

Worcestershire Acute Hospitals Trust Salary Variation Policy

Department/Service	Human Resources
Accountable Director	Chief People Officer
Date Approved by JNCC	21/11/2024
First Revision Date	21/11/2027
Changes since previous version	<ul style="list-style-type: none">• October 24 Change of title from Starting Salary to Salary Variation to reflect the act this is not always at start point.
References	
Queries about interpretation and application of policy	<u>wah-tr.hrenquiries@nhs.net</u>
Target Organisation	Worcestershire Acute Hospitals Trust
Version	

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What this Policy Covers

This Policy applies to all employees of Worcestershire Acute Hospitals NHS Trust (WAHT) who are on Agenda for Change (AFC) Terms and Conditions of service.

Principles

WAHT is committed to ensuring these principles are maintained through consistent starting salaries for new starters and those staff who are either promoted on a permanent basis or who 'step-up' for a temporary period of time.

Salary is a fundamental part of the employment contract. The AFC handbook at section 1 provides a clear position on how determining salary on appointment and promotion.

AFC roles are paid at Band 2 – Band 9. Each Band has an incremental scale. This band will have been applied either through job evaluation process and managers have no authority to change this band unless the job has been through a formal job evaluation review process. Any change to a pay band will need to be supported by an Approval to Recruit (ATR) form. Refer to Job Evaluation Policy for further detail.

Responsibilities

Executive Directors

- The lead Executive Director for this Policy is the Chief People Officer.
- In addition, all Executive Directors will be responsible for ensuring that the policy is implemented and operated effectively.

Managers

- Allocating a salary on commencement in line with this procedure and as required contact the HR Advisory Team for advice prior to offering a salary.
- Apply the criteria in this Policy to determine the Starting Salaries and inform the recruitment team of the appropriate salary in line with this policy and incorporate into the offer letter and starter form.

HR Advisory Team

- The HR Advisory Team should be consulted if there are any plans to offer a salary above the minimum to an applicant from outside the NHS.
- Respond to requests from managers for guidance on individual starting salaries.
- Assist managers in the application of this Policy ensuring that there is a consistent approach across the Trust.

Recruitment Team

- Initiate the pre hire Inter Authority Transfer.
- Draft unconditional offer letter which includes the salary.

Workforce/ Payroll Team

- Initiate the post hire Inter Authority Transfer form to confirm the starting salary identified on the starter form where there is evidence of previous NHS service on and add the confirmed date to ESR
- Advise managers and HR if there appears to be inconsistent application of this policy/procedure. The respective HR Manager will then discuss any discrepancies with the relevant manager and agree an appropriate way forward.
- Input any salaries stated on starter forms that are above the minimum provided that the stated salary is supported by the Salary Variation Form (Appendix 1) with evidence that the approval process has been followed.

Policy in practice

Contractual position

Once a commitment is given by a manager to an employee/prospective employee, be it verbal or in writing, the basis of the contract of employment has been formed. It is therefore essential that the information given is accurate and in line with AFC and this Policy. Managers must not offer starting salaries without obtaining the correct approval. Managers must also make it clear to colleagues that any offer is conditional on references/pay slips being provided to confirm previous pay/service or appropriate IAT records.

Transfers within the NHS

Transfers in the NHS on the same pay band

For NHS staff transferring from one NHS employer to another on the same band will transfer on the salary point which they are currently receiving and retain their incremental date. The salary on appointment will be verified via the IAT process.

Transfers in the NHS to a higher pay band (promotion)

For NHS staff appointed to the Trust in a post on a higher pay band, pay on promotion should be set at the minimum of the new pay band.

Transfers in the NHS to a lower pay band

For NHS staff appointed on a lower pay band will transfer on the point which is commensurate with the experience relevant to the appointment in the lower band.

In no circumstances should the individual be appointed to a higher point on the pay band than they previously earned on the lower pay band. Pay protection does not apply where the transfer to a lower banded post is not as a result of organisational change.

Appointments after a break in service

Any extended leave for example maternity, adoption should not be considered a break in service.

For breaks of more than 12 months between NHS employers for example a member of staff re-joining the NHS for any reason should be treated as if they are joining the NHS as a first appointment for a salary. This is in accordance with AFC Terms and Conditions.

After a break of more than 12 months, where the person has kept their continuous professional development up to date and have maintained their competencies, a manager may decide to give incremental credit. For this to be approved a Salary Variation Form must be completed with the reasons and supporting evidence fully documented i.e. payslips, certificates of training, P60. For breaks of less than 12 months staff will resume their employment at their previous salary but their incremental date will be deferred by the length of the break.

First appointments in the NHS

New applicants to the NHS should start on the bottom point of the pay band, with an incremental date 12 months from the date of commencement of employment. See Appendix 2 for process flow chart.

Managers may consider relevant experience outside the NHS at the same level of experience as the new post when determining starting salary. Only whole years of experience can be credited, and the experience must be considered relevant to the post.

