
  - ensuring that line managers receive adequate training deemed necessary to implement this policy appropriately.
- 4.4 Managers and Team leaders are responsible for:
- ensuring that this policy is applied fairly and consistently;
  - submitting change of circumstances forms to the Human Resources Department to implement any changes to pay and/or terms and conditions, specifying the reasons for the change in time for the relevant payroll deadline; and
  - ensuring that their staff's eligibility for pay step is assessed annually either through an appraisal or a manual pay step review;
- 4.5 Human Resources/Learning & Development are responsible for:
- providing support and advice to managers and employees to ensure the fair and consistent application of the policy; and
  - Where a pay step point is awarded, ensuring this information is input on to ESR in a timely manner and communicated to payroll for timely payment.
- 4.6 Responsibility of Staff:
- Making themselves aware of and adhering to this policy.

## **5.0 STARTING SALARIES**

The majority of new staff appointed into the Trust will be on NHS Terms and Conditions of Service. There are a number of exceptions to this including Apprentices, Interns, Very Senior Managers, and staff on ad hoc salaries. There may also be staff that have transferred to the organisation as a result of TUPE who will have separate pay arrangements.

The pay bands introduced in 2018 describe the minimum length of service on a pay step point required before staff are eligible to move to the next step.

### **5.1 New staff from within the NHS appointed on NHS Terms and Conditions**

- 5.1.1 All new starters to the Trust who have previous NHS service at the same band, will start with the Trust on the same pay step point. If there is no break in service, their pay step point date will remain unchanged. However, if there is a break in service, the length of the break will be taken into account when setting their pay step point date.

- 5.1.2 New staff who are appointed to a post on a higher pay band will be paid at the minimum of the new pay band. During transition, (1 April 2018 – 31 March 2021) if this would result in no pay increase, they will be paid the first pay point in the band which would deliver an increase in pay. Staff appointed to a higher pay band will have a pay step date of the anniversary of their appointment into the higher band.
- 5.1.3 Where a post is re-banded to a higher band as a result of a changed job evaluation outcome, the pay step date will become the anniversary of the agreed date that the new job description is deemed to have taken effect.
- 5.1.4 New staff who are appointed to a post on a lower pay band will transfer to the maximum of the new pay band or on their existing salary point if that is lower retaining their pay step date.

## **5.2 New staff from outside the NHS appointed on NHS Terms and Conditions**

- 5.2.1 It is expected that all staff new to the NHS will be appointed to the bottom of the relevant pay band, and their pay step date will be the anniversary of the date the individual commenced employment.
- 5.2.2 The pay bands introduced in 2018 describe the minimum length of service on a pay step point required before staff are eligible to move to the next pay step point. Allowing individuals to progress more quickly through the payscales undermines the principles of the pay system. NHS Improvement will be monitoring compliance across the NHS.
- 5.2.3 Managers do, however, have the discretion to take account of previous experience when determining starting salaries. In line with the principles of the pay system this needs to be determined by reference to completed years of relevant equivalent experience rather than the individual's current salary.
- 5.2.4 Any period of relevant experience should be confirmed through references obtained as part of the recruitment process, or if this is not possible, through evidence provided by the appointee. Until the evidence has been checked and confirmed by the recruiting manager and appropriate approval given (see para 5.2.5) using the form at Appendix 1, the new member of staff will start on the minimum point of the pay band.
- 5.2.5 Additional years' experience may not result in an immediate pay rise, but may provide credit towards a pay step point linked with pay progression, which would result in the individual receiving a pay rise sooner than starting at the bottom of the scale.



### 5.2.6 Example:

New employee has 3 years' and two months equivalent relevant experience as a clerical officer and is appointed to a Band 2. This individual would therefore start at the 3-4 year's experience point, which has the same monetary value as the bottom of the payscale, but then would only have to

NHS Terms and Conditions of Service 2018  
Pay Values

Band	Years of experience	2018/19	2019/20	2020/21
Band 1	< 1 year	£17,460	£17,652	£18,005
	1+ years	£17,460	£17,652	£18,005
Band 2	< 1 year	£17,460	£17,652	£18,005
	1-2 years	£17,460	£17,652	£18,005
	2-3 years	£17,460	£17,652	£19,337
	3-4 years	£17,460	£17,652	£19,337
	4-5 years	£17,460	£17,652	£19,337
	5-6 years	£17,787	£17,983	£19,337
	6+ years	£18,702	£19,020	£19,337

serve a further two years to receive a pay step rise, rather than the five years if they had started at the bottom of the payscale.

