

Human Resources Management Guidance

**Starting Salaries on
Appointment Management
Guidance**

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1.0 SCOPE OF GUIDANCE

This Management Guidance has been produced to guide Managers on what pay point staff should be appointed to on joining NHSBT.

2.0 STARTING SALARIES ON APPOINTMENT

2.1 Introduction

The NHS Terms and Conditions of Service Handbook does not provide guidance on starting salaries on appointment. It is therefore critical that NHSBT has a detailed process on the application of starting salaries to ensure consistency across NHSBT.

The 2018/21 pay deal has seen increases to the minimum of each pay band which also removes the overlap between pay bands therefore, the expectation is that new appointees start at the bottom of their pay band.

The 3 key areas that are covered by the term 'starting salaries on appointment' are:-

- i) Staff joining NHSBT with no previous NHS experience
- ii) Staff returning to the NHS
- iii) Staff moving from an NHS banded post, within NHSBT or wider NHS, into another NHS banded post (either the same, higher or lower band).

2.2 Joining NHSBT with no previous NHS experience

NHSBT expects that starting salaries for new employees, with no previous NHS experience, should be at the minimum of NHS pay band.

In exceptional circumstances, where there is sound evidence to support a business case, it may be possible to offer a salary above the band minimum. It is essential that support has been obtained from your Director, Human Resources (HR) Business Partner and approval sought from the Expenditure Review Board (ERB) before making the offer to the candidate.

In order to make a request please complete the electronic Higher Starting Pay Request form using this link <https://nhsbt.onlinesurveys.ac.uk/higher-starting-pay-request-2019>. Once your request has been considered by the ERB you will be notified of the outcome within 2 days and if approved, you and your Recruitment contact will be notified so that the higher starting salary can be offered to the candidate.

2.3 Factors to Consider when Awarding Higher Starting Pay

The provision of higher starting pay must only be used in genuine circumstances where there is sufficient evidence at the interview and on the application form, to offer higher starting pay. When deciding whether higher starting pay is appropriate the following must be considered:

- Whether the individual has the skills, experience and knowledge, with the same level of responsibility, as existing staff;
- Whether the proposed salary is commensurate with the qualifications and breadth/depth of experience of the applicant i.e. they have all the relevant knowledge and experience to perform the job at the highest level.

- That, if offered, the salary would not cause problems of relativity with existing staff.
- The manager will be accountable for making this decision and must be mindful of the Equality Act and Dignity at Work Policy. The Equality Act makes it unlawful for employers to discriminate between men and women 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. For further guidance/concerns on Equality Act the manager can contact the HR Business Partner.
- When considering if it is appropriate to offer a salary above the minimum, managers should think about the wider generous terms and conditions package that NHSBT offers, including an excellent defined benefit pension scheme, generous annual leave including discretionary annual leave for new starters (detailed in the Time Off Work frequently asked questions) and a pay system that offers pay step movement through the pay scale, subject to satisfactory performance and NHSBT appraisal process.
- If it is difficult to recruit the candidate on the minimum 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 Premium (RRP) rather than offering higher starting pay. It is very important that higher starting pay is only used to reward knowledge, skills and experience and not used as a tool to overcome difficulties in the labour market.

If having considered all of the above it is felt that there is a genuine case to warrant higher starting pay, electronic form (see People First, Recruitment, Interview/Selection) will need to be completed, and the reasons why this is appropriate must be stated.

The proposed salary must be agreed in accordance with the above protocols before being offered to the candidate. Where this has not happened and the salary is offered to the candidate and there is no justification in doing so then the level of pay that has been offered will not be honoured.

2.4 Returning to the NHS

Break in service – less than 12 Months

Staff who have a break in service of less than 12 months, and who are returning to the same payband will enter the pay band at the same point that they were on when they left.

Initially staff will be paid on the minimum of the band until confirmation of their previous salary has been received. However, as it can take some time to confirm past employment the new employee can provide their latest payslip from their previous NHS employer to confirm their previous pay scale and point. The final offer letter from the Recruitment Department will include a statement that makes it clear that the offer is subject to confirmation by the Inter Authority Transfer process.

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.

Where the member of staff is returning to the NHS but on a different pay band then the policy in paragraph 2.5 must be adhered to.

Break in Service – More Than 12 Months

Staff who return to the NHS after having a break of 12 months or more will normally enter the pay band at the minimum. However, the same guidance, rules and approval levels will apply where managers feel that previous experience, at the same level of responsibility, should be taken into account in determining higher starting pay.

Staff who are returning to the NHS on the same payband must not be placed on a pay point greater than they would have reached had they remained in the NHS. The Pay Step date will reflect the date of their new appointment.

2.5 Staff moving from an NHS banded post, within NHSBT or the wider NHS, into another NHS banded post (either the same, higher or lower band) – where there is no break in service

Under NHS Terms and Conditions of Service, staff 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.

Staff transferring from one post to another on the **same pay band** within the NHS will enter the band at the same pay point that they were previously on and will retain their pay step date. Initially staff will be paid on the minimum of the band until confirmation of previous salary has been received via the IAT process. However, as it can take some time to confirm past employment the new employee can provide their latest payslip from their previous NHS employer to confirm their previous pay band and salary. The final offer letter from the Recruitment Department will include a statement that makes it clear that the offer is subject to confirmation by the IAT process.

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. These staff will retain their pay step date.

Staff promoted to a **higher pay band** within the NHS will enter the new pay band at the lowest point that gives them an increase in salary. Initially staff will be paid on the minimum of the band until confirmation of previous salary has been received. Their Pay Step date will be the start date of their new role.

2.6 Equality and Diversity monitoring

The use of higher starting pay will be monitored by the Workforce Specialist Services Team, this is to ensure that the higher salary awarded is fair and equitable and that there is no discrimination against any group of staff regardless of age, gender, disability or ethnicity.