

Pay Policy

CATEGORY:	Policy
CLASSIFICATION:	Human Resources
PURPOSE	This document outlines the Trust's framework for the management of specific pay matters. This is in compliance with the National Terms and Conditions of Employment
Controlled Document Number:	1210
Version Number:	1.0
Controlled Document Sponsor:	Chief Workforce and International Officer
Controlled Document Lead:	Director of Workforce
Will this Controlled Document impact upon any contracts held by the Trust?	<input type="checkbox"/> Yes ¹ <input type="checkbox"/> No
Approved By:	Board of Directors
On:	26 March 2020
Review Date:	26 March 2023
Distribution:	<ul style="list-style-type: none"> • Essential Reading for: Executive Directors Directors of Operations Divisional Directors Heads of Service Line Managers HR Department • Information for: All staff Trade Union Representatives

¹ If this Controlled Document will have an impact on any contracts held by the Trust, once approved, this will need to be sent to the Procurement Team requesting that it be added to the Procurement Policy Portal

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1. Policy Statement

- 1.1 The majority of terms and conditions relating to pay are stipulated in the national terms and conditions of service with no scope for these to be altered. There are however certain pay elements where Trusts have autonomy to determine the implementation for the Trust.
- 1.2 The purpose of this policy is to ensure that matters relating to pay are dealt with fairly and consistently and in accordance with equal pay legislation and equality principles.
- 1.3 All Human Resources policies and procedures are underpinned by the partnership commitment between management and Trade Union representatives and the Trust's Vision and Values framework.

2. Scope

This policy and its associated procedures apply to staff employed on Agenda for Change (AfC) terms and conditions of employment.

In addition, the Pay Protection Procedure applies to staff on Very Senior Manager (VSM) contracts.

3. Framework

- 3.1 This section describes the broad framework for this policy. Detailed instructions are provided in the associated procedures. The procedures may be amended from time to time by authority of the Chief Workforce and International Officer, provided that such amendments are compliant with this policy.
- 3.2 There are a number of pay related matters which are covered by this policy as follows:
 - Job evaluation;
 - Starting salaries;
 - Pay protection.

3.3 Job Evaluation

3.3.1 Job evaluation (JE) is the process under which all AfC job descriptions (JD) and person specifications (PS) are scored against all of the factors of the NHS Job Evaluation scheme. The overall score determines the banding of the job.

3.3.2 The purpose of the NHS JE Scheme is to ensure that equal pay legislation is adhered to and the correct application of the system will enable the Trust to prevent and defend equal pay claims.

3.3.3 There are certain occasions where it is essential for a job to undergo job evaluation:

- A newly created post;
- Significant changes over time to an existing JD and PS which requires the JD and PS to be updated (re-banding);
- Changes to job roles as part of an organisational change process.

3.3.4 The JE process is carried out in partnership between Human Resources and Trade Union representatives all of whom must have been trained in accordance with the national requirements.

3.3.5 A member of staff has the right of appeal where their request for re-banding has been unsuccessful.

3.3.6 Full details can be found in the Job Evaluation Procedure.

3.4 Starting salaries

3.4.1 The normal salary starting point for staff new to the NHS and starting on AfC terms and conditions is the minimum point of the appropriate pay band for the job role.

3.4.2 It is recognised that this could be a barrier for potential staff taking up employment with the Trust due to the individual receiving a higher salary in a comparable role in a non-NHS organisation or on the Trust bank. In these circumstances a salary variation can be requested for the individual to start higher up the pay band.

3.4.3 Salary variations must be approved by the appropriate level of senior management (detailed in the Starting Salaries Procedure) and then authorised by the Director of Human Resources.

3.4.4 Starting salaries for staff on AfC terms and conditions who have been promoted within the NHS or who are changing job but remaining on the same band are determined by the national terms and conditions. There is no scope for a salary variation for these staff.

3.4.5 Full details can be found in the Starting Salaries Procedure.

3.5 Pay Protection

3.5.1 Pay protection is a way of safeguarding the pay of staff whose pay is adversely affected by organisational change. It is meant to allow the individual to find another post at their original pay band or to adjust to the lower salary within the protection period.

3.5.2 A reduction in pay may be the result of:

- A reduction in basic salary (i.e. banding/ grade),
- A reduction of total earnings (i.e. payments for work outside normal hours).

3.5.3 Pay protection can be:

- Short-term protection of earnings, where down-banding is not involved.
- Long-term protection of basic salary where down-banding is involved.

3.5.4 In situations where a member of staff is required to move base due to organisational change, excess mileage payments may also apply.

3.5.5 Pay protection will cease when:

- The period of pay protection expires or the level of earnings in the new post reaches or exceeds the protected level of earnings, whichever is sooner;
- The member of staff is appointed to another post;
- The member of staff leaves the Trust.