5.2.7 When considering making an appointment on a higher pay step point on the pay band, the manager should consider the likely impact and the perceived fairness of this decision on existing employees who have worked their way through the band structure and ensure consistency locally within the department and outside the department.

5.2.8 If a manager wishes to make a case for additional pay step points to be awarded to an applicant from outside the NHS they need to complete and submit the "Application for Recognition of Previous Service for Pay Purposes" form (Appendix 1) and forward this to [ljtjobs@leicspart.nhs.uk](mailto:ljtjobs@leicspart.nhs.uk). The Recruitment Team will ensure that the form is submitted to a panel for senior HR Managers for consideration. The manager will be advised of the outcome. It is recommended that managers do not guarantee salaries above the minimum to applicants until this process has concluded.

## 5.3 Acting Up - NHS Terms and Conditions

5.3.1 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 sickness absence, maternity leave, or from extended training.

5.3.2 Staff who are temporarily moved to a post in a higher pay band will be paid at the minimum of the new pay band. During transition, (1 April 2018 – 31 March 2021) if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay. Staff who are temporarily moved to a post in a higher band will have a pay step date of the anniversary of their appointment into the higher band.

- 5.3.3 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 sickness absence, where a longer period may be known at the outset.
- 5.3.4 In circumstances where the individual is not required to carry out the full responsibilities of the post, pay will be determined through appropriate evaluation of the job.
- 5.3.5 If the individual is subsequently promoted to the higher banded role they were acting up into and their pay step point date was changed under paragraph 5.3.2 above, this will be retained for their substantive promotion.
- 5.3.6 When an individual returns to their substantive post following acting up, they will return to the previous band, subject to having met all of the pay progression standards, at the pay step point they would have been on if they had not acted up (i.e. pay steps are deemed to have occurred). Their pay step date will revert to their previous pay step date.

#### **5.4 Secondments - NHS Terms and Conditions**

- 5.4.1 Seconded staff who are appointed to a post on the same pay band will remain on the same pay point in the band with the same pay step date.
- 5.4.2 Seconded staff who are moved to a post in a higher pay band will be paid at the minimum of the new pay band. During transition, (1 April 2018 – 31 March 2021) if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay. Seconded staff who are moved to a post in a higher band will have an pay step date of the anniversary of their appointment into the higher band.
- 5.4.3 Seconded staff who are appointed to a post on a lower pay band will transfer to the maximum of the new pay band or on their existing salary point if that is lower retaining their date.
- 5.4.4 If an individual is seconded to an external organisation, the rate of pay will be as agreed by the receiving organisation during the period of secondment.
- 5.4.5 When an individual returns to their substantive post following secondment, they will return to the previous band, subject to having met all of the pay progression standards, at the pay step point they would have been on if they had not acted up (i.e. pay steps are deemed to have occurred). Their pay step date will revert to their previous pay step date.

#### **5.5 Retirees Returning to work in the NHS - Agenda for Change Terms and Conditions**

5.5.1 Retirees who return to work at the same band as they were prior to retirement will return on the same pay point they were on when they left. Their pay step date (if applicable) will be the anniversary of the date they returned to the NHS.

5.5.2 Retirees who return to work at a higher pay band will be dealt with in accordance with paragraph 5.1.2 above.

5.5.3 Retirees who return to work in a lower pay band will be dealt with in accordance with paragraph 5.1.4 above.

## **5.6 Internal Movement to Different Professions - NHS Terms and Conditions**

Where an individual moves to a different profession, i.e. phlebotomy to admin, the starting salary should be determined by looking at the previous experience relevant to the new profession and not the years served in the previous profession.

## **5.7 Staff Previously on Pay Protection Returning to their Protected Band - Agenda for Change Terms and Conditions**

An employee in receipt of protection, who is subsequently placed back in their former higher band, will enter at the same pay step point as they were in receipt of on the date they were downgraded. Their pay step date will be adjusted to ensure a full 12 months is completed at that pay step point before becoming eligible to progress to the next pay step point.