The reasons and supporting evidence for giving incremental credit should be fully documented on Starting Salary Variation Form (Appendix 1). Evidence may be taken from the references and job descriptions and payslip. Managers must be able to justify their decision, including the impact on others already in post. In fairness to colleagues, care must be taken that incremental credit in recognition of relevant experience only recognises completed years of experience at the level of the relevant pay band.

When determining if experience is relevant, a manager should take into consideration the full job description. For example, a nurse in a private company, may have some transferrable clinical skills, but managers need to establish that those skills are at the same level as required for the role they are being appointed to. For example, if they are appointing to a band six team leader role and the employee has never line managed staff, they would have some transferrable clinical skills but not the management experience required. The manager should consider which point on the scale it is most appropriate to offer.

Managers must make all candidates aware of the following total reward factors:

- Any additional allowances attached to the post, for example unsocial hours payments or recruitment and retention premium if applicable.
- The NHS Pension Scheme that is available to all NHS workers. The benefits of this scheme are considerably greater than those generally available in private industry.
- The generous annual leave and sick leave entitlement available to staff
- Incremental pay progression.

For all salaries that are offered above the minimum of the scale with non NHS Experience where this in line with Agenda for Change i.e. the request is to offer the pay point that is in line with relevant experience (i.e. 3 full years of full experience is the equivalent of 3 years NHS Service the Salary Variation Form (Appendix 1) must be completed and will be sent to the Divisional Director Operations/ Divisional Director Nursing and the HR Business Partner for approval. If the request is not in accordance with Agenda For Change i.e. requesting the top of a pay band where there is not the required number of years experience will be required to be sent to the Chief People Officer.

The Starting Salary Variation Form must be completed at the appointment stage. The salary must not be offered to the individual without the Starting Salary Variation Form being approved. Approved Starting Salary Forms with evidence of approval must be submitted to the workforce team via wah-tr.workforceinformation@nhs.net. Pay will not be amended without evidence of approval. Until details of previous salary/relevant experience outside the NHS has been obtained the individual will start on the minimum of the pay band. Once details have been confirmed any adjustments to pay will be made and backdated to the start date.

If a formal salary offer is made (i.e. included in an unconditional offer letter) that is not in line with this policy, the employee will given notice of the change of the salary in line with their contract of employment and the salary will be amended to be in line with this policy.

Trainees

The NHS has a wide range of people described as trainees working and studying within its services. The starting salary for those trainees will be determined in accordance with the Agenda for Change Terms and Conditions Handbook Annex 21.

International Nurses

International Nurses may start as a Band 3 while they are waiting to complete their OSCE and obtain their NMC Registration.

International Nurses will be offered the Band 5 Salary Range by Trust. At the offer stage it will be made clear to the international nurse that their service and experience will need to be assessed by their ward manager.

When the international nurse starts in the Trust they will be placed on the Band 3 Nurse Awaiting Pin Salary. The Professional Development Team will share the references and CV with the Ward Manager. When the nurse has obtained their NMC Registration (pin) the Ward Manager will complete the Salary Variation. International experience which is equivalent and relevant may be recognised. The experience must be relevant to the role the nurse will be performing e.g. surgical experience for a surgical ward, acute medical experience for an acute medical ward etc.

The same rules for breaks in employment will apply as outlined in section 1 and 2. A break of employment

greater than 12 months (including maternity/adoption/carers leave) will count as a break in employment for the purpose of calculating incremental credit.

The starting point for breaks of more than 12 months between employments should be that the member of staff will be treated as if they are joining the NHS as new entrant and therefore start at the bottom of the scale. Managers do have discretion as to whether to give incremental credit where there has been a break of more than 12 months. There must be evidence that the person has kept their continuous professional development up to date and has maintained their competencies. The reasons and supporting evidence should be fully documented. If there has been a break in employment of more than 12 months (with the exception of maternity/adoption leave).

The manager will be expected to sign the starting salary form to state that the employee is acting at the expected level of the salary they are applying for and has the appropriate skills. This is to ensure equity for all colleagues in the department.

Entry Level

Intermediate Band 5

- Ability to take charge of shift
- Have at least 2 years experience in relevant specialty and is clinically competent and confident to make clinical decisions
- Ability to supervise and coach student nurses

Top of Band 5

- Ability to take charge of a shift
- **At least 4 years experience in relevant specialty and is clinically competent and confident to make clinical decisions**
- Competently lead a ward in the absence of senior management
- Teach and supervise and coach student nurses
- Undertake audits
- Have advanced communication skills and is able to communicate effectively with patients/relatives/carers about complex situations.
- Specialist knowledge in ward/department

Additional Qualifications

Gaining qualifications is not a reason for automatic incremental progression. If the qualification is needed for the post this will have been identified as part of job evaluation.

Temporary Upgrade into a Higher Pay Band

Accelerated increments on a pay band or ad hoc allowances may not be given for acting up. If a member of staff is acting in a different role which attracts a higher pay band, then they should be paid the 'full rate' for the job via a temporary upgrade. The increase would be calculated as a promotional increase. Individuals may be moved into a higher pay band (acting up) where 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, or from extended training.

Temporary movement into a new pay band should not normally last more than 12 months or less than one month except in instances where a longer period may be known at the outset. Examples might be maternity leave cover, a career break, secondment or long term sick leave.

