



Starting Salary Policy

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1 Aims and Objectives

- 1.1 This policy provides guidance to appointing managers to ensure a consistent approach is applied when making an offer of salary for internal and external appointments in line with NHS Agenda for Change terms and conditions of service (AfC).
- 1.2 It aims to ensure that individuals are paid in a fair, transparent and consistent manner with the purpose of increasing retention and reducing the risk of equal pay claims.

2 Scope

- 2.1 This policy applies to permanent, and fixed term colleagues employed under Agenda for Change (AfC) Terms and Conditions.

3 Principles

- 3.1 The [NHS AfC Terms & Conditions of Service Handbook](#) sets out full details for the pay and conditions for colleagues within the remit of the [NHS Pay Review Body \(NHSPRB\)](#).
- 3.2 The pay spine for colleagues covered by the NHSPRB is divided into nine pay bands. Within each pay band there are a number of pay steps to allow pay progression in post.
- 3.3 The general principle is that new starters should start on the bottom of the scale and thereafter progress through the pay band.
- 3.4 Arrangements for pay and banding of trainees will be in accordance with [Annex 21](#).
- 3.5 All People policies are underpinned by the partnership commitment between management and Trade Union representatives and the Trust's Values of:
 - **Integrity** - Being Accountable, Honest, and Doing the Right Thing
 - **Kindness** - Being Compassionate, Caring, and Respectful Towards Others
 - **Courage** - Standing Up for What Is Right and Treating Everyone Fairly to Ensure Exceptional Patient Care
- 3.6 Trade Union Representatives will be familiar with this policy and its associated procedures to provide advice and support to their members if requested to do so. Trade Union representatives will work collaboratively with line managers and HR directorate staff.

4 Pay for Individuals new to the NHS

4.1 It is imperative when discussing salary levels, the NHS total reward package and benefits are taken into account, for example, enhanced annual leave, sick pay arrangements, NHS pension scheme with life insurance (death in service benefits). These factors will often make NHS employment more attractive to candidates, particularly for non-NHS appointees. [Promoting the NHS employment package | NHS Employers](#)

4.2 Individuals new to the NHS will start on the bottom of the pay band for their post unless they have previous appropriate experience acquired from an employer outside the NHS which is considered 'highly relevant' to the role they will be undertaking. See Recruitment Above Minimum section 9.

5 Pay for existing Trust Colleagues

5.1 Appointment onto Same Pay Band

5.1.1 Under NHS Terms and Conditions of Service, colleagues are not entitled to a pay increase when they change jobs and the pay band remains the same. This is because both jobs have been evaluated to be on the same pay band and the different responsibilities of the jobs are rewarded equally under the job evaluation scheme.

5.1.2 The years of experience working in the pay band will determine the point of scale at which the colleague is placed. This is usually the same as the point of scale they are being paid on at the time of appointment.

5.1.3 Individuals will retain their existing pay step date.

5.2 Appointment onto Lower Pay Band

5.2.1 Colleagues 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.

5.2.2 The pay step date will change to the date of appointment into the lower band.

5.2.3 Where an individual is appointed to a lower banded role as a result of organisational change, as a suitable alternative position, their existing level of pay will be protected in line with the Trust's [Pay Protection Policy](#) and [Organisational Change Policy](#). The pay step date will remain unchanged.

6 Pay for Individuals returning to the NHS

- 6.1 Appointments from other NHS employers will require the salary to be verified by either a copy of the payslip or Inter Authority Transfer process.
- 6.2 Any individual with previous NHS service regardless of the length of the break will be placed on their previous point within the band. Where applicable, a RAM form may be considered, see section 9.
- 6.3 Where a break in service has occurred that is less than 12 months, the Pay Step date will be deferred by the length of the break.
- 6.4 Where a break in service has occurred that is more than 12 months, the Pay Step date will reflect the date of their new appointment.

