

## Starting Salary Policy

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Executive Director lead :	Tanya Carter
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Services	Applicable
Trustwide	X
Mental Health and LD	
Community Health Services	

## Version Control Summary

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4.0	October 2018	Irfaan Ibne, Resourcing Manager		Updates include: <ul style="list-style-type: none"><li>• Appointment to same and lower pay band</li><li>• Revision of form</li></ul>
4.0	November 2021			Extended via chairs action

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## 1. POLICY STATEMENT

- 1.1. East London NHS Foundation Trust (herein referred to as 'the Trust') recognises the importance of rewarding staff in a fair, transparent and consistent manner. The Trust's Starting Salary Policy is applicable to newly appointed staff with the purpose of ensuring the service and experience (both NHS and non-NHS) staff bring to the Trust on their appointment is acknowledged.
- 1.2. Awarding incremental credit without a justifiable reason is contrary to the principle of fair pay within Agenda for Change. The incremental point upon which new appointees commence employment will depend upon the length of previous reckonable NHS service, and/or relevant experience outside the NHS, which will be given due consideration.

## 2. SCOPE OF POLICY

- 2.1. The Policy applies to all new internal and external appointments (except for Trust staff Bank members, Medical staff and VSMS) employed on Agenda for Change terms and conditions. It is to be noted that any bank appointments to substantive contracts should be discussed with the locality based HR teams and the Resourcing Team prior to their appointment.

## 3. EXCLUSIONS

- 3.1. This policy is not applicable to Bank Staff, Medical Staff and VSMS. Separate provisions apply to these groups.

## 4. STARTING SALARY AND PAY PROGRESSION

- 4.1. Newly appointed staff for whom commencement with the Trust represents their first paid employment within the NHS will start on the bottom of the pay scale for their post unless they have previous reckonable NHS service, or experience outside the NHS which is considered 'highly relevant' non-NHS organisation service (as defined in section 7 below).
- 4.2. The awarding of incremental credit without good reason is contrary to the principles of fair pay, both within national equal pay legislation and within the Agenda for Change agreement (AfC).
- 4.3. Within each pay band there are a number of incremental points to allow pay progression in post. Staff will progress from point to point on an annual basis to the top point in their pay band or pay range (provided their performance is satisfactory and they demonstrate the agreed knowledge and skills appropriate to that part of the pay band or range).
- 4.4. For any incremental point awarded resulting in a pay increase, the incremental date shall be recorded as per the new start date.

## 5. PAY ON PROMOTION

- 5.1. Staff promoted to a **higher** band will normally enter the new pay band at the minimum of the band. If this would result in no pay increase, staff will enter the first incremental point of the new pay band that gives them an increase in salary (by reference to basic pay plus any supplements if applicable). Managers should seek advice from Human Resources in these circumstances.

## **6. STAFF MOVING POST ON THE SAME PAY BAND**

- 6.1. Staff transferring from one post to another on the **same** pay band within the NHS will enter the band at the same incremental point that they were previously on and retain their incremental date providing there is no break in service. Where a break in service has occurred that is less than 12 months, the incremental date shall be deferred by the length of the break. Initially staff will be paid on the minimum of the band until confirmation of previous salary has been received. However, as it can take some time to confirm past employment the new employee may provide an original copy of their last pay slip from their previous NHS employer to confirm their previous pay scale and point.
- 6.2. Under Agenda for change, staff are not entitled to any additional payment where the job title may change but the pay band does not (hierarchical promotion) i.e. promotion within a band. This is because both jobs have been evaluated on the same pay band and the different responsibilities of the jobs are rewarded equally under the job evaluation scheme.

## **7. STAFF APPOINTED TO A POST IN A LOWER PAY BAND**

- 7.1. Staff appointed to a post in a **lower** pay band will enter the band at the point they would have reached if all their NHS service in equivalent or higher pay bands had been worked in the lower band. Typically, each year of this level of NHS service will equate to moving up one pay point from the minimum of the band. The previous incremental date will also be retained providing there is no break in service. Where a break in service has occurred that is less than 12 months, the incremental date will be deferred by the length of the break.

## **8. CALCULATION OF RECKONABLE SERVICE**

- 8.1. An employee's continuous previous service with any NHS employer counts as reckonable service in respect of NHS agreements on redundancy, maternity, sick pay and annual leave.
- 8.2. For pay purposes, 'NHS reckonable service' will be taken into consideration for employees who are re-joining the NHS after a break in service. Where the break in service has been longer than one year, care must be taken by the appointing manager to ensure that skills and knowledge have been maintained to warrant re-appointment above the minimum point on the AfC payscale.
- 8.3. Confirmation of previous reckonable service shall be sought by the Resourcing Team who will run an Inter Authority Transfer (IAT) auto person match to obtain the candidate's previous records from their most recent NHS employer in accordance with the Recruitment & Selection Procedure.
- 8.4. On receipt of the IAT, the Resourcing Team will then confirm with the appointee their incremental point and date.
- 8.5. If the IAT is not received by the date that the appointee commences employment, the Resourcing Team may, at its discretion, accept the appointee's last payslip from their previous NHS employer for purpose of confirming their new salary with the Trust. Where the IAT system is in effect, this process will be handled automatically.