## **5.8 NHS Employee – TUPE Out to Non-NHS Employer – Apply to Return to NHS - NHS Terms and Conditions**

Individual returns to the same pay step point they were on when they left the NHS. Their pay step date will be adjusted to ensure a full 12 months is completed at that pay step point before becoming eligible to progress to the next pay step point.

## **5.9 Substantive Employee Taking on an Additional Substantive Position**

5.9.1 Staff who are appointed to an additional substantive post on the same pay band will remain on the same pay point in the band for their additional position with the same pay step date as their original position.

5.9.2 Staff who are appointed to an additional substantive post on a higher pay band will be paid at the minimum of the new pay band. During transition, (1 April 2018 – 31 March 2021) if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay. Staff appointed to a higher pay band will have a pay step date of the anniversary of their appointment into the higher band.

5.9.3 Staff who are appointed to an additional substantive post on a lower pay band will transfer to the maximum of the new pay band or on their existing salary point if that is lower retaining their pay step date.

## **5.10 Bank Worker to Substantive Post – NHS Terms and Conditions**

5.10.1 Staff being appointed to a substantive post at the same grade as their bank post, will have their pay step point matched to that of their bank post.

5.10.2 Pay Step date should be anniversary of date of commencement in substantive post.

### **5.11 Substantive Employee Either Moving To a Bank Worker Position or Taking on Bank Worker Position in Addition to Their Substantive Role**

5.11.1 If the bank worker position being taken up is at the same band as their substantive position, the bank salary needs to be set at the same point on the payscale as their substantive role. They should retain their current pay step date.

5.11.2 If the bank worker position being taken up is at a lower band than their substantive position, the bank salary should be set to the maximum of the new pay band or on their existing salary point if that is lower retaining their pay step date. The Trust does not allow professionally registered staff (e.g. nurses, occupational therapists etc.) to hold unregistered bank positions, i.e. Bands 1-4.

5.11.3 If the bank worker position being taken up, is at a higher pay band will be paid at the minimum of the new pay band. During transition, (1 April 2018 – 31 March 2021) if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay. Staff appointed to a higher pay band will have a pay step date of the anniversary of their appointment into the higher band for that post only.

### **5.12 Additional Pay Step Points - NHS Terms and Conditions**

There is no provision within NHS Terms and Conditions to award additional pay step points within a band, to take account of additional duties/responsibilities and the Trust has no local arrangements to enable this to happen. If additional duties/responsibilities are requested on an individual, the revised job description should be reassessed under NHS Job Evaluation guidelines.

### **5.13 Trainees**

This paragraph relates to Trainee Clinical Psychologists, Trainee Health Visitors and Trainee District Nurses. Pay for these staff will be based on Annex 21 of NHS Terms and Conditions of Service.

### **5.14 Apprentices**

5.14.1 Apprentices will be paid as per the annually published local Apprentice payscales. These payscales are based on the National Minimum Wage / National Living Wage for apprentices.

5.14.2 Apprentices will receive a set wage in their first year of apprenticeship and if they continue to study as an apprentice their pay will be linked to their age in line with the national agreement.

### 5.15 Retention and Attraction Schemes / Bank Temporary Staffing Incentives

The Trust offers, from time to time, a number of Retention and Attraction Schemes and Bank Temporary Staffing Incentives. These are agreed as and when required and separate Terms and Conditions/Guidance will be issued as appropriate.