7 Pay on Promotion

- 7.1 Colleagues will be paid as per the advertised post. Basic pay on promotion will be set at the minimum pay step point of the new pay band. The pay step date will reset to the date the employee starts in the new pay band.
- 7.2 On promotion the new starting salary (made up of basic pay and any unsocial hours payment and/or any long-term recruitment and retention premium (RRP)) should produce an increase in earnings. If it does not, the previous salary (basic pay plus any applicable unsocial hours payment and/or long-term RRP) will be maintained until the combination of basic pay, any unsocial hours payment and/or RRP in the new band does produce a higher salary.
- 7.3 In the case of unsocial hours payments, the provisions in 7.2 will only apply if the unsocial hours working pattern in the new role remains substantially the same as in the previous role. Where this is not the case, the previous unsocial hours payment will not be taken into consideration when determining the new starting salary.
- 7.4 The earnings calculations in 7.2 above will be based on normal contractual hours excluding additional hours and will use unsocial hours payments averaged over 13 or 52 weeks.
- 7.5 Where a post is re-banded to a higher band as a result of a changed job evaluation outcome (see [Job Evaluation Policy](#)), the pay step date will become the anniversary of the agreed date that the new job description is deemed to have taken effect.

8 Pay for staff who take up an apprenticeship

8.1 In order that staff do not experience a detriment to their basic pay as a consequence of undertaking career development beneficial to both them and the service, the following pay preservation provision applies.

8.2 This provision covers situations where an existing employee commits to undertake a formal apprenticeship programme in agreement with their current or another NHS employer which, on successful completion, would qualify them for a role* where the evaluated pay band is the same as or higher than the band of their current post. In such cases, for the duration of that programme their basic pay will be the higher of the following -

- The rate for the apprenticeship role that new entrants to the service would receive.
- The pay step point they would receive had they remained in the role they were employed in immediately before commencing the apprenticeship programme. This will include eligibility for pay step progression during the apprenticeship as if they had remained in their prior role ([see Annex 30](#)).

9 Secondment

9.1 If a colleague is seconded into a higher banded post, pay will be set at the minimum pay step point of the temporary higher band. If this would result in no pay increase (by reference to their substantive post earnings) then pay will be as per pay on promotion (see above section).

9.2 The pay step date will reset to the date the colleague starts in the new pay band. Any time spent in the higher pay band will be credited towards the colleague's substantive post's pay step date, for the purpose of progression, upon their return to their substantive post at the lower band.

10 Recruitment Above Minimum (RAM)

10.1 Where a recruiting manager believes there is sound business reason for appointing to a higher band point for either a new or existing employee, they must provide clear, documented reasons for giving pay step credit.

10.2 The individual must have 'Highly Relevant Experience', which is defined as completed years paid employment in a non-NHS role of equivalent level and responsibility, using equivalent knowledge and skills required for the role to which they are appointed in a similar profession where skills are transferable.

10.3 If substantiated this determines the point of band on which an individual may be placed and not their current salary.

10.4 Before any offer of employment is made above the minimum of the pay band, the following must be considered: -

- Giving credit without good reason is contrary to the principles of fair pay within Agenda for Change and the NHS Terms and Conditions of Service Handbook. In order to ensure consistency of these criteria, managers must complete the [Recruit Above Minimum Form \(RAM\)](#) and obtain approval from the relevant Director, HR Assistant/Associate Director, HR Shared Service Manager and Finance Assistant/Associate Director before making any offer to the candidate.
- Recruiting Managers should be mindful that the salary would not cause problems of relativity with existing colleagues, including provisions within the Equality Act 2010 which makes it unlawful for employers to discriminate between sexes in terms of their pay and conditions where they are doing the same or similar work, work rated as equal, or work of equal value.
- Applications to support a colleague starting above the minimum point on the pay band should be submitted before the colleague commences employment within the Trust.
- No colleague will be placed on the payroll at a level above the minimum of the scale without the relevant evidence and approvals, as detailed on the RAM form. Where this has not happened any higher level of pay that has been offered will not be honoured.

10.5 If it is difficult to recruit the candidate on the minimum point of the pay scale, due to labour market conditions, consideration should be given to whether it is appropriate to make an application to award a Recruitment and Retention Premia (RRP) rather than offering higher starting pay (see section 12). It is very important that higher starting pay is not used as a tool to overcome difficulties in the labour market.

