

Pay Progression FAQ's

Pay Progression Framework

What is Pay Progression?

The 2018 framework agreement on the reform of Agenda for Change (AfC) introduced provisions to move to a new pay system with faster progression to the top of pay bands through fewer pay step points.

The pay progression framework is underpinned by local appraisal policies that deliver the mandatory annual appraisal process. It is intended to ensure that within each pay band staff have the appropriate knowledge and skills they need to carry out their roles and so make the greatest possible contribution to patient care.

Pay progression is detailed in [Annex 23](#) of the NHS Terms and Conditions Handbook.

Is it compulsory for organisations to implement the new pay progression system?

Yes.

From 1 April 2021 the new Pay Progression framework applies to all staff on NHS Terms and Conditions (AfC).

Is pay progression still going ahead considering the current pandemic?

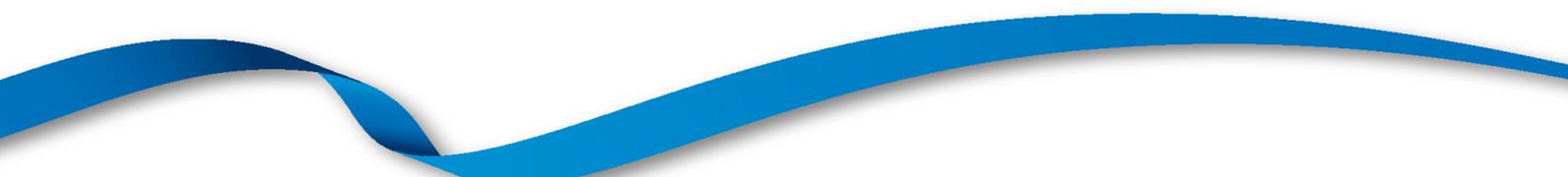
Yes, however, where factors beyond the individual's control (such as organisational or operational issues) have prevented compliance with any of the requirements, this should not prevent the employee from progressing up their pay step. This is clearly stipulated in section 23 of [Annex 23](#) of the NHS Terms and Conditions handbook.

Managers should ensure that they take full account of such factors. Colleagues should also bring these factors to the attention of their line manager as soon as possible (not waiting until the pay step review) so that these can be addressed and remedied.

For further guidance on the application of pay progression during the pandemic please click [here](#)

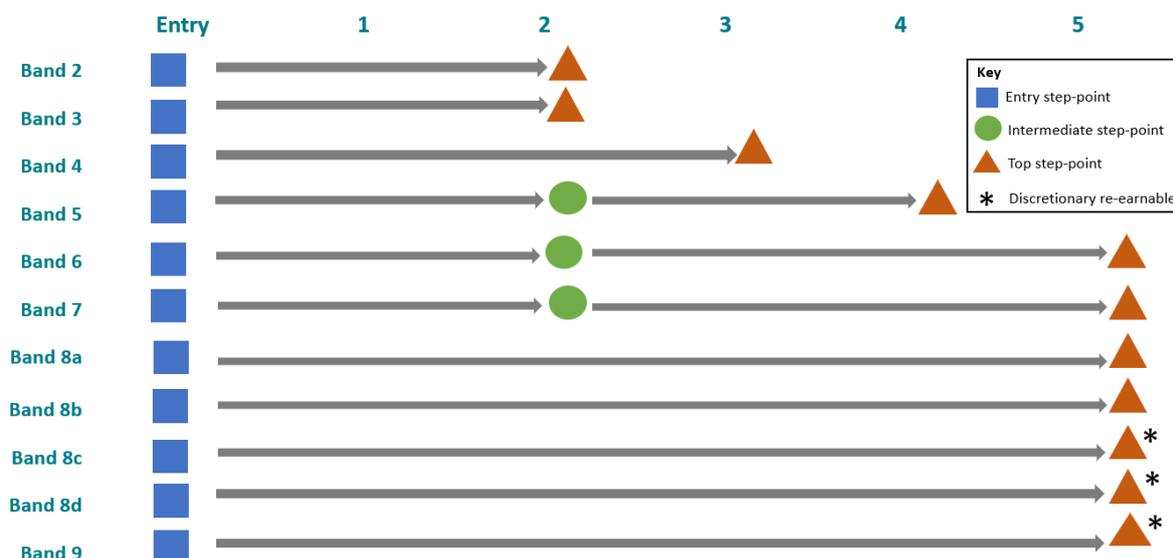
Why have automatic increments been removed?