Additional increments on the same pay band may not be given for temporary or permanent additional responsibilities. The additional duties must be assessed by the job evaluation system and may not result in a higher Band. If they do not the salary remains the same.

Recruitment and Retention Allowances or Responsibility Allowance

Please refer to the Recruitment and Retention Incentives Policy for the application process. The Recruitment and Retention Incentives Policy must be followed, and the Recruitment and Retention Application Form approved by the Pay Control Panel. The RRP Application Form and Pay panel authorisation must be attached to the Change Form in order for this to be processed.

Implementation Plan

This policy will be available on the Trust Intranet.

A policy briefing will be developed for Divisional Management Boards, Directorate Meetings and Worcestershire weekly.

Appendix 1

Worcestershire Acute Hospitals NHS Trust Starting Salary Pro-forma

Starting Salaries – Evidence for Accelerated Incremental Point
(Please ensure that you have read the Starting Salary Policy before you complete this form and attach a copy of this form to the New Starter Form)

Employee Details

Name of Employee:	
Assignment Number:	
Department:	
Position	
Name of Line Manager:	
Pay point: (point on scale)	
Salary:	

Supporting Information

Please provide details below of the experience that has been taken into consideration to justify offering above the minimum paypoint. Please list the candidate's previous jobs including: the dates in the role, job title, organisation, previous pay and key transferable skills. Please ensure you include the full employment history including any gaps in employment/maternity leave.

Start Date	End Date	Job Title	Organisation	Previous Pay	Key Transferable Skills/ Notes
<i>October 2022</i>	<i>November 2023</i>	<i>Staff Nurse</i>	<i>Droitwich Spa Hospital</i>	<i>£30,000</i>	<i>Senior nurse in surgery with experience of caring for surgical patients, mentoring students.</i>
<i>November 2023</i>	<i>April 2024</i>				<i>Maternity Leave</i>

Please attach any relevant documentation e.g. payslips, application forms, CV etc.

Approval

I have checked the information as stated above and confirm that the position on the pay band is appropriate based on the relevant experience set out above and is consistent with the position on the pay spine of staff in this team/department.

Name of Line Manager:	
Signature of Line Manager:	
Date:	
Name of Divisional Director of Operations/Divisional Director of Nursing/ Equivalent Director Level (Corporate)	
Signature of Divisional Director of Operations:	

Date:	
Name of Human Resources Business Partner: (HRBPs can sign off any requests that are in line with AFC Terms and Conditions where the offer is not in line with AFC Terms and Conditions the Salary Variation Form will need to be considered by the Executive Pay Panel)	
Signature of Human Resources Business Partner:	
Date:	
Where the offer is outside AFC Terms and Conditions the Salary Variation Form will need to be considered by the Executive Pay Panel and signed off by Chief People Officer	

Workforce Team to send approved forms to Finance for information.

Appendix 2

Pay Control Meeting TERMS OF REFERENCE	
Remit	The overall purpose of the Pay Control Meeting is to scrutinise workforce activity that contributes to an increase in WTE headcount and/ or the Trust pay costs, with a view to ensuring decisions reflect value for money and are aligned to the Financial Recovery Programme.
Accountability Arrangements	The Pay Control Meeting will report progress to the Financial Recovery Board.
Responsibilities	<p>The PCP will scrutinise, review and appropriately authorise:</p> <ul style="list-style-type: none"> • Recruitment to all posts at Band 8a and above including <u>all</u> Clinical posts. • All medical recruitment at middle grade and above. • Any vacancy (of any grade) that is an increase in WTE and <u>not</u> within existing budgeted establishment. • Any skill mix review that results in increase to WTE * • Any proposed salary enhancement/ acting up allowance/ recruitment and retention bonuses / special duty payments etc* • Salary acceleration i.e. starting salary at top of scale, that sits <u>outside</u> of current policy or Agenda for Change terms and conditions. * <p><i>* Proposals must include impact assessment, with reference to any recommendations from HRBP and Finance BP</i></p> <p><u>Not required</u></p> <p>All like for like replacement posts at Band 7 and below, that are within budget, can be approved by Divisional leadership teams with confirmation from Finance Business Partner and HR Business Partner.</p> <p>New posts that form part of an approved and funded business case, can be approved by Divisional leadership teams with confirmation from the appropriate Finance Business Partner and HR Business Partner.</p>
Membership Attendance /	Executive Team Members or Deputies
Chair	CFO/ CPO
Quorum	<p>CPO & CFO, *CMO (must be in attendance if reviewing Medical posts), *CNO (must be in attendance if reviewing Nursing or Therapy posts), *CDO (must be in attendance if reviewing digital posts). Deputies may attend to maintain quoracy.</p> <p>The Managing Director or CEO will assume decision making authority should the panel not reach agreement.</p>

Frequency of Meeting	Weekly.
Administration	A member of the finance team will be in attendance to administer decisions and feedback via the rekrutimi system.
Date Approved	28/03/2024
Date Review	To be reviewed 3 monthly or as required to ensure efficacy

Appendix 3