11 Pay Protection and Additional Payments

11.1 Where an individual changes post through a voluntary recruitment process, any protected or additional payments will be lost.

12 Unsocial Hours

- 12.1 Existing colleagues on annex 5 unsocial hours who change role through a voluntary recruitment process into a new substantive post will have Section 2 USH applied, unless they are staying on the same pay band.

13 Recruitment and Retention Premiums (RRP)

- 13.1 Recruitment and Retention premiums are an amount in addition to the pay of a post(s), where market pressures would otherwise prevent the Trust from being able to recruit and/or retain appropriately qualified/experienced colleagues for the post(s) concerned at the evaluated pay band.

- 13.2 RRP can be applied either:

- Locally by the Trust to posts, or
- Awarded nationally to particular groups of roles by the Pay Review Body and/or the Pay Negotiating Council. Where such posts are already subject to local arrangements, these will need to be reviewed at this time. Full details of posts that attract a national RRP are contained within the Agenda for Change Terms and Conditions of Service Handbook.

For full details on how to request local RRP, please see the Recruitment and Retention Premiums Process.

14 High-Cost Area Supplement (HCAS)

- 14.1 HCAS is paid as an addition to basic pay to Trust colleagues who are contractually based in a high-cost area payment zone, as detailed in Annex 8 and 9 of the [NHS Terms and Conditions of Service Handbook](#).
- 14.2 High-cost area supplements will be pensionable. They will not count as basic pay for the purposes of calculating the rate of overtime payments, unsocial hours payments, on-call availability payments or any other payment, excluding sick pay.

15 Roles and Responsibilities

15.1 Colleagues

- New appointees are expected to provide all relevant information/evidence of previous service and salary details to establish the correct starting salary and reckonable service.

15.2 Line Manager

- Recruiting managers are responsible for ensuring that all appointments made comply with this policy and are in line with the AfC Framework.
- Take into account highly relevant experience which can be verified when determining the pay of new colleagues.
- Consider all relevant factors before seeking decisions on Recruitment and Retention payments.
- Ensure that all factors, both non pay incentives and pay, are taken into account when making decisions on pay.

15.3 Human Resources

- To provide advice and support on all aspects of this policy to ensure application and support.
- Provide information to NHSI, NHS Employers and the DH if rates of pay are outside of those set within the pay framework.
- Review all starting salary pay above minimum or RRP requests.
- Maintain a database of all recruitment and retention premia being paid within the Trust and will initiate a review of all premia on an annual basis.

16 Monitoring Compliance

16.1 The HR SLT is responsible for monitoring compliance with this policy. Human Resources (HR) will monitor the application of the policy and procedure through feedback from staff and managers. Feedback, legislature and changes to terms and conditions will be used to inform and improve policies, as well as provide recommendations for improving working practices. HR will provide relevant reports, based on this data, as required.

17 Audit and Review (evaluating effectiveness)

17.1 All policies have their effectiveness audited by the HR SLT at regular intervals, and initially six months after a new policy is approved and disseminated.

17.2 Effectiveness will be reviewed using the tools set out in the [Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures](#) (also known as the Policy on Policies).

17.3 This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from colleagues indicates that the policy is not working effectively.

17.4 All changes made to this policy will go through the governance route for development and approval as set out in the Policy on Policies.

18 Associated Trust Documentation

- [Pay Protection Policy](#)
- [Organisational Change Policy](#)
- [Recruitment and Selection Policy and Procedure](#)
- [Job Evaluation Policy](#)
- [Secondment Policy](#)
- [Anti-Fraud and Bribery Policy](#)

19 References

- [Agenda for Change Terms and Conditions](#)

20 Financial Checkpoint

20.1 This document has been confirmed by Finance to have financial implications and the relevant Trust processes have been followed to ensure adequate funds are available.

21 Equality Analysis

21.1 The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and exclude no-one. It is committed to comply with the Human Rights Act and to meeting the Equality Act 2010, which identifies the following nine protected characteristics: Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.