

SALISBURY NHS FOUNDATION TRUST

Starting Salaries Policy

1. Quick Reference Guide

This policy provides information for Recruiting Managers on how to determine a starting salary for someone appointed to a role within the Trust whether they are currently working inside or outside of the NHS

2. Introduction

The Trust is committed to ensuring that employees are paid appropriately for the work they undertake and that such payment is aligned to the Agenda for Change (AfC) terms and conditions.

This policy aims to set out clear and fair principles for determining the incremental point on which individuals appointed to a new role commence within the relevant AfC Pay Band.

This policy adheres to our Trust values and behaviours: Person Centred and Safe, Professional, Responsive, Friendly and Progressive. Managers and employees using this policy should ensure that such values and behaviours are followed when this policy is applied.

Version No.	Updated by	Updated on	Description of changes
2.0	Jenny Hair	04/10/2007	The section on staff groups on transitional points has now been removed
3.0	Jenny Hair	24/08/2009	Updated
4.0	Vicki Horrill	22/10/2012	Minor changes throughout, add in 2.2.3 Pay on Promotion taken from NHS Terms & Conditions of Service Handbook
5.0	HR Advisor	26/02/2015	Addition of reference to values and behaviours in section 1.1, extension of review date, addition of paragraph in relation to values and behaviours at section 1
5.1	HR Advisor	25/08/2017	No changes - due to undertaking a whole system review for our HR policies we would like to defer all outstanding review dates to February 2018 (June 2017 OMB)
5.2	HR Advisor	31/05/2018	"There are no material changes to employment legislation or practice that would make these policies invalid for the period requested, up to September 2018. Where other changes are necessary, we will amend them for presentation to the OMB in August for ratification / approval " May 2018 OMB
6.0	Head of Resourcing and Talent Management	25/09/18	Full policy review detailing current process. Grammatical update to reflect directorate name change etc. undertaken
7.0	Head of Resourcing	July 2020	Policy review and update. Minor amendments only.
8.0	Head of Resourcing	May 2023	Adding in the facility to pay outside of the pay scale or at a higher point on the scale in exceptional individual situations subject to relevant approval, simplification of the approval process

3. Purpose

Giving incremental credit without a good reason is contrary to the principle of fair pay both within national equal pay legislation and within the AfC agreement.

There are strict rules within the NHS Terms and Conditions Handbook regarding the incremental point to which an employee is appointed.

The general principle to this policy is that all appointments to new roles should start on the bottom of the relevant pay scale for the post.

However, the Trust reserves the right, in exceptional and limited circumstances and with appropriate internal approval, to agree a salary which is either at a higher point on the relevant pay scale or a salary outside of the pay scale for the role, which may also include agreeing a spot salary between the incremental points on the scale.

This may apply where:

3.1 Specific situations where it may be appropriate for incremental credit to be given to an individual in recognition of additional experience or knowledge and skills that they bring to the post i.e. if they are significantly beyond the essential criteria for the post. This could include HM Forces experience. Please see the Agenda for Change framework for details of how to take into account reckonable service.

3.2 there is evidence that current market rates due to the nature of the role eg IT, Finance, HR are hindering the ability to recruit, and consideration needs to be given as to whether payment outside of band salary scales is appropriate

4. Scope

This policy applies to all NHS Staff except Doctors and Executive Directors, both of whom have different terms and conditions of service.

This policy does not cover individual 'one off' payments made as part of recruitment and retention. Please refer to the recruitment and retention policy for details of specific recruitment and retention provisions.

5. Duties and Responsibilities

5.1 Recruiting Managers

All recruiting Managers are required to abide by this policy at all times.

5.2 Recruitment Services Team

All new starters will be sent a conditional offer indicating that they will start on the minimum of the relevant pay scale unless, the Recruitment Services Team are advised by the Recruiting Manager via the completion of the appointment pro forma section in Trac or via an approved "Salary Exceptions Form for Starting Salaries Outside of Pay Band", that the individual will start on a different salary.

