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HEIW SALARY ON APPOINTMENT FOR NEW ENTRANTS TO THE NHS

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HEIW SALARY ON APPOINTMENT FOR NEW ENTRANTS TO THE NHS

Rules and Procedures (including approval and request form)

1. Introduction

The aim of this procedure is to give guidance to recruiting managers to ensure there is a consistent approach in determining a starting salary and reckonable service for new entrants to the NHS.

2. Scope

This procedure applies to individuals joining the NHS for the first time or to re-entrants who have been working in other non-NHS sectors. The procedure aims to set out clear and fair principles for determining the starting point at which new starters commence on the Agenda for Change Pay Band associated with their role.

3. Principles

- 3.1 The general principle is that new starters should start on the bottom of the scale and thereafter progress through pay band increments in accordance with Agenda for Change. Any deviation from this must be investigated on a case by case basis to ensure that the principles of fair pay both within equal pay legislation and within the National agreement on Terms and Conditions are followed. Each case should be discussed with a People Team representative to ensure consistency across the organisation.
- 3.2 Where a recruiting manager believes there is a sound business reason for appointing to a higher pay step point, they must provide clear, documented reasons for giving pay step credit and seek approval at Director level (Appendix 1) prior to the start date. Requests will not be considered after the start date.
- 3.3 Recruiting managers should ensure that the new starter is aware of the whole remuneration package, including pension scheme, other benefits, hours of work and annual leave allowance as these factors will often make NHS employment more attractive to candidates. Verbal offers of employment should not commit to a starting salary above the bottom of the scale.
- 3.4 Directly relevant experience, at the same level of responsibility as, or higher than the new post, may be taken into account in determining starting salary. Only whole years of experience should be credited when the knowledge, skills and experience are directly transferable.
- 3.5 Incremental credit must not be given beyond the penultimate point of the relevant pay band.
- 3.6 Documentary evidence (e.g. job descriptions) must be provided for any periods of employment that count towards a higher than the minimum starting salary.
- 3.7 Current salary should NOT be used as a way of determining starting salary but may be a factor in deciding to take the level of any relevant previous

experience into account. Where this is a relevant factor recent payslips must be provided.

- 3.8 Managers must also ensure that new starters are not placed on a point on the band that would put them in a better position than existing staff with the same or similar experience or those who have gained similar experience within the NHS.
- 3.9 Non-NHS service will only be taken into account for the purposes of determining a starting salary. It will not count towards annual/sick leave entitlement or towards continuity of service for statutory employment rights.

4. Procedure

- 4.1 The following procedure will apply when a recruiting manager wishes to consider taking into account non-NHS service in respect of a new appointee.
 - (1) Obtain all relevant supporting documentation from the candidate.
 - (2) Assess the implications of applying a starting salary higher than the band minimum against the position of the existing team members.
 - (3) Check funding implications with Finance Business Partner.
 - (4) Complete and sign business case at Appendix 1 and then submit to People Business Partner for initial recommendation.
 - (5) People Business Partner will then submit to the Workforce and OD Director for consideration and authorisation.

HEIW BUSINESS CASE - PROPOSAL TO APPOINT AN INDIVIDUAL ABOVE MINIMUM OF SALARY BAND

Name of Candidate:

Role Title:

Role Band & Range:

Proposed starting salary : £

Please read the guidance overleaf and then set out below the evidence & justification for offering a salary above band minimum.

1. Name of Line manager:

2. Signature of line manager: **Date:**

3. People Team Business Partner **Date:**

4. Deputy CEO & DWOD **Date:**

Approved Yes/No

GUIDANCE FOR APPOINTING ABOVE THE MINIMUM OF THE SALARY BAND

For candidates being appointed from outside the NHS the normal process will be for them to start at the bottom of the relevant pay band. However, there may be circumstances where it is appropriate to appoint above the band minimum. This should always be considered very carefully, and managers should evidence the request by assessing against the criteria below:

- Based on application and interview look closely at the previous experience in terms of completed years and job relevance to the post in question
- Assess the impact on existing team members when considering if the salary being requested is higher than that of existing team members and whether this can be justified.
- Look at the whole NHS package, not just salary as some of the benefits (e.g. pension, annual leave) may compensate for a lower starting salary.
- Evidence current salary from payslips. This is for contextual purposes only and is not the determining factor in respect of salary to be offered.
- Assess the impact on budget and any financial implications.
- The risks of possible equal pay claims and grievances.