

**STARTING SALARY FOR APPOINTEES JOINING
AND REJOINING THE NHS
PROTOCOL AND PROCEDURE**

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1. PROTOCOL STATEMENT

Giving incremental credit without good reason is contrary to the principle of fair pay within Agenda for Change. In general, new starters or re-joiners to the NHS should start on the minimum of the Band and work their way up. It is recognised, however this could be a barrier to the successful recruitment of experienced staff.

This Protocol forms an appendix to the Recruitment and Retention Policy to support the development of the workforce of Blackpool Teaching Hospitals.

On promotion and temporary upgrading there are strict rules within the Agenda for Change Terms and Conditions Handbook regarding the incremental point to which an employee is appointed. This guidance therefore applies only to people joining or rejoining the NHS.

Any offer of employment with a salary above the minimum of the pay band must be approved by the Deputy Director of Human Resources and Organisational Development. Records will be kept for monitoring purposes and fed into the monthly workforce report to inform the Board.

2. SCOPE OF THE PROTOCOL

This policy and the associated procedure will apply to all appointments made on Agenda for Change pay and terms and conditions of employment where the appointing officer is required to consider an individual's previous NHS reckonable service and/or appropriate relevant employment experience to their post.

3. AGENDA FOR CHANGE RECKONABLE SERVICE REGULATIONS

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

3.1 Reckonable Service

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 (para 12.1)

Apart from this paragraph and the arrangements for the assimilation of existing staff, the Agenda for Change Terms and Conditions Handbook is silent on the issue of starting salaries for employees who are new to the NHS or rejoining after a break in service. Therefore the Trust has agreed this procedure in partnership to ensure that all newly appointed employees are paid fairly and consistently for the work they undertake within the Agenda for Change regulations and framework.

For pay purposes 'NHS reckonable service' will be taken into consideration for employees who are rejoining the NHS after a break in service and where the skills, knowledge and experience gained during that

reckonable service is relevant to the essential criteria required for the post they are being appointed to.

3.2 Increments for previous service

When deciding on the starting salary for someone returning to the NHS, breaks in service may be ignored when deciding the incremental point a person should be on, ie the employee need not start again at the minimum of the scale when there has been a break. In deciding whether to give increments for all previous service, consideration should be given to:

- whether the person has kept their knowledge and skills or/and continuous professional development up to date, i and can be evidenced.
- Whether the skills knowledge and experience gained in the previous role is relevant to the essential criteria required in the new role

4. **EQUIVALENT RELEVANT EXPERIENCE**

Previous equivalent relevant experience, whether gained paid or unpaid, or gained outside of the NHS must be evidenced to enable the Trust to determine if it should be counted for pay purposes. Any such presented evidence by the employee or their previous employer, in the reference request form, should be measured and evaluated against the post's job description and person specification and validated as applicable by the Appointing Officer.

For example, a new secretary appointed to a post on Band 4 with one year and 11 months experience gained at a senior secretarial level within a private sector organisation (with similar duties and responsibilities) can be taken into account. However, any previous service at a lower secretarial level cannot be counted. Only whole years of experience will be credited, ie in this example the appointee would be credited with one year's relevant experience.

The number of whole years relevant experience will take effect from the agreed starting date.

5. **EVIDENCE OF PREVIOUS NHS RECKONABLE SERVICE OR EQUIVALENT RELEVANT EXPERIENCE**

Previous reckonable service from another NHS employer or equivalent relevant experience that is to be taken into consideration for incremental pay purposes must be evidenced using the following documentation as appropriate.

5.1 **NHS Reckonable Service** – minimum of one document from this list

- Staff Transfer Form from the previous NHS employer

- Letter from the previous NHS employer confirming the pay band (grade), length of service and incremental point.
- Copy of payslip from previous NHS Employer.

5.2 **Equivalent Relevant Experience** – minimum of two documents from this list

- Previous KSF Post Outline(s) with written confirmation from the previous NHS employer/Trust manager regarding the individual's competence to apply the appropriate knowledge and skills to the demands of their post Previous job description with written confirmation from the previous employer confirming that the employee worked to this document and performed satisfactorily in the role and the service in that post
- Letter from the previous employer confirming details of the individual's previous role, duties and responsibilities, length of time they worked in the post and confirmation that they performed satisfactorily in the role.
- Reference information containing a detailed breakdown of previous role, duties and responsibilities, length of time they worked in the post and confirmation that they performed satisfactorily in the role.
- Evidence that they have maintained their Continued Professional Development (CPD) and it is relevant to the role they are to be offered

To ensure transparency, consistency and to meet future auditing requirements, copies of all all documentary evidence must be attached to the Incremental Credit Application Form (Appendix 1).