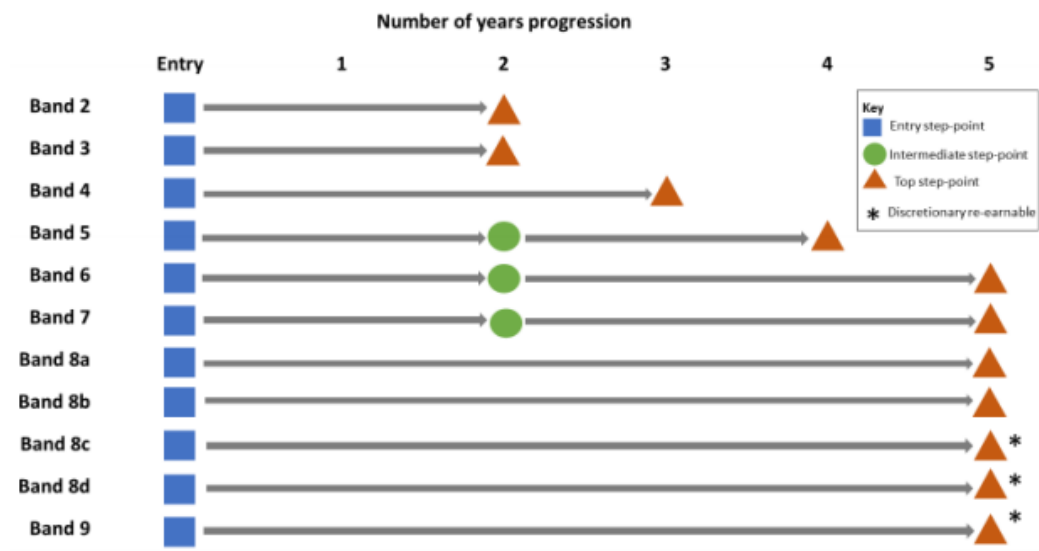
### 5.16 Staff on a Term Time Only / Annualised Hours Contract

Staff on term time only contracts or annualised hours contracts, will have their hours, and therefore their pay, calculated using a locally agreed Trust process. This process is not subject to employee right of review.

## 6 PAY PROGRESSION

6.1 Pay Step progression for all pay points, within each pay band, will be conditional upon individuals having demonstrated the required level of performance, behaviour, attitude and contribution during the review period and undertaken the required statutory and mandatory training.

6.2 Provided the appropriate level of performance and delivery has been achieved during the review period, staff will normally progress through the pay step points within their pay band on an annual basis, however they should not view pay step progression as an automatic right.



### 6.3 Pay Step Award Criteria

It is expected that staff will achieve the required standards at the point of their pay step date. It is also expected that staff and their line manager should have regular discussions about any problems in reaching the required standards

before the pay step date. This will allow time for issues to be raised and possible solutions found to enable the pay step point to be actioned on time.

In order to progress to the next pay point on the pay band, an employee must ensure they comply with the following standards;

### **6.3.1 Appraisal**

Employees must have participated in an annual Appraisal in the two months prior to the month in which their pay step date falls, for example pay step date 20 July, appraisal must be completed and signed off between 1 May and 30 June. The appraisal must be completed and signed off on uLearn within these timescales. The overall appraisal assessment must be scored at 3 or above.

### **6.3.2 Mandatory and Statutory Training**

Employees must have completed the mandatory and statutory training required for their role within the timescales set out in the Trust's Mandatory Training Register. Failure to attend the required training without a valid reason, such as sickness or unavailability of training, will result in the employees next pay step pay progression being deferred. This will be signed off as part of the Appraisal process.

### **6.3.3 No Formal Capability Process in Place**

Capability process is the formal processes for dealing with lack of competence, including professional and clinical competence, and clear failure by an employee to achieve a satisfactory standard of work through lack of knowledge, ability or consistently poor performance.

### **6.3.4 No Formal Disciplinary Sanction Live on the Staff Member's Record**

A disciplinary sanction refers to formal warnings in relation to conduct, but excludes warnings in relation to absence due to ill health. It does not include investigations, informal warnings, etc.

### **6.3.5 For Line Managers Only**

Line managers must ensure that appraisals have been completed for all of their staff.

## **6.4 Failure to Meet Standards**

In situations where standards have not been met, and there are no mitigating factors sufficient to justify this, it is expected that an individual's pay step will be delayed, subject to the arrangements outlined below:

- 6.4.1 The line manager must use the pay step review meeting process to discuss the standards that have not been met and review previous discussions about these, consider any mitigating factors, and record their decision.
- 6.4.2 The line manager should advise the member of staff of their right to contest any decision using the locally agreed procedure where the required level of performance is deemed not to have been met as per the Appraisal Policy. If this is upheld, the pay step should be applied backdated to the pay step date.
- 6.4.3 The line manager should also discuss and agree a plan with the staff member of any remedial action needed to ensure that the required standards for pay progression are met, including a timescale, and how any training and support needs will be met.
- 6.4.4 The staff member must take all necessary steps to meet the requirements as soon as possible and the line manager must provide the necessary support.
- 6.4.5 A further pay step review meeting should be arranged at an agreed date to review progress, and where satisfactory, initiate the awarding of the pay step. The effective date for progressing to the next pay step should be the earliest date that the relevant requirements are shown to have been met. The pay step date for future years will remain unchanged.
- 6.4.6 Where a pay step is delayed due to a live disciplinary sanction, or a formal capability process, the line manager should initiate a pay step review meeting before the expiry of the sanction or capability plan. This should be used to confirm that all other requirements have been met and to ensure that the staff member progresses to the next pay step, effective the day after the sanction expires. The pay step date will remain unchanged.
- 6.4.7 A disciplinary sanction cannot be applied retrospectively to delay a pay step if it comes into effect after the pay step date.