5.3 People Business Partner/Associate Director HR Operations

Before making a proposal under this policy, Managers should discuss each scenario with the relevant People Partner who will be able to assist with reviewing the proposal in relation to similar roles and those on similar pay scales, and can involve the Associate Director HR Operations if a wider overview beyond the Department/Division (ie across the Trust) is required.

6. Process

6.1 Staff Transferring from other NHS Trusts

Staff transferring from other NHS Trusts should be appointed in line with guidance provided in the NHS Terms and Conditions Handbook.

The default position is that the individual should be appointed on the minimum point of the relevant pay scale. The member of staff is asked by the Recruitment Services Team to send in a copy of their payslip so that they can be placed onto the correct pay point at the start of their employment. However an exception to the starting salary may be made in circumstances outlined in 3.1 and 3.2 above, with the relevant approvals – see 6.3 below.

6.2 Pay on Promotion

Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first point at which an increase in pay would be delivered (by reference to basic pay, plus any recruitment and retention premium if applicable) as per the NHS Terms and Conditions Handbook for Staff. However, in circumstances outlined in 3.2 above, an exception may be made, and a starting salary at a higher point or outside of the pay band may be offered, or a spot salary between incremental points, with the relevant approval.

6.3 Approving Exceptions

Managers may offer appointees to a new role a salary above the minimum starting point if there is either:

6.3.1 Evidence of experience or knowledge and skills that go significantly beyond the essential criteria set out in the person specification for the post to which they are being appointed to. In these circumstances the decision can be made by the Recruiting Manager, following discussion with the People Business Partner. (see also 6.3.3 below re posts at 8a and above)

All reasons and supporting evidence for this decision should be fully documented on the appointment pro-forma, completed in Trac.

OR

6.3.2 Evidence that to secure the acceptance of an offer of employment from the candidate would require offering a salary which is outside of the pay scale. This would need to be based on evidence that the salaries being offered by other organisations for this type of role at a similar level and within a comparable geographical location are higher.

Supporting evidence for the circumstances outlined in 6.3.2 must be provided via the 'Salary Exceptions Form for Starting Salaries Outside of Pay Band' which is included as [Appendix A - Salary Exception Form](#). The completed form should be approved by the People Business Partner and DMT representative. (see also 6.3.3 below re posts at 8a and above)

6.3.3 For posts at Band 8a and above, outlined in 6.3.1 and 6.3.2, approval from the Chief People Officer (or nominated deputy) will be required. This will be obtained within 24 hours from the submission of the form.

6.3.4 For a returner to the NHS, in this scenario, breaks in service may be ignored, i.e. the employee need not start again at the bottom of the scale if there is a break, and any promotion may be calculated as if there was no break. In deciding whether to give increments for all previous service, consideration must be given as to whether the candidate has maintained continuous professional development. Relevant experience outside the NHS should also be taken into account.

In these circumstances the decision can be made by the Recruiting Manager, following discussion with the People Business Partner.

6.4 Care must be taken with decisions that have the potential to impact across a professional group, or may affect fairness to existing staff. Advice must be sought from the Head of Resourcing or from a People Business Partner in line with 5.3 above.

7. References

NHS Terms and Conditions of Service Handbook

Recruitment and Selection Policy/Procedure

Recruitment Toolkit

8. Equality Impact Assessment for Policies

Salisbury NHS Foundation Trust aims to design and implement services and policies that meet the diverse needs of its services, population and workforce, ensuring that none are placed at a disadvantage over others

This document has been assessed against the Trust's Equality Impact Assessment Tool which was presented to the ratifying committee.

APPENDICIES

Appendix	Title	Link
A	Salary Exception Form	 <p>Salary Exception Form version 1 June 2</p> <p>https://mg.salisbury.nhs.uk/media/3655/salary-exception-form-version-1-june-2023.docx</p>

Post Holder /Author Responsible for Policy:	Head of Resourcing
Date Written:	20 February 2023
Approved By:	
Ratified by:	
Next Due for Review:	June 2026
Date effective from:	01 July 2023