

PAY ALLOWANCES POLICY (H22)

If you require a copy of this policy in an alternative format (for example large print, easy read) or would like any assistance in relation to the content of this policy, please contact the Equality and Diversity team on 01803 656680.

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Date of Issue:	March 2018	Next Review Date:	March 2020
Version:	1.1	Last Review Date:	February 2018
Author:	HR Manager		
Directorate:	Workforce and Organisational Development		
Approval Route: JCNC			
Approved By:		Date Approved:	
JCNC		January 2016	
Staff Side & HR		March 2018	
Links or overlaps with other policies:			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Approved	February 2016	New Trust Logo and policy template. Applicable to ICO	Deputy Director of Workforce & OD
1.1	Approved	March 2018	Inclusion of role of Vacancy & Scrutiny Panel Update of allowances	HR Manager

Rapid (E)quality Impact Assessment (EqIA)

Policy Title (and number)		H22 Pay Allowance Policy		Version and Date		March 2018	
Policy Author		<i>Human Resources Manager</i>					
An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.							
Who may be affected by this document?							
Patients/ Service Users <input type="checkbox"/>		Staff <input checked="" type="checkbox"/>		Other, please state...		<input type="checkbox"/>	
Could the policy treat people from protected groups less favorably than the general population?							
<i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>							
Age	Yes <input type="checkbox"/> No <input type="checkbox"/>	Gender Reassignment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sexual Orientation	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Race	Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Religion/Belief (non)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Gender	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pregnancy/Maternity	Yes <input type="checkbox"/> No <input type="checkbox"/>	Marriage/ Civil Partnership	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)							Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'.							
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion							
Is inclusive language ⁵ used throughout?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Are the services outlined in the policy fully accessible ⁶ ?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Does the policy encourage individualised and person-centered care?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
EXTERNAL FACTORS							
Is the policy a result of national legislation which cannot be modified in any way?							Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)							
Who was consulted when drafting this policy?							
Patients/ Service Users <input type="checkbox"/>		Trade Unions <input type="checkbox"/>		Protected Groups (including Trust Equality Groups)		<input type="checkbox"/>	
Staff <input type="checkbox"/>		General Public <input type="checkbox"/>		Other, please state...		<input type="checkbox"/>	
What were the recommendations/suggestions?							
Does this document require a service redesign or substantial amendments to an existing process?							Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below</i>							
ACTION PLAN: Please list all actions identified to address any impacts							
Action				Person responsible		Completion date	
AUTHORISATION:							
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them							
Name of person completing the form							
Validated by (line manager)							

Please contact the Equalities team for guidance: For Torbay and South Devon NHS Trust, please call 01803 656676 or email pfd.sdhct@nhs.net **This form should be published with the policy and a signed copy sent to your relevant organisation.**

¹ Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user
² Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them
³ Consider any provisions for those with no fixed abode, particularly relating to impact on discharge
⁴ Consider how someone will be aware of (or access) a service if socially or geographically isolated
⁵ Language must be relevant and appropriate, for example referring to partners, not husbands or wives
⁶ Consider both physical access to services and how information/ communication is available in an accessible format

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PAY ALLOWANCES POLICY

1 Policy Statement

- 1.1 The aim of this policy is to introduce some flexibility around pay by introducing a range of allowances to be paid as an addition to basic pay, which also takes into account the entitlements and arrangements defined under Agenda for Change terms and conditions of service.

2 Introduction

- 2.1 Agenda for Change (AfC) introduced a system whereby all staff are placed, following job evaluation, on a pay band and then progress up that band by annual increments until the top of the band is reached.
- 2.2 A major feature of AfC is that it is a national scheme, negotiated in partnership with the principle of equality at its core.
- 2.3 It is recognised that AfC terms and conditions of service do not provide detailed guidance on all aspects of pay flexibility. A degree of flexibility is essential to allow staff to be paid for extra temporary responsibility and to allow management to use pay flexibility to ensure services are adequately provided.

3 Scope

- 3.1 This policy applies to all staff employed by Torbay & South Devon NHS Foundation Trust, together with those on a joint contract with the organisation and another employer.

4 Equality and Diversity Statement

- 4.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trusts will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.
- 4.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

5 Roles and Responsibilities

5.1 Vacancy & Scrutiny Panel

- Ensuring that a decision to pay a temporary allowance is fair and reasonable and follows the principles of this policy.

5.2 Managers are responsible for:

- Ensuring that a request to pay a temporary allowance is fair and reasonable and follows the principles of this policy.
- That the appropriate Establishment Control Form and Notification to Payroll forms are completed and that there is a record of the reason for the payment of the allowance, the amount and the timeframe during which the allowance is to be paid.

5.3 Human Resources are responsible for:

- Ensuring that appropriate advice and guidance about the interpretation and implementation of the policy is provided to Managers, Employees and their representatives.

6 Temporary Allowance

6.1 To provide some pay flexibility within the ethos of AfC, i.e. that staff are paid at the same level for the same work a range of temporary allowances can be paid to staff to recognise temporary increases in responsibility that **are not** covered by Section 6.32 to 6.34 of AfC '*Temporary Movement into a Higher Band*'.

6.2 The temporary allowances payable per annum are the equivalent of the next two, three or four increments on the spine point.

For example:

An individual who is a Band 3 on spine point 9 (£18,333) would be entitled to a temporary allowance of either £1076 (spine point 11 - £19,409); £1519 (spine point 12 - £19852) or £2218 (spine point 13- £20551).

NB: Figures based on April 2017 pay rates

6.3 The allowance to be paid will be determined by the level of additional responsibility and duties and in agreement with the relevant Zone Manager/Service Unit Manager or Director

7 Circumstances under which a Temporary Allowance is Payable

- 7.1 Where a member of staff takes on additional duties of a post, due for example but not limited to, the post being vacant, to cover maternity leave, or long term absence.

8 Conditions relating to the Payment of a Temporary Allowance

- 8.1 Only one allowance is payable during the duration of the temporary duties.
- 8.2 An allowance is only payable after one month of additional duties being undertaken. Where an allowance is payable this will be back dated to the date when the individual took on the additional duties.
- 8.3 The allowance will be paid in addition to the individual's existing salary. If during the period of the allowance the individual receives an increment, the allowance will remain the same and will be paid in addition to the revised salary.
- 8.4 All allowances will be payable for a maximum of 6 months at which time the additional responsibilities must be reviewed. An extension of up to 6 months may be authorized by the relevant Service Unit Manager or Director. The temporary allowance should not exceed 12 months **except in instances of maternity leave where a longer period may be known at the outset.**
- 8.5 There is no requirement for a revised job description to be submitted for evaluation.

9 Temporary Movement into a Higher Pay Band

- 9.1 Agenda for Change terms and conditions of service provide explicit guidance of circumstances when it is appropriate to move an individual into a higher pay band. The following paragraphs are replicated from the terms and conditions handbook:
- 6.32 *Individuals may be moved into a higher pay band where it is necessary to fill a post on a temporary basis when a vacancy is unfilled, but being advertised, or the post is being held open for someone who is due to return e.g. from long-term sick leave, maternity leave, or from extended training.*
- 6.33 *Pay should either be set at the minimum of the new pay band or, if this would result in no pay increase (by reference to basic pay plus any recruitment and retention premium, if applicable) the first pay point in the band which would deliver an increase in pay. Temporary movement into a new pay band should not normally last more than six months or less than one month except in instances of maternity or long-term sick leave where a longer period may be known at the outset. In circumstances where the individual is not required to carry out the full responsibilities of the post, pay