

## **NHS Wales Pay Progression Policy**

### **Manager Guidance**

As part of the 2018 NHS pay deal, a new pay progression system came into effect in NHS Wales on 1 October 2022.

### **Within the new pay progression system pay increments, 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.

To progress to their next pay step point, your 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, the outcomes are in line with their individual's objectives and the UHB's standards/values **and** you have recorded the appraisal date on ESR
2. They are not in a formal capability process.
3. There is no formal disciplinary sanction 'live' on their record. With regard to 'live' disciplinary sanctions, if they are in receipt of a first written warning, their progression won't be delayed because of the warning. You will, however, consider the reasons and circumstances giving rise to the sanction, as well as their performance and behaviour since the sanction was applied. This will form part of the information which you will use in determining a pay progression rating. If following due consideration, you determine that they should receive a satisfactory rating, then they will progress to the next pay step. If they receive an unsatisfactory rating their pay step will be delayed. The decision will be clearly recorded, noting the rationale for withholding the pay step.

### **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.

The pay progression framework is underpinned by the Values Based Appraisal process and is intended to ensure that all staff within each pay band have the appropriate knowledge and skills they need to carry out their roles and so make the greatest contribution to patient care.

## **Pay Progression Checklist**

A Pay Progression Checklist has been produced to help managers easily identify the criteria that needs to be met for the member of staff to receive their pay impacting increment and a step by step guide on the actions necessary.

The Checklist also identifies the steps to be taken if a pay increment needs to be stopped or deferred.

## **Values Based Appraisal**

As you will see from the standards above, it is critical that the member of staff has a Values Based Appraisal in the 12 months prior to their pay step date and that this is recorded in ESR. If the date is not recorded in ESR, they will **not** progress to their next pay step.

If the member of staff is due to have a pay impacting pay step within the next 12 months, you and the member of staff must complete their Values Based Appraisal.

This must be completed well in advance of their pay step date and by the very latest this must be completed by the last day of the month before their pay step date.

## **Notifications**

As a line manager, if you are identified as an ESR Supervisor on ESR, you will receive an ESR notification listing all of your direct reports who are due a pay impacting increment i.e. where they will move to a higher pay point within the next 90 days.

It is really important that you regularly check your ESR notifications on ESR.

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 you and to ensure that they have had a Values Based appraisal; that they've completed all of their statutory/mandatory training and; for you and them to have a Pay Progression meeting.

## **Pay Progression Meeting**

In order for the member of staff to receive their pay impacting increment, you and your member of staff will need to have 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 their 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.** The step-by-step guide to recording Pay Progression meeting outlines how a manager can record the meeting on ESR.

All steps involved in the Pay Progression guide must be completed and one of the following outcomes recorded on ESR:

- Yes
- No
- Yes - following deferral

**If you do not make the submission on ESR, the member of staff will not receive their increment.**

As with Values Based Appraisals, there should be 'no surprises' in the Pay Progression meeting. The member of staff should also have the chance to discuss any mitigating factors or things outside their control that are relevant.

If you conclude that the member of staff is not meeting the pay progression requirements you will defer their pay step progression unless this is due to factors beyond their control or there are other mitigating factors. They will have the right to contest it if they do not agree with your decision.

If their pay step is deferred, you should work with the member of staff to discuss and agree a plan for any remedial action needed to ensure that the required standards are met, including a timescale, and how any training and support will be met. As soon as they meet the standards, you will meet with them again to confirm their pay step progression and their pay will be increased effective from the date that they can show that they have met the new standards. Any deferral will not change their next pay-step date where they have one.

### **Staff on secondment**

Where a member of staff is on secondment, either internally or externally, they will still be required to meet required standards to progress to their next pay point and they too must have a Values Based Appraisal and Pay Progression meeting recorded on ESR.

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

### **Maternity, Adoption and Shared Parental Leave**

If the member of staff is absent from work for reasons such as maternity, adoption or 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.

In the case of planned long-term paid absence such as maternity, adoption and shared parental leave, the pay step review can be conducted early if this is reasonable and practical, allowing the pay step to be applied on their pay step date in their absence.

If they are on long-term paid absence such as maternity, adoption and shared parental leave and a pay step review cannot be conducted prior to the pay step date, the pay step point should be automatically applied in their absence. In these circumstances, as Payroll are advised when a member of staff applies for maternity, adoption and shared parental leave, managers will not be required to notify Payroll for the staff to receive a pay uplift.

### **Sickness Absences**

If the member of staff is on a long-term sickness absence when their pay impacting increment is due, the manager will still need to complete the Pay Progression meeting in their absence in the normal way, with this being completed by the last day of the month prior to their incremental date.

If there was a 'live' disciplinary sanction in place at the point they went on leave, the pay step point should be applied in their absence, if appropriate, effective the day after the sanction expires.

If there was an active formal capability process underway at the point they went on leave, the pay step point can be delayed. The improvement process should be resumed immediately upon their return. On satisfactory completion, the period of their absence should be set aside and the pay step point backdated to an agreed date as if they had completed the improvement process without being absent. or sick leave.