## **6.5 Re-Earnable Process of Bands 8C, 8D and 9**

- 6.5.1 The principles and standards for pay progression and then re-earnable pay for staff in bands 8c, 8d and 9 are the same as the principles and standards for all other staff.
- 6.5.2 Once they have reached the top of their band, the expectation is that all staff will meet the required standards and will re-earn the relevant element of pay annually. The first point at which the re-earnable element becomes relevant is 12 months after employees have passed through their pay step point to reach the top of the band.
- 6.5.3 In the year after an employee has reached the top of bands 8c, 8d or 9, five percent (5%) or ten percent (10%) of basic salary will become re-

earnable. Where the standards in paragraph 6.3 are met, salary is retained at the top of the band. If standards are not met salary may be reduced by 5% or 10% from the pay step date. The employee will be able to restore their salary to the top of the band at the end of the following year by meeting the required standards. The employee has the right to contest a decision to reduce their pay using the locally agreed procedure.

## **6.6 Manual Pay Step**

6.6.1 Where appraisal has not been undertaken in the two calendar months prior to the month in which the pay step is due, the pay step will automatically be withheld. If it is felt that there are exceptional circumstances that have prevented it being undertaken, it is possible for the manager to submit a Manual Pay Step Form (Appendix 2) to enable the pay step to be awarded. The manager submitting the form needs to consider the reasons for non-compliance prior to submission. The form should be submitted to the Workforce Systems Team via email: [workforcesystemshelpdesk@leicspart.nhs.uk](mailto:workforcesystemshelpdesk@leicspart.nhs.uk) by the last day of the month, so that these can be logged on the pay step spreadsheet for actioning for the following months' pay.

6.6.2 Where a pay step is delayed due to a live disciplinary sanction, or a formal capability process, the line manager should initiate a pay step review meeting before the expiry of the sanction or capability plan. This should be used to confirm that all other requirements have been met and to ensure that the staff member progresses to the next pay step, effective the day after the sanction expires. The pay step date will remain unchanged. The manager should complete and submit the Manual Pay Step Form (Appendix 2) to [workforcesystemshelpdesk@leicspart.nhs.uk](mailto:workforcesystemshelpdesk@leicspart.nhs.uk) by the last day of the month, so that these can be logged on the pay step spreadsheet for actioning for the following months' pay.

## **6.7 Right of Review Process**

6.7.1 Where agreement cannot be reached, between the appraiser and appraisee, regarding the performance rating, the appraisee will have the right to request a review by the appraiser's manager, whose decision will be final.

6.7.2 Requests for reviews must be lodged with the appraiser's manager within 10 working days of the appraisal in writing (emails are acceptable) using the template provided in the Appraisal Policy. In requesting a review the individual must state clear grounds for a review, including details of where they believe their appraisal has not been an accurate assessment of their performance and provide examples.

6.7.3 The appraiser's manager will hear the review within 21 calendar days of receiving the request for a review. It may be appropriate for the appraiser's manager to use peer review or specialist support in considering a review if they do not have sufficient knowledge of the role of the individual under review. It is the responsibility of the appraiser's



manager to decide if they wish to use peer review or specialist support in the review.

6.7.4 Should a review result in pay step progression being reinstated, the employee will receive their pay step backdated to their pay step date.

## **6.8 Special Circumstances**

### **6.8.1 Long Term Sickness**

The appraiser should complete a manual pay step submission form to advise HR that an appraisal has not been completed in the two months prior to the pay step date. The pay step will be awarded from the pay step date providing the criteria was met for pay step progression prior to the absence (paragraphs 6.3.3 and 6.3.4). If the criteria was not met for pay step progression prior to the absence the manager should contact their HR Advisor for advice.

