

## **PAY POLICY FOR NHS GRADUATE MANAGEMENT TRAINEES – 2007 INTAKE**

### **Introduction**

The pay policy for NHS Graduate Management Trainee is a guide for both trainees and Managers for the progression of pay for the duration of the training scheme.

The policy relates to the local pay scale that has been agreed for Trainees and is based on the guidance for Trainee pay contained within the NHS Terms and Conditions Handbook, Knowledge and Skills Framework (KSF) requirements, academic requirements and all other requirements of the Graduate Scheme (specific handbooks refer).

The decision on initial and subsequent pay progression will be on the recommendation of your managers, after all relevant information has been considered, and, if necessary, with reference to the employing organisation (NHSBSA).

Trainees can appeal, in writing, to their Area Manager if they feel that they have been treated unfairly in the application of this policy. The procedure for appeal can be provided on request.

Trainees are responsible for familiarising themselves with all the requirements required to achieve the uplift as set out in this pay policy and documents as detailed in Section 2.2 of this policy.

**The pay award for April 2007 has now been agreed. Your salary will be uplifted to the new rate of pay in November and the arrears will be paid in December's salary.**

### **1. Year 1 (September 2007) – all specialisms**

- 1.1 Year 1, salary is £20,455 (excluding high cost area supplement). This is based on paying 65% of the maximum of pay Band 6. For information, the maximum of Band 6 is £31,469.
- 1.2 Applicants who were employed in the NHS at the point of application to the NHS Graduate Scheme may be eligible for protected pay up to a maximum of 85% of the maximum of Band 6 based on their average basic salary over 3 months prior to starting the scheme (excluding high cost area supplement). For these "in-service" trainees, they are afforded protection to the nearest of the following points so that they do not suffer detriment.

From 1<sup>st</sup> April 2007 until 31<sup>st</sup> October 2007

% of pay band;		
85%	£26,749	Maximum protection for year 1 trainees
80%	£25,175	
75%	£23,602	
70%	£22,028	
65%	£20,455	Basic pay for all 2007 intake trainees

From 1<sup>st</sup> November 2007 until 31<sup>st</sup> March 2008, the top of Band 6 is £31,779.

% of pay band;	
85%	£27,012
80%	£25,423
75%	£23,834
70%	£22,245
65%	£20,656

Maximum protection for year 1 trainees

## 2. Year 2 (September 2008) – all specialisms

2.1 Year 2, salary increases to 70% of maximum of Band 6 with effect from 1<sup>st</sup> September 2008 (excluding high cost area supplement). This will be £22,028.

2.1.1 The increase to 70% is dependent upon the satisfactory achievement of: Workplace objectives, NHS KSF dimensions, appropriate progress with competencies, and passing all academic or professional assignments/work/exams as specific to each scheme. This will be determined by the Programme Manager in conjunction with the Placement Manager (and Leadership Development Manager where applicable) and Academic Institution. It is also subject to maintaining high standards of professional behaviour (e.g. punctuality, confidentiality etc).

To be demonstrated	How measured
Personal and professional conduct	NHS Code of Conduct
Work Based objectives	Regular meetings with placement manager
Scheme competencies based on agreed KSF outline	Production of evidence based portfolio by trainee
Submitting on time (*) and passing assignments to scheme standards	Education provider references
Passing examinations in line with scheme guidance	Exam results reported and recorded on Talent Studio
Attendance (**) at Scheme/education activities	Non attendance recorded on Talent Studio

\* *A late submission will not be penalised if the agreed process for this has been followed.*

\*\* *Authorised non-attendance at events will not be penalised*

2.2 If, as at 1<sup>st</sup> September 2008, any of the above has not been satisfied, the trainee will not move through the gateway to 70%.

