

NHS Wales Pay Progression Policy

Background

As part of the 2018 NHS pay deal, a new pay progression system will come into effect in NHS Wales, for Agenda for Change staff, on 1 October 2022.

The arrangements were due to come into effect on 1 April 2020 but were postponed due to the COVID-19 pandemic.

Within the new pay progression system pay impacting increments i.e. increments where the member of staff receives a pay increase, now known as pay steps, will no longer be automatic

Staff in Bands 2, 3, 4, 8a, 8b, 8c, 8d and 9 will have one pay step date, as under the new structure these bands will have an entry pay point and a top pay point. Staff in Bands 5,6 and 7 will have two pay step dates, as these bands have an entry point, an intermediate point and a top point.

The Pay Progression Policy will not affect anyone who is paid on the top of their pay bands.

Eligibility criteria to receive a pay impacting increment

To progress to their next pay step point, a member of staff must have met the following standards:

1. Their Values Based Appraisal process must have been completed within the previous 12 months prior to their incremental/pay step date, with the outcomes being in line with their individual's objectives and the UHB's standards/values. Their appraisal date **must** have been recorded by their manager on ESR.
2. They are not in a formal capability process.
3. There is no formal disciplinary sanction 'live' on their record. **A final warning will always result in a pay step delay.**
4. They have completed all of their Statutory and/or mandatory training.
5. If they are a line manager – they have completed all of the appraisals for all their staff as required

The expectation is that all staff will meet the required standards and will, therefore, be able to progress on their pay step date.

Responsibilities

It is very important to be aware that for an individual member of staff to receive their pay impacting increment, both the member of staff and their manager need to ensure that all of the required steps are undertaken otherwise their increment will not be paid.

ESR Notifications

Managers identified as an ESR Supervisor on ESR, will receive an ESR notification listing all of their direct reports who are due a pay impacting increment within the next 90 days.

All members of staff, whose next increment is a pay impacting pay step, will receive an ESR notification 4 months and 1 month before their pay step date as a prompt for them to discuss the matter with their line manager and to ensure that they have had a Values Based appraisal; that they've completed all of their statutory/mandatory training and; for them to have a Pay Progression meeting with their manager.

It is really important that all staff and managers regularly check their ESR notifications on the ESR Portal.

Pay Progression Meeting

In order for you to receive an increment, a Pay Progression meeting to ensure that all of the required standards have been met.

It is important to note that the Pay Progression meeting is in addition to the Values Based Appraisal meeting.

The Pay Progression meeting should take place **8-12 weeks before** the pay step date to allow for any remedial actions to be taken if necessary. **The Pay Progression meeting must, though, have taken place by the last day of the month before their pay step is due to allow for Payroll to process the increment (unless this is deferred).**

The details of the Pay Progression meeting must be recorded on ESR and the manager must confirm whether or not the member of staff can progress to the next increment. A step-by-step guide to recording Pay Progression meeting is available.

If the manager does not make the submission on ESR, the member of staff will not receive their increment.

What happens if they are absent from work when their pay step is due?

If the member of staff is absent from work for reasons such as sickness or maternity, adoption or shared parental leave when a pay step is due, the principle of equal and fair treatment should be followed so that no detriment is suffered as a result.

Where staff are absent due to maternity, adoption or shared parental leave, as Payroll will be aware of the absences, the staff concerned will automatically progress to their next pay step.

If staff are absent due to long term sickness, a process will be agreed whereby managers will be required to notify Payroll before the individual's pay step date to allow them to receive their pay step.