- 8.6. Notwithstanding paragraphs 8.4 and 8.5 above, the appointee will commence on the bottom point of the salary scale until the IAT is received. The correct incremental point and date will then be implemented and backdated to the appointee's start date.
- 8.7. Where an existing NHS member of staff (or a member of staff returning to the NHS after a break of service of less than 12 months) is appointed to a post in a lower pay band, the appointing manager must consider whether previous experience is deemed relevant to the post and therefore warrants a salary higher than the minimum point of the pay band. A further consideration must be the spine point the employee was on previously in the higher band.
- 8.8. For purposes of aggregated service, time spent in a highly relevant role in organisations other than the NHS, may be counted as aggregated service (see section 9).
- 8.9. Locum agency service will not count towards calculating starting salary unless specific evidence of service is provided.
- 8.10. Previous service for Bank staff will be considered on a case by case basis given regard to the consistency of service. Advice should be sought from the Human Resources department to ensure consistency.

## **9. DETERMINING 'HIGHLY RELEVANT' ROLES IN COUNTING NON-NHS ORGANISATION SERVICE WHEN DETERMINING STARTING SALARY**

- 9.1. New Staff without previous NHS Employment will normally be appointed to the minimum of the pay band.
- 9.2. A new member of staff may wish to have taken into account any period or periods of employment with employers outside the NHS deemed to be relevant to the NHS and the post e.g. GP practices, Nursing homes, Civil Service, Social Services, Local government, industry, Voluntary and independent sector. In determining their starting salary, such experience may be taken into account fully or partially, based upon years of experience, which can be added to the minimum of the band
- 9.3. In order to determine whether previous non-NHS organisation service is 'highly relevant' so as to count towards calculating starting salary; the manager should ensure that each of the following criteria is met:
  - "Highly Relevant Experience" is defined as completed years paid employment in a non-NHS role of equivalent responsibility, using equivalent knowledge and skills required for the role to which appointed; and
  - Similar profession or transferable skills.
- 9.4. In order to ensure consistency of these criteria, managers may apply to the locality based Human Resources Department for consideration and approval of 'highly relevant' non-NHS organisation service of their prospective employee in determining the salary incremental point. Managers are required to complete the proforma in Appendix 1. This must be supported by the relevant Borough/Service Director.

- 9.5. Before making their application, the manager must be able to justify his/her request, including the impact upon:
- Others already in post;
  - Others outside the immediate department/ward; and
  - Consistency locally
  - Budget demands
- 9.6. Any decision likely to have an impact across a profession may only be taken by the professional head.
- 9.7. To ensure consistency, before an offer is confirmed to a candidate the locality based Human Resources department, who will keep records for monitoring, must approve this in conjunction with the relevant Borough/Service Director. In support of their application, managers are required to provide formal documentary evidence of any relevant reckonable service (for example, application form, references, job descriptions and official letters of confirmation of periods of relevant service in line with the criteria as given in section 9.3).
- 9.8. The locality based Human Resources Department will confirm whether or not the application has been approved in writing to the individual and manager concerned.
- 9.9. In fairness to existing staff or staff who may be internally promoted, care must be taken that incremental points in recognition of experience only recognise completed years of experience at the level of the pay band in question. Advice should be sought from the locality based Human Resources Department, as necessary.
- 9.10. In the interests of equity, incremental credit will not be given for reasons other than years of experience. For instance, it will not be given due to market forces.
- 9.11. If approved, the reckonable service will count towards the length of service for purposes of determining starting salary.

## **10. TEMPORARY ACTING UP ARRANGEMENTS**

- 10.1. Please refer to the Trust's Acting Up Policy and Procedure for guidance on pay arrangements when an employee is acting up on a temporary basis.

## **11. AGREEMENT**

- 11.1. This Policy has been jointly agreed by Management and Trade Unions in partnership under the arrangements for implementation of Agenda for Change.

## **12. POLICY REVIEW**

- 12.1. This policy will be reviewed in two years time. Earlier review may be required in response to relevant changes in legislation or guidance.

**STARTING SALARY POLICY  
APPLICATION FOR RECOGNITION OF 'HIGHLY RELEVANT' NON-NHS SERVICE**

This form is to be completed by managers who wish consideration to be given to Non-NHS organisation service of prospective appointees in order to determine their salary incremental point.

Name of Appointee	
Post applied for	
Job Reference Number	
Name of Manager making the application	
Designation	
Telephone Number	
Signature	
Name of relevant Borough/Service Director approving this request	
Telephone Number	
Signature	

In order to determine whether previous non-NHS organisation service is 'highly relevant' so as to count in determining salary incremental point, you should ensure that each of the following criteria is met:

**CRITERIA**

- Relevant experience at the level of responsibility required for the role to which appointed;
- Similar profession;
- Transferable skills and abilities (as per person specification of the post to which appointed);

**Please attach formal documentary evidence of any relevant, reckonable service as per Section 9 of this policy.**



Employer	Date start	Date End	Position	Comment (please detail how this position meets criteria)

Salary to be Offered	£	Paypoint	
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**HR USE ONLY**

Approved by the HR Department			
Name		Designation	
Signature		Date	