### **6.8.2 Maternity/Adoption Leave**

In the case of planned long-term absence such as maternity, adoption and shared parental leave the pay step point will be automatically applied in the individual's absence providing they met the criteria for pay step progression prior to their absence (paragraphs 6.3.3 and 6.3.4). If the criteria was not met for pay step progression prior to the absence the manager should contact their HR Advisor for advice.

### **6.8.3 Career Break**

Employees who are absence on a career break on their pay step date will have their pay point frozen throughout the duration of their career break. Upon return they will serve the remaining period of the 12 months prior to becoming eligible for a pay step. For example, Pay Step due 1 March went on career break on 1 January. Served 10 months prior to career break, needs to serve a further 2 months upon return to be eligible for their pay step.

### **6.8.4 External Secondments**

Employees who are seconded to an external organisation will have their pay in accordance with the secondment agreement terms and conditions. The pay step date for their substantive post will remain the same and will be awarded in their absence, subject to meeting pay progression criteria set out in paragraph 6.3 above.

### **6.8.5 Internal Secondments**

Employees who are seconded to another post within the Trust on the same band as their substantive post will receive their pay step on their "normal" pay step date subject to meeting the Pay Step Award Criteria set out on paragraph 6.3 above.

If the secondment is on the same band as their substantive band, the pay step date will remain unchanged. Individuals will need to have a dual

assessment for their pay step; their substantive manager should provide information to the individual and the seconded manager to cover the period from the individual's last appraisal to the date of secondment. The seconded manager should complete the appraisal on uLearn, combining the two outcomes to provide an overall outcome for the year. The pay step will be awarded from the pay step date, subject to meeting pay progression criteria set out in paragraph 6.3 above.

Employees who are seconded to another post within the Trust on a higher pay band, will have their pay step date reset to the date they commenced the secondment. If they are still in the seconded post after 12 months, it is the seconded managers' responsibility to undertake the appraisal.

#### **6.8.6 Acting Up**

Employees who are acting up, whose pay step date in their substantive role, is whilst they are acting up, will receive a pay step upon return to their substantive role, subject to them having met the Pay Step Award Criteria.

As acting up should be for no longer than six months, individuals will not be eligible to a pay step within their acting role.

#### **6.8.7 Multi-Postholders**

If an employee holds more than one substantive post within the Trust they will need to demonstrate compliance against the Pay Step Award criteria for each post, irrespective of whether the multiple posts are at the same band or different bands. Consequently in some circumstances staff may receive a pay step in one post rather than all posts.

Where an employee holds both a substantive and bank post at the same band, the award of any pay steps in the substantive post will be automatically applied to the bank post.

#### **6.8.8 Short Term Absences**

As short term absences such as annual leave, paternity leave, short term sickness, bereavement leave etc. are normally no longer than four weeks, managers and staff should normally be able to plan round these to ensure that the appraisal is completed in line with policy.

If this is not possible, the appraiser should complete a manual pay step submission form to advise that an appraisal has not been completed in the two months prior to pay step date. The pay step will be awarded from the pay step date providing criteria for pay step progression is met..

#### **6.8.9 Employees Joining the Trust from another NHS Organisation on the Same Band**

In line with national Terms and Conditions, employees joining the Trust from another NHS organisation on the same band, will retain their current pay step point and pay step date. Please note that this will be withheld until a satisfactory probation period has been completed, any queries around this should be discussed with the HR Advisory Team. At the successful achievement of the probation period the pay step point would be backdated, subject to compliance with the Appraisal Policy.

#### **6.8.10 Suspension from Work**

Suspension from work on full pay is a neutral act. In order to ensure this is the case, the Trust will ensure that the pay step point is applied from the pay step review date where an individual is suspended on that date, providing they were meeting the standards in paragraph 6.3 at the point of suspension.

### **7.0 PAY ARRANGEMENTS**

- 7.1 Monthly paid staff are paid on the 27<sup>th</sup> of each month, except where the 27<sup>th</sup> falls at a weekend or on a bank holiday. In these circumstances staff are paid on the last working day prior to the 27<sup>th</sup> of the month. This will apply to all months including December.
- 7.2 Monthly paid staff will receive their basic pay for the current month, and any enhancements/overtime/mileage etc. for the previous month.
- 7.3 Weekly pay is only open to bank staff. Weekly paid staff will be paid on Thursday, based on the claims submitted and authorised by the previous Thursday. Revised deadlines may apply around Christmas and New Year and staff should look out for further guidance in November.