In 2013, agreement was reached that allowed NHS employers to link pay progression to their appraisal process. However, this was not mandatory and NHSBT did not opt to introduce the system at the time. The 2018 framework agreement has now made this mandatory for all NHS organisations to move to the new pay progression system which replaces the automatic increment process.



How many pay steps are there in each payband?

With effect from 1st April 2021 this diagram shows the pay steps in each payband:



Pay Step Reviews

Is it expected that staff will successfully progress through their pay-step review?

Yes.

The exception will be where an individual has not met the criteria for progressing to the next step point, and there are no mitigating factors sufficient to justify this.

What are the 5 criteria I need to meet to move to my next pay step?

During the pandemic the 5 criteria are as follows:

1. The appraisal process has been completed within the last 12 months
2. There is no formal capability process in place
3. There is no formal disciplinary sanction live on the staff member's record
4. Statutory and/or mandatory training has been completed.
5. For line managers only – appraisals have been completed for all their staff as required.

Please be aware of the NHS Employers guidance on the application of pay progression during the pandemic which is available [here](#)

Will I receive my pay step if I am subject to capability or disciplinary process.

No, if at the time of your pay step date you have a live disciplinary sanction against you or you are subject to formal capability then you will not receive your pay step. However it is important that you consider any impact of the pandemic on the capability and disciplinary process – [click here](#) for guidance on the application of pay progression during the pandemic

What happens if someone is absent when their pay step date is due?

If you are away for planned long-term paid leave such as planned sickness, maternity or adoption leave, your pay step review can be conducted early if suitable. If this is not suitable, your pay step point will automatically be applied in your absence.

What happens if I am off sick when my pay step review meeting is due to take place?

As soon as you return to work a new pay step review meeting should be arranged and at that point the approval to receive your pay increase will be backdated to your pay step date.

As a manager, how will I know when a staff member's pay step review is due

You will receive notification before an individual's next pay step date and will be asked to initiate a one-to-one meeting to review whether the requirements for progression have been met.

What are the arrangements for bank and agency staff?

The NHS Staff Council has a workstream which will explore what scope there is for a collective agreement on bank and agency working. Further information on this will be provided in due course.

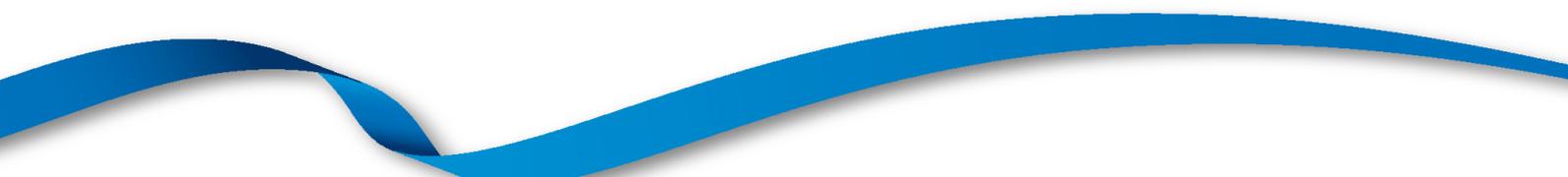
Meanwhile, provided that bank colleagues are active (e.g. have worked for us the three months prior to the pay step date) then the same process will be followed as is the case for permanent colleagues.

Appraisals and Pay Progression

Will I only require an appraisal on the years I am due receive a pay increase?

No. Appraisals (PDPRs) should continue to take place as a minimum on an annual basis, regardless of whether it is a year which includes a pay step date

It is not necessary to schedule PDPRs to coincide with pay step dates because the pay progression process considers PDPRs carried out in the 12 months prior to the pay step review date.



Monitoring and reporting

Will NHSBT monitor pay progression activity?

Yes.

Data on pay steps will be collected, audited, published and monitored in partnership with trade unions, including by protected characteristics and contract status, and in line with Staff Council guidance

NHSBT is also required to collect and submit the required data necessary to support national monitoring of the pay progression system by and on behalf of the Staff Council and take action on any evidence of disadvantage or discrimination in process and outcomes.

