



Approach to Pay Policy

NHSBSA, we recognise how important it is that you are paid appropriately and fairly for the work that you do, and that all the elements of how pay works at NHSBSA are clear and easy to understand.

This policy is designed to explain our approach to pay at the NHSBSA.

In applying this policy we, the NHSBSA, will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender including non-binary, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

This policy does not form part of your contract of employment and can be amended at any time. We may also vary the processes within this policy, including any time limits, as appropriate in any case.



Who Does This Policy Apply to?

This policy applies to everyone working at the NHSBSA on Agenda for Change terms and conditions. For colleagues working under different terms and conditions, those terms will continue to apply and you should seek advice on any pay queries from your HR Advisor.

How Does Pay Work?

The NHS terms and conditions of service are known as Agenda for Change, and these are the key terms of your employment, which include arrangements regarding pay.

The NHS Job Evaluation scheme underpins these terms and conditions. Under the Job Evaluation Scheme, roles are given a job 'band' which determines your salary. Bands have pay step points, and these can be progressed through at the appropriate time (known as your pay step date), provided you have fulfilled the necessary criteria. Depending on your band, you will have either two or three pay affecting step points.

Further information on our approach to Job Evaluation can be found in the ***Job Evaluation Policy*** located on ***My Hub***.

Starting work at NHSBSA

When you join NHSBSA, you will start at the bottom point of a band and will progress up the bands as you become more experienced in your role.

Heads of Service do have discretion to offer a salary above the bottom of a band, but this would be in exceptional circumstances and in collaboration with their HR Business Partner.

Pay Progression – Pay Step Points

When it's time for you to progress through a pay step point as detailed above, both you and your manager will receive a notification to let you know that your pay step date is approaching.

The criteria that you must fulfil to allow you to progress to the next pay affecting step point are:

- The ORO+ process has been completed within the last 12 months and outcomes are in line with the organisation's standards.
- There is no formal capability process in place.
- There is no formal disciplinary sanction live on your record.
- You have completed all statutory and/or mandatory training.
- For line managers only – appraisals have been completed for all your direct reports as required.

You'll have a conversation with your manager as the time approaches for you to move up your pay band, to make sure you've done everything you need to progress. Your manager will then authorise your record on ESR to allow payroll to progress you to the next pay step point. Depending on when in the month this is done and payroll deadlines, you may receive the backdated amount in the following month's pay.



Your manager will ensure that if you are on long-term paid absence, for example on maternity or sick leave, you do not suffer any detriment because of this.

If a decision is made to delay your pay step point, you can appeal this through the **Appeals Policy**.

Moving Roles at NHSBSA

If you move into a role at the same band within the NHSBSA, nothing will change and you will keep your salary, your pay step point, and your pay step date.

If you move to a role at a higher level, on a temporary or permanent basis, whether due to a change in role or a rebanding of your existing role, your pay will start at the bottom of that band and your pay step date will become the anniversary of the date you started in your new role. You'll move up the band as you become more experienced in your new role and when you meet the criteria previously detailed.

If you would be worse off because your previous post included a long-term Recruitment and Retention Payment (see below) or unsocial hours payment (see below), you will remain on your previous salary plus those additional payments until your pay in your new band produces a higher salary.

Leaving NHSBSA

If you leave the organisation, you will be paid up until the last day of your employment. Your pay for your final month will therefore be adjusted to reflect this may be a part month. Your pay may also include additional pay for any annual leave you have been unable to take or may take payment back from you if you have overtaken your leave.

Acting Up

You may be asked to 'act up' to cover a post on a short-term temporary basis if it is currently being advertised or if the postholder is on maternity or sickness absence, for example. This will normally not be for longer than six months, except in cases such as maternity leave, where the period of time is known at the beginning. The situation will be reviewed on a regular basis.

In these circumstances, you will be paid at the bottom of that band and your pay step date will become the anniversary of the date you started in the role.

When you return to your substantive post, and your substantive pay step date, the time in the higher role will count towards your service for the purposes of your substantive pay progression.

Prior to confirming a period of acting up, your Head of Service will need to discuss this with their HR Business Partner and submit the form [here](#).



Additional Responsibility Payments

If you take on additional work at a higher level, you may be eligible for an Additional Responsibility Payment to recognise this.

Additional Responsibility Payments are for a limited time only and normally only for a period of up to six months. They may be payable in situations where you may help to cover part of a role where the postholder is on sickness absence, for example.

Payments are calculated by determining the amount of the higher banded role that you are covering.

An example would be if you were a band 6 covering a band 7 role for 50% of the time. You would continue to receive your band 6 basic salary but would receive an additional payment. This would be 50% of the difference between your pay point and that of the bottom of the band 7.

Sometimes you may choose to take on additional work as part of your own development to gain additional skills or experience and in these circumstances, an Additional Responsibility Payment will not be paid.

These types of payments are not pensionable and do not count for purposes of overtime, unsocial hours payments or any other payments linked to your basic pay. They will be reviewed in line with any changes to salary bands to ensure that the payment calculation remains accurate.

Prior to confirming an additional responsibility payment, your Head of Service will need to discuss this with their HR Business Partner and submit the form found [here](#). If approved, the payment will then be reviewed regularly.

Recruitment and Retention Payments

Recruitment and Retention Payments (R&Rs) are paid in addition to your pay in exceptional circumstances where we find it difficult to recruit into your post or keep you in post due to the pressure of the jobs market.

Short-term R&Rs are given where the problems in the jobs market are expected to be short-term. They can be awarded on a one-off basis or for a fixed term. They are not pensionable and do not count for purposes of overtime, unsocial hours payments or any other payments linked to your basic pay.

Long-term R&Rs are given when the problems in the jobs market are more deep-rooted and expected to last for a long time. They can be given to new colleagues at a different amount to existing colleagues – this might be due to the jobs market at the time of the recruitment for example. These are different to short-term R&Rs in that they are pensionable and count for the purposes of overtime, unsocial hours payments and any other payments linked to your basic pay.

These kinds of payments are expressed as a cash amount and are not linked to any cost of living increases made to basic pay.



Prior to confirming a recruitment and retention payment, your Head of Service will need to discuss this with their HR Business Partner and submit the form found [here](#). If approved, the payment will then be reviewed regularly.

Pay Protection

If your post changes as a result of Organisational Change and your basic salary is lowered as a result of this, you will be eligible for Pay Protection so that we can help to reduce the effect for you, for a period of time.

You will receive an additional pay protection amount on top of your new salary so you still earn the amount that you earned the day before pay protection started.

It will be on a marked time basis for two years and this means that the amount of pay protection you receive will reduce as you receive increases in your new basic salary due to cost of living increases and pay step point progression. It will last for two years or until:

- Your new salary is equal to or exceeds your previous salary;
- You are appointed to a higher level post and therefore your new salary is equal to or more than the salary being protected;
- You choose to apply for a different lower graded post.

Unless one of these applies, you'll stay at the top pay point of your substantive post when pay protection finishes.

If the hours of your new post are more than you worked in your previous post, only the hours you worked in your previous post will be protected.

Overtime

You are entitled to receive overtime payments if you are in bands 1-7 and are requested by your manager to work over and above your standard contractual hours.

Overtime is paid at time-and-a-half except for work on Bank Holidays which is paid at double time. If you work part-time, you'll be paid at plain time rates until you exceed 37.5 hours per week.

You may request the time back as an alternative to an overtime payment and if this is granted, it will be the same time back as the time you have worked.

If you're a Band 8a or above, you are not entitled to overtime and will need to work flexibly to meet the requirements of your role.

Unsocial Hours

If you are asked to work evenings, nights or weekends, you will receive an unsocial hours enhancement to your basic pay. The Agenda for Change Handbook explains the amount of enhancement you can expect to receive. This is different to being on call, which is explained below. If you choose to work during unsocial hours as a way of working your contracted hours flexibly, this will not attract a payment of this kind.



On Call

If you're asked to be available to work outside of your normal working hours, this is known as being 'on call'.

In these circumstances, you'll need to be ready and able to work but will not always be asked to do so. In these circumstances, you're entitled to an on-call payment for each session (called a Local On Call Payment) plus payment for hours that you are required to work.

The Local On Call Payment, which is a set amount which is paid for each session that you are required to be available.

A week is divided into different sessions as follows:

- Five sessions covering overnight periods Monday to Friday i.e. from the end of normal hours one day to the start of normal hours the next day;
- Four sessions covering Saturday and Sunday i.e. normal hours and overnight periods;
- Public holidays will be two sessions i.e. normal hours and overnight periods.

Work done whilst on call (called a Call Out Payment) will be paid at time-and-a-half, or double time on Bank Holidays, regardless of if you work full or part-time.

Payments for work done whilst on call will not be pensionable for full time staff. For part time staff, payments for work done whilst on call are pensionable at plain time rates, up to 37.5 hours per week.

There will be a minimum call out time of 2 hours including travel time if it is necessary for the individual to attend their usual, or another, NHSBSA site.

If you're asked to be On Call on a Bank Holiday, you'll also receive 7.5 hours time off in lieu in addition to the payment received, regardless of if you work full or part-time.

Emergency Payments

Whilst we do everything we can to make sure your pay is correct every month, there may be a month when your pay is not right. This might be because your new promotion salary did not get put into payroll before payroll deadline, for example.

In this type of situation, your manager can ask Payroll to make an emergency payment (sometimes known as a faster payment) if you cannot manage financially until the following month.

Please note that as payments of these kind incur a cost to NHSBSA, they will normally only be authorised when there is an error in your basic pay which causes you financial hardship. Additional payments such as those for overtime and on call, will normally be corrected for you in the following month's pay.



For Further Information

More information on some of the areas detailed within this policy can be found on My Hub or you can seek advice from your HR Advisor and the Payroll Team if you have any queries.



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