### **8.0. TRAINING NEEDS**

There is no training requirement identified within this policy.

### **9.0. MONITORING COMPLIANCE AND EFFECTIVENESS**

<b>Ref</b>	<b>Minimum Requirements</b>	<b>Evidence for Self-assessment</b>	<b>Process for Monitoring</b>	<b>Responsible Individual / Group</b>	<b>Frequency of monitoring</b>
1	Starting salaries should be in accordance with the terms of the policy	Inter-authority Transfer confirmation	Review of the Contract of employment issued to employees	HR representative signing the contract / inputting the change of	On-going

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
				circumstances form	
2	Authorisation to pay employee above the minimum pay point	Appropriately authorised completed forms on file	Review of employees personal file	HR representative signing the contract / inputting the change of circumstances form	On-going
3	Data on pay step and re-earnable pay outcomes to be collected, audited, published and monitored by the Trust in partnership with the trade unions, including by protected characteristics and contract status, and in line with Staff Council guidance.	Monthly Pay Step Reports	Analysis of data	Workforce Information	Quarterly
4	Trust should have a clear line of accountability for investigating and taking action on any evidence of disadvantage or discrimination in process and outcomes.	Outcomes for 3 above	Analysis of data	Human Resources Advisory Team	Quarterly
5	Trust must collect and submit the required data necessary to support national monitoring of the pay progression system by and on behalf of the Staff Council	As requested	As requested	Staff Council	As requested

## 10.0 STANDARDS AND KEY PERFORMANCE INDICATORS

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 14) <i>Supporting Workers</i> (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 <u>CQC essential standards</u> )	That the Trust maintains compliance with CQC registration standards, this policy supports outcome standards 14

## 11.0 REFERENCES AND BIBLIOGRAPHY

This policy was developed with reference to the following:

- NHS Constitution
- NHS Terms and Conditions Handbook
- NHS Staff Council
- NHS Employers

To support effective implementation and understanding the following policies and procedures are signposted for additional guidance:

- Anti-Bullying, Harassment and Victimisation Policy
- Disciplinary Policy
- Equality and Human Rights Policy
- Grievance and Disputes Policy and Procedure
- Support Performance Policy
- Management of Ill Health Policy
- Probation Policy
- Appraisal Policy

These policies can be found on eSource.

## APPENDIX 1



Leicestershire Partnership  
NHS Trust



**YOUR PAY MATTERS**

## APPLICATION FOR RECOGNITION OF PREVIOUS SERVICE FOR PAY PURPOSES

Name of Applicant			
Post Applied For			
Band		Proposed Start Date	
Manager's Name			

**PREVIOUS RELEVANT EXPERIENCE TO BE TAKEN INTO ACCOUNT**

Date From	Date To	Post Held	Band	Complete Years' Experience

**MANAGER'S RECOMMENDATION**

Signature		Name	
Job Title		Date	

**PAYROLL PROJECT BOARD APPROVAL**

Signature		Name	
Job Title		Date	

Once complete please return to [ljtjobs@leicspart.nhs.uk](mailto:ljtjobs@leicspart.nhs.uk)



Leicestershire Partnership  
NHS Trust

APPENDIX 2



**YOUR PAY MATTERS**

# Manual Pay Step Submission Form

Employee name:

Assignment number:

This is the 8-10 digit number found on your payslip

Manager name:

**Please tick the reason this form is being completed:**

**Option 1:**

The employee meets the criteria for pay step progression, however an appraisal was not completed in the two months prior to the pay step date

*The pay step will be awarded from the employee's pay step date.*

Pay step date: \_\_\_\_\_

**Option 2:**

The employee's pay step was deferred because they did not meet the pay progression criteria, but they have since achieved the criteria.