5.2.1 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 relevant experience, knowledge and skills, they must review this against the post's job description and person specification. 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 (Appendix 1).

Please note: Under no circumstances must the appointing manager make a salary offer to a candidate prior to obtaining authorisation to do so from the HRD or Deputy HR Director. Failure to follow the correct procedure could result in disciplinary action being considered.

5.2.2 Appointing Staff Rejoining the NHS on a Lower Banded Post within their Former Profession

Where a candidate is appointed to post within their profession which is at a lower grade and salary (pro-rata) to the post they held prior to them leaving the NHS, 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. This must be evidenced by two documents as set out in paragraph 5.2.

6. APPLYING FOR AND AUTHORISING INCREMENTAL CREDIT

Where the appointing officer is in receipt of evidence identified within 5.2 above they may apply to the Deputy Director of HR and OD for incremental credit.

The appointing officer may make a recommendation up to a maximum of the point below the second gateway and apply to award the new starter incremental credit using the Incremental Credit Application Form (Appendix 1).

The Incremental Credit Application Form must be completed by the appointing officer and submitted to the Deputy Director of HR and OD for authorisation. It is the responsibility of the appointing officer to ensure that all relevant supporting documentation is attached to their application form. These applications will be dealt with within 5 working days from the date of receipt.

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 this process.

The appointing officer must never offer or confirm a starting salary above the minimum of the pay band until their application has been authorised by the Deputy Director of HR and OD. Failure to comply with this may result in disciplinary action being considered.

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

The Recruitment Operations Manager will record and monitor any lost recruitment opportunities resulting from adherence to this policy. Therefore where adherence to this policy results in a newly appointed employee declining an offer of employment, the appointing officer/manager should complete and return the Incremental Credit Application Recruitment Outcome Form (Appendix 2) to the Recruitment Operations Manager. This will be reported in the following monthly workforce report to inform the Board.

7. Medical workforce

Please refer to appendix 3 and appendix 4 for determining the starting salary outside of the normal guidelines for new Consultant appointments and Middle Grade appointments.

8. INCREMENTAL CREDIT QUERIES

If you have any queries regarding the award of incremental credit, you should contact the HR Department on x1600 or alternatively check on the OneHR Gateway website.

9. SIGN OFF

Signed on behalf of Staff Representatives

| | |
|---------------|--|
| Signed | |
| Name | |
| Title | |
| Date | |

Signed on behalf of Management

| | |
|---------------|--|
| Signed | |
| Name | |
| Title | |
| Date | |

APPENDIX 1

INCREMENTAL CREDIT APPLICATION FORM

Employee Name

Appointed to Post of

Position Number or Vacancy id?

Pay Band

Directorate

The above appointee is (please tick the options that apply)

A new starter to the NHS ☐ **with Equivalent Relevant Experience** ☐

- Please state name of previous employer
- Please state title of post held
- Please state duration post was held
- Please state previous pay band and incremental point

Rejoining the NHS ☐ **with Equivalent Relevant Experience** ☐

- Please state name of last NHS employer
- Please state date of leaving
- Please state title of post held
- Please state duration post was held
- Please state previous pay band and incremental point

I would like to apply for an incremental advance from the minimum of pay band....., salary to incremental point, salary 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/person specification (*delete as appropriate)

I detail below the evidence attached to support and justify the application
(continue on a separate sheet if necessary)

.....
.....
.....
.....

NB You must attach the documentary evidence to support and justify your application eg. staff transfer form, KSF Outline evidence etc. Applications will not be considered if the appropriate documentation is omitted.

Please detail below the impact that awarding these increments will have on current staff within the department undertaking the same role eg. will staff be leapfrogged?
(Continue on a separate sheet if necessary)

.....

.....

.....

.....

.....
Manager's Name (please print)

.....
Signature

.....
Date

.....
Department

FOR COMPLETION BY THE DEPUTY DIRECTOR OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT ONLY

I *authorise / do not authorise the attached application in respect of incremental credit on pay band to incremental point, salary of £.....p.a.

The reasons for not authorising this application are (tick boxes as appropriate)

No evidence attached ☐ Insufficient evidence (see below) ☐ Other (see below) ☐

.....

.....

.....

.....

If authorised, send a copy of this form to:

To Payroll Department for action ☐

To Recruitment Officer for appointment letter / contract action ☐

To the Manager for Information ☐

If not authorised, return this form to the Manager for Information

Where the outcome of this application results in a candidate turning down the post due to the offer of a perceived uncompetitive salary, the Manager should complete and return the attached form to the Recruitment Operations Manager.

.....Deputy Director of HR & OD

Name (please print)

.....
Signature

.....
Date

APPENDIX 2

INCREMENTAL CREDIT APPLICATION RECRUITMENT OUTCOME FORM

To be completed and returned by the Appointing Officer / Manager where a newly appointed employee declines an offer of employment based on the salary offered

Employee Name

Appointed to Post of

Pay Band Point (Actual Salary) £

within the Department Directorate

has declined to take up the post.

The reason the newly appointed employee gave for not accepting the post was (please state below)

.....
.....
.....

What would have encouraged the newly appointed employee to accept the post?

.....
.....

.....
Manager's Name (please print)

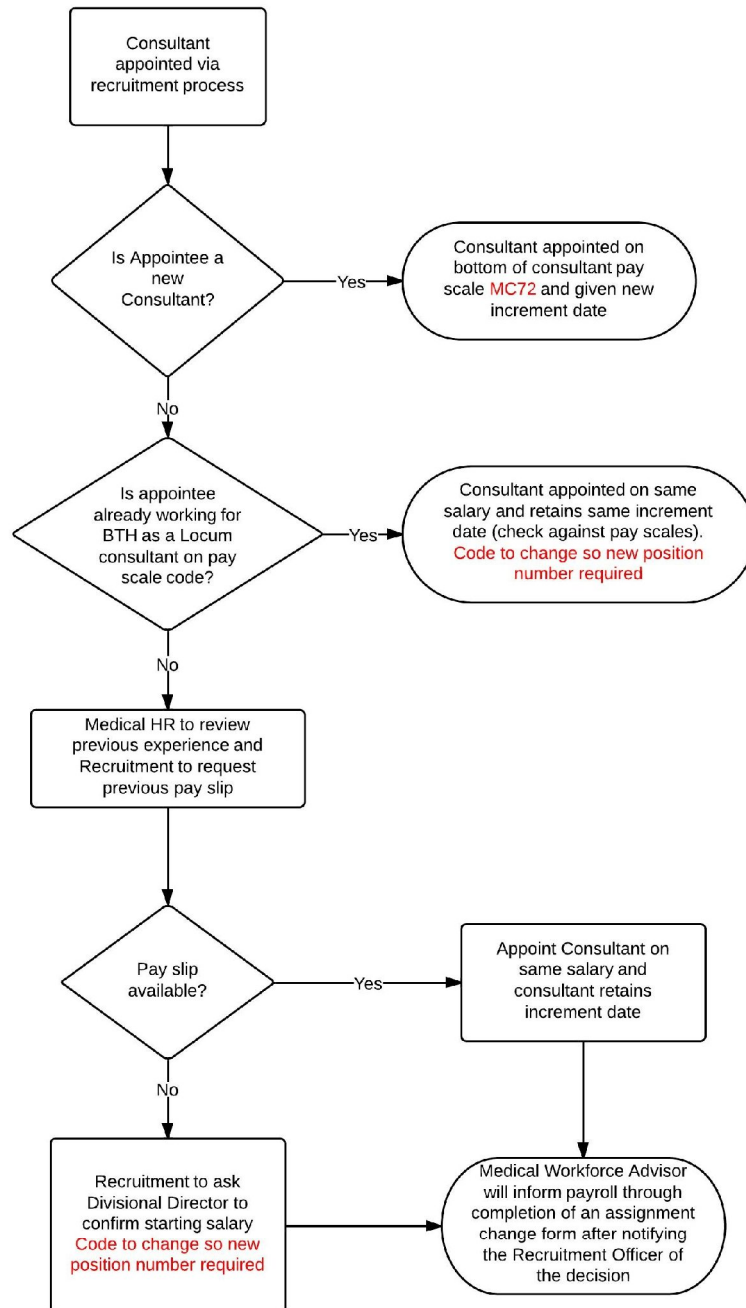
.....
Signature

.....
Date

.....
Department

COMPLETED FORMS TO BE RETURNED TO THE RECRUITMENT OPERATIONS MANAGER

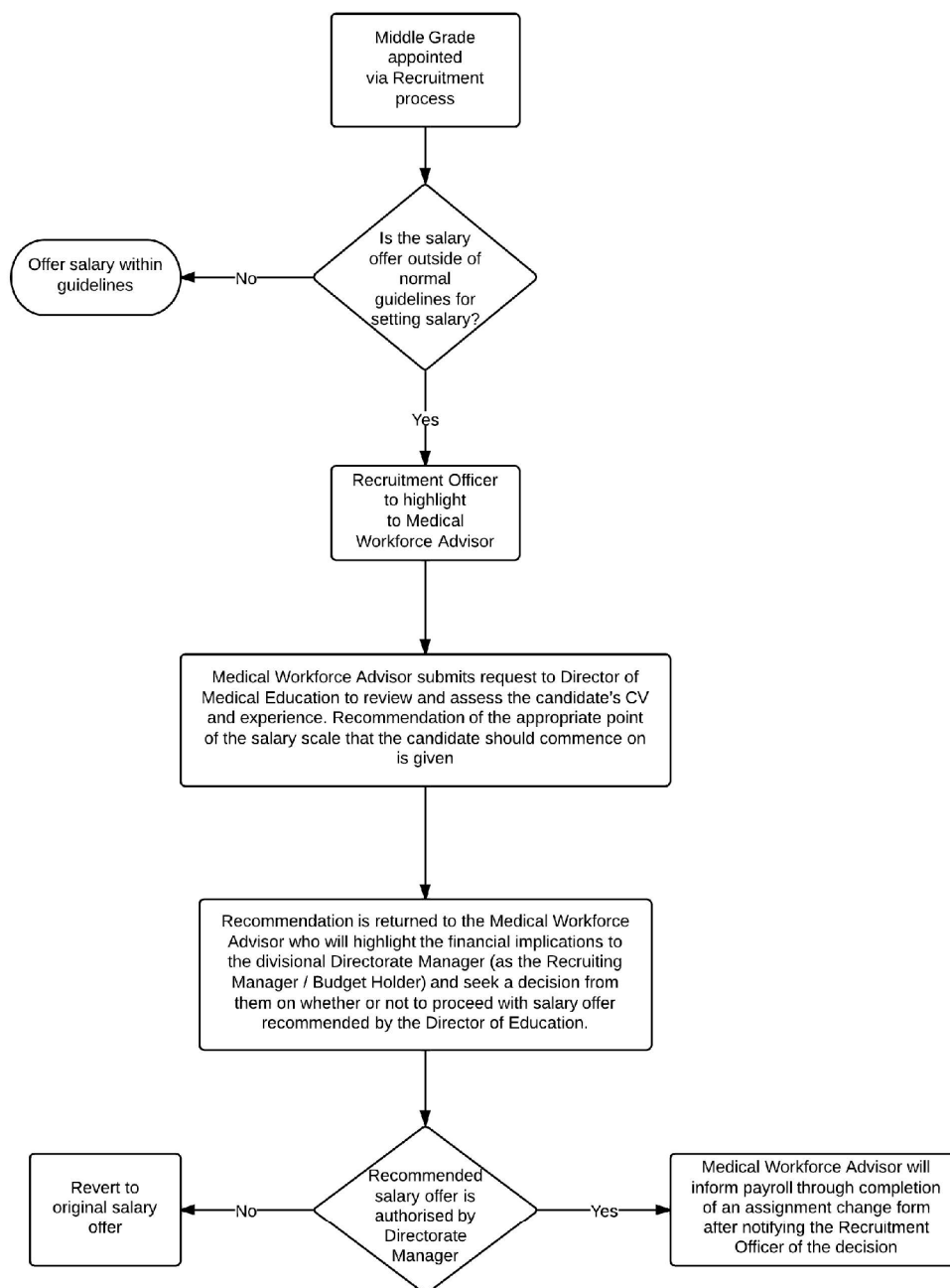
NEW CONSULTANT APPOINTMENTS -
DETERMINING SALARY



N.B. If Consultant starts prior to salary being confirmed they would start on the bottom of the pay scale and if increased they would be paid back pay to the date of start.

APPENDIX 4

MIDDLE GRADE APPOINTMENTS -
DETERMINING SALARY



N.B. If the Middle Grade Doctor starts prior to salary being confirmed they would start on the bottom of the pay scale and if increased they would be paid back pay to the date of start.