

## **NHS Wales Pay Progression Policy**

### **Staff 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 your next pay step point, you must have met the following standards:

1. Your Values Based Appraisal process has been completed within the previous 12 months prior to your incremental/pay step date, the outcomes are in line with the individual's objectives and the UHB's standards/values **and** the appraisal date has been recorded on ESR
2. You are not in a formal capability process.
3. There is no formal disciplinary sanction 'live' on your record. With regard to 'live' disciplinary sanctions, if you are in receipt of a first written warning, your progression won't be delayed because of the warning. Your manager will, however, consider the reasons and circumstances giving rise to the sanction, as well as your performance and behaviour since the sanction was applied. This will form part of the information which your manager will use in determining a pay progression rating. If following due consideration your manager determines that you should receive a satisfactory rating, then you will progress to the next pay step. If you receive an unsatisfactory rating your 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. You have completed all of your Statutory and/or mandatory training.
5. If you are a line manager – you have completed all of the appraisals for all your 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.

## **Values Based Appraisal**

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

If you are due to have a pay impacting pay step within the next 12 months, you and your manager must complete your Values Based Appraisal.

This must be completed by the last day of the month before your pay step date.

## **Notifications**

If your next increment is a pay impacting pay step i.e. that this will result in you moving to a higher pay point, you will receive an ESR notification 4 months and 1 month before your pay step date as a prompt for you to discuss the matter with your line manager and to ensure that you have had a Values Based appraisal; that you've completed all of your statutory/mandatory training and; for you and your manager to have a Pay Progression meeting.

It is really important that you regularly check for your ESR notifications on the ESR Portal

Line managers, who are identified as ESR Supervisors, will receive an ESR notification listing all of their direct reports who are due a pay impacting increment within the next 90 days

## **Pay Progression Meeting**

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

The Pay Progression meeting should take place 8-12 weeks before your 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 your 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 line manager must confirm whether or not you can progress to the next increment.

**If the manager does not make the submission on ESR, you will not receive your increment.**

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

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

If your pay step is deferred, your manager should work with you 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 you meet the standards, your manager will meet with you again to confirm your pay step progression and your pay will be increased effective from the date that you can show that you have met the new standards. Any deferral will not change your next pay-step date where you have one.

### **What happens if you are on secondment?**

If you are on secondment, either internally or externally, you will still be required to meet required standards to progress to your next pay point and you too must have a Values Based Appraisal and Pay Progression meeting recorded on ESR.

### **What happens if the you are absent from work when your pay step is due?**

If you are absent from work for reasons such as sickness 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 your pay step date in your absence.

If you are on long-term paid absence on 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 your absence.

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

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

If there was an active formal capability process underway at the point you went on leave, the pay step point can be delayed. The improvement process should be resumed immediately upon your return. On satisfactory completion, the period of your absence should be set aside and the pay step point backdated

to an agreed date as if you had completed the improvement process without being absent. or sick leave.