*The pay step will be awarded from the date you give below.*

Date criteria was met: \_\_\_\_\_

**Further information:**

**Confirmation pay progression criteria has been met:**

	<b>Yes</b>	<b>No</b>
--	------------	-----------

Has the appraisal process been completed within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a formal warning in place under the Supporting Performance Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a formal warning in place under the Disciplinary Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Is all mandatory training in date?	<input type="checkbox"/>	<input type="checkbox"/>
Line managers only – are appraisals in date for all their staff?	<input type="checkbox"/>	<input type="checkbox"/>

Signed (manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed (employee) \_\_\_\_\_ Date: \_\_\_\_\_

Please email a copy of this form to [workforcesystemshelpdesk@leicspart.nhs.uk](mailto:workforcesystemshelpdesk@leicspart.nhs.uk).  
Completed forms received by the last day of the month will be processed for payment in the following month.

APPENDIX 3

## The NHS Constitution

### NHS Core Principles – Checklist

Please tick below those principles that apply to this policy



**The NHS will provide a universal service for all based on clinical need, not ability to pay.  
The NHS will provide a comprehensive range of services**

<b>Shape its services around the needs and preferences of individual patients, their families and their carers</b>	<input type="checkbox"/>
<b>Respond to different needs of different sectors of the population</b>	<input type="checkbox"/>
<b>Work continuously to improve quality services and to minimise errors</b>	<input type="checkbox"/>
<b>Support and value its staff</b>	<input checked="" type="checkbox"/>
<b>Work together with others to ensure a seamless service for patients</b>	<input type="checkbox"/>
<b>Help keep people healthy and work to reduce health inequalities</b>	<input type="checkbox"/>
<b>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</b>	<input type="checkbox"/>

## STAKEHOLDERS AND CONSULTATION

### Key individuals involved in developing the document

Name	Designation
Lisa Laws	HR Manager, Employee Services
Sarah Willis	Director of HR and OD
Nicola Ward	Head of Workforce Support
Claire Taylor	Senior HR Business Partner
Fiona McNamee	Head of Organisational Development

### Circulated to the following individuals for comment

Name	Designation
Directors / Heads of Service and Direct Reports	
Operational HR Team	
Equalities Team	
Staffside	
Workforce & Wellbeing Group	

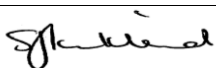


**Due Regard Equality Analysis**

Section 1		
<b>Name of activity/proposal</b>	Pay Policy	
<b>Date Screening commenced</b>	11 April 2019	
<b>Directorate / Service carrying out the assessment</b>	Human Resources	
<b>Name and role of person undertaking this Due Regard (Equality Analysis)</b>	Lisa Laws, HR Manager, Employee Services	
<b>Give an overview of the aims, objectives and purpose of the proposal:</b>		
<b>AIMS:</b> The Pay Policy sets out details around starting salaries and pay progression for both applicants and current staff.		
<b>OBJECTIVES:</b> To provide clear guidance to ensure that line managers apply this policy consistently across the Trust.		
<b>PURPOSE:</b> Provide advice and guidance for employees and managers to ensure the correct starting salary is applied when new employees join the Trust. For existing employees the policy provides guidance on pay step pay progression. It also provides guidance on when pay step pay progression is deferred.		
Section 2		
Protected Characteristic	Could the proposal have a positive impact Yes or No (give details)	Could the proposal have a negative impact Yes or No (give details)
<b>Age</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Disability</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Gender reassignment</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Marriage &amp; Civil Partnership</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Pregnancy &amp; Maternity</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Race</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Religion and Belief</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Sex</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service

<b>Sexual Orientation</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Other equality groups?</b>	No as based on national Terms and Conditions of Service	No as based on national Terms and Conditions of Service
<b>Section 3</b>		
<p><b>Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.</b></p>		
No		
<b>High risk: Complete a full EIA starting click here to proceed to Part B</b>		<b>Low risk: Go to Section 4.</b> No

## DATA PRIVACY IMPACT ASSESSMENT SCREENING

<p><b>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</b></p> <p><b>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</b></p>		
<b>Name of Document:</b>	<b>Pay Policy</b>	
<b>Completed by:</b>	<b>Lisa Laws</b>	
<b>Job title</b>	<b>Human Resources Manager Employee Services</b>	<b>Date 11 April 2019</b>
<b>Screening Questions</b>	<b>Yes / No</b>	<b>Explanatory Note</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	No	
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p><b>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a></b></p> <p><b>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</b></p>		
<b>Data Privacy approval name:</b>	Sam Kirkland 	
<b>Date of approval</b>	16/04/2019	