3.5.6 Full details can be found in the Pay Protection Procedure.

4. Duties

4.1 Chief Workforce and International Officer

The Chief Workforce and International Officer is responsible for this policy and its implementation through the Director of Human Resources and has the authority to approve all other procedural documents associated with this policy and any amendments to such documents in response to changes in legislation or best practice, and is responsible for ensuring that such documents are compliant with this policy.

4.2 Divisional Directors and Corporate Equivalents

Divisional Directors and Corporate Equivalents will ensure that:

- 4.2.1 They are fully conversant with this policy and its associated procedures;
- 4.2.2 All staff within their Division who hold line management responsibilities are familiar with this policy and are trained in applying all elements of the associated procedures;
- 4.2.3 All staff who hold line management responsibilities work effectively and consistently with Human Resources and Trade Union Representatives in the application of this policy and its associated procedures.

4.3 Director of Human Resources

The Director of Human Resources will ensure the following requirements are met:

- 4.3.1 The provision and maintenance of this policy and its associated procedures and guidance are part of the Trust's portfolio of controlled documents;
- 4.3.2 Human Resources staff who are required to deliver responsibilities arising from these documents are aware of, and competent, to deliver these responsibilities, providing leadership and support as required;
- 4.3.3 The provision of training for managers in support of this policy and its procedures.

4.4 Line Managers

All staff with line management responsibilities will ensure the following requirements are met:

- 4.4.1 They are fully conversant with this policy and the associated procedural documents and their application within their area of responsibility;
- 4.4.2 They have taken responsibility to ensure they are appropriately trained to implement this policy and its associated procedures in a consistent and fair manner and they maintain these skills via updates, ensuring that their Divisional Directors/ Corporate equivalents have recordable evidence to that effect;
- 4.4.3 They seek advice from Human Resources prior to making any decisions regarding pay;

- 4.4.4 They make staff aware of the Trust procedures for pay matters;
- 4.4.5 They complete and submit Payroll documentation in a timely manner and where this has not been possible they make the member of staff aware of any potential impact on their pay;
- 4.4.6 Where there have been significant changes to a member of staff's job the manager must have the post reviewed;
- 4.4.7 they ensure that job descriptions and person specifications are kept up to date and are reflective of key roles and responsibilities of the job and not the individual post holder;
- 4.4.8 Manage the expectations of staff when considering amendments to the roles and responsibilities of the job ensuring that any such changes are prompted by the needs of the service and maximise the availability of resources;
- 4.4.9 That their direct reports must be able to complete mandatory training and participate fully in the appraisal process;
- 4.4.10 That they are open and honest with staff regarding the potential of a pay step being declined;
- 4.4.11 In the giving of information or advice related to this policy and its associated procedure, they adhere to the requirements of the Trust's Equality and Diversity in Employment policy and practices in their dealings with staff.

4.5 Human Resources Staff

Human Resources staff are required to:

- 4.5.1 Provide fair, consistent and legally compliant advice to staff and line managers in their application of this policy and associated procedures;
- 4.5.2 Provide training to line managers in the application of this policy and its associated procedures;
- 4.5.3 Have detailed awareness of this policy and its associated procedures, and maintain their learning in order to support staff and those with line management responsibilities;
- 4.5.4 Work collaboratively with Trade Union representatives.

4.6 Trade Union Representatives

Accredited Trade Union Representatives will be familiar with this policy and its associated procedures in order to provide advice and support to their members if requested to do so.

Trade Union representatives will work collaboratively with line managers and Human Resources staff.

4.7 All Staff

All staff will ensure that they:

4.7.1 Discuss any concerns regarding the content of their job description and person specification with their manager in the first instance.

5. Implementation and Monitoring

5.1 The Pay Policy and its associated procedures will be circulated throughout the Trust to ensure accessibility via Trust intranet and team brief.

5.2 Appendix A provides full details of how the policy and its associated procedural documents will be monitored by the Trust.

6. References

NHS Terms and Conditions of Employment

7. Associated Policy and Procedural Documentation.

Equal Opportunities in Employment Policy

Job Evaluation Procedure

Pay Protection Procedure

Starting Salaries Procedure

Transitional Organisational Change Procedure

Appendix A

Monitoring Matrix

MONITORING OF IMPLEMENTATION	MONITORING LEAD	REPORTED TO PERSON/GROUP	MONITORING PROCESS	MONITORING FREQUENCY
Number of new posts and rebandings (approved and rejected) evaluated through the JE process	Director of Human Resources	Board of Directors	Annual Workforce Report	Annual
Breakdown of salary variations for non-medical staff approved and rejected by gender and ethnicity	Director of Human Resources	Board of Directors	Annual Workforce Report	Annual
Breakdown of staff on pay protection (long and short term) broken down by gender, age, ethnicity and pay band	Director of Human Resources	Board of Directors	Annual Workforce Report	Annual