In this event discussions will be held with the trainee, the Placement Manager, Programme Manager and Academic Institution if applicable. the Leadership Development Manager will set clear objectives in writing to the trainee outlining what must be achieved and by when in order that the trainee may progress through the pay gateway. The trainee will only move through the gateway to 70% when they have successfully completed the outstanding work/resit exam (and results confirmed).

Please note this pay progression will only be backdated to the first of the month after the work was re-submitted or the re-sit was taken.

- 2.3 “In-service” trainees on protected salaries will be eligible to move up to the next 5% point, above their protected salary, subject to satisfactory achievement of those criteria set out in 2.2, . For those in receipt of the maximum 85% protection they will move to 90% of the maximum of Band 6.

### **3. Year 3 (September 2009) – Finance Specialism Only**

- 3.1 Year 3, salary increases to 75% of maximum of Band 6 with effect from 1<sup>st</sup> September 2009 (excluding high cost area supplement). This will be £23,834.
- 3.2 Pay will increase to 75% and is subject to satisfactory achievement of all scheme requirements as outlined in Section 2.2. above.
- 3.3 If, as at 1<sup>st</sup> September 2009, any of the above has not been satisfied, the trainee will not move through the gateway to 75%.

In this event discussions will be held with the trainee, the Placement Manager, Programme Manager and Academic Institution if applicable. the Leadership Development Manager will set clear objectives in writing to the trainee outlining what must be achieved and by when in order that the trainee may progress through the pay gateway. The trainee will only move through the gateway to 70% when they have successfully completed the outstanding work/resit exam (and results confirmed).

Please note this pay progression will only be backdated to the first of the month after the work was re-submitted or the re-sit was taken.

- 3.5 “In-service” trainees on protected salaries will be eligible to move up to the next 5% point, above their protected salary, subject to satisfactory achievement of those criteria set out in 2.2, . For those who had been in receipt of the maximum 85% protection in year 1, they will move to 95% of the maximum of Band 6.

### **4. High cost area supplement (HCAS)**

- 4.1 This applies to trainees whose work base is within an inner London, outer London or Fringe area as determined by the NHS staff council's terms and conditions. The high cost area supplement is paid as follows:

From 1<sup>st</sup> April 2007 until 31<sup>st</sup> October 2007

Inner London	20% of basic salary, subject to a minimum payment of £3,434 and a maximum payment of £5,722
Outer London	15% of basic salary, subject to a minimum payment of £2,861 and a maximum payment of £4,005
Fringe	5% of basic salary, subject to a minimum payment of £859 and a maximum payment of £1,488

From 1<sup>st</sup> November 2007 until 31<sup>st</sup> March 2008

Inner London	20% of basic salary, subject to a minimum payment of £3,468 and a maximum payment of £5,779
Outer London	15% of basic salary, subject to a minimum payment of £2,890 and a maximum payment of £4,045
Fringe	5% of basic salary, subject to a minimum payment of £867 and a maximum payment of £1,503

- 4.2 Decisions over which supplement is payable rests with the Scheme Management (in line with advice in the NHS Terms and Conditions Handbook) and only applies for the duration of the placement when a trainee is actually “based” in that locality.
- 4.3 High cost area supplement is not payable for trainees who by exception may, enter a HCAS location for the flexi placement. (However trainees, who already receive a HCAS for a placement, will retain this during the period of the flexi placement, regardless of where this is based).

Trainees are responsible for ensuring that any change in placement is notified to the Programme Manager who, in conjunction with the Leadership Development Manager will enable correct payment of the HCAS.

## **5 Overpayment of salary**

- 5.1 Where overpayment of salary is made due to an administrative error, the Authority reserves the right to deduct the total amount of overpayment from employees’ salary or final pay. In such circumstances the Authority will agree repayment methods with the individual concerned.

## **6 Cost of living pay award**

- 6.1 In line with NHS terms and conditions a national pay award is payable to all NHS staff. The cost of living pay award will apply from April each year. Dependant on national negotiations, the award may be payable at any time but will be backdated to April.