

NHS Wales Pay Progression Policy

Pay Progression Checklist

STEP 1 - ASSESSMENT

Q1.	Has the member of staff undertaken a Values Based Appraisal (VBA) in the 12 months before their incremental/pay step date?	Yes/No
Q2.	Has the VBA been recorded on ESR?	Yes/No
Q3.	Has the member of staff completed all of their Statutory / Mandatory training?	Yes/No
Q4.	If the member of staff is a line manager, have they completed all of the appraisals for their staff as required?	Yes/No
Q5.	Is the member of staff in a formal capability process?	Yes/No
Q6.	Is there a 'live' final formal disciplinary warning on their record? A final warning will always result in a pay step delay.	Yes/No

If any of the answers to Questions 1 – 4 are 'No', action will be required to remedy the situation with all actions being completed by the last working day of the month prior to their pay impacting incremental date in order for them to meet the Pay Progression criteria. Once this has been achieved, **Move to Step 2**

If the answers to Questions 5 or 6 are 'Yes', the member of staff will not be eligible for Pay Progression - **Move to Step 2**

If the answers to Questions 1 – 4 are 'Yes' and the answers to Questions 5 and 6 are 'No', the member of staff has met the criteria to receive their Pay Impacting increment – **Move to Step 2**

STEP 2 – PAY PROGRESSION MEETING

1. Pay Impacting increment to be paid

If all of the criteria for the member of staff to receive their pay impacting increment, the manager and the member of staff need to conduct a Pay Progression meeting.

This meeting must take place, at the very latest, by the last working day of the month prior to their pay impacting incremental date.

The manager simply needs to follow the step by step guidance to record the meeting on ESR and choose 'Yes' in the Overall Rating field

2. Pay Impacting increment is not to be paid (excluding formal capability or live final warning issues)

In situations where standards have not been met and there are no mitigating factors sufficient to justify this, the pay impacting increment will be delayed.

In these circumstances, the manager will need to follow the step by step guidance to record the meeting on ESR and choose 'No' in the Overall Rating field.

The line manager must discuss and agree a plan with the member of staff for any remedial action needed to ensure that the required standards for pay progression are met, including a timescale, and how any training and support needs will be met. In such circumstances the member of staff must take all necessary steps to meet the requirements as soon as possible and the line manager must provide them with the necessary support.

A further pay step review meeting should be arranged at an agreed date to review progress and, where satisfactory, initiate the opening of the pay step. The effective date for progressing to the next pay step should be the earliest date that the relevant requirements are shown to have been met. The pay step date for future years will remain unchanged.

Where the standards have been met the manager will need to follow the step by step guidance to record the meeting on ESR and choose 'Yes – following initial deferral' in the Overall Rating field. As indicated above, the effective date for progressing to the next pay step should be the earliest date that the relevant requirements are shown to have been met and this date should be entered in the Date of Reinstatement field.

3. Pay Impacting increment is not to be paid for formal capability or live final warning issues

If the member of staff is in a formal capability process or there is a 'live' final formal disciplinary warning on their record at the time of their pay impacting increment, the increment will not be paid.

In these circumstances, the manager will need to follow the step by step guidance to record the meeting on ESR and choose 'No' in the Overall Rating field.

Where a pay step is delayed due to a live disciplinary sanction, or a formal capability process, the line manager should initiate a pay step review meeting before the expiry of the sanction or capability plan. This should be used to confirm that all other requirements have been met and to ensure that the member of staff progresses to the next pay step, effective the day after the sanction expires. Any future pay step dates will remain unchanged.

Where the standards have been met the manager will need to follow the step by step guidance to record the meeting on ESR and choose 'Yes – following initial deferral' in the Overall Rating field. As indicated above, the effective date for progressing to the next pay step should be the earliest date that the relevant requirements are shown to have been met and this date should be entered in the Date of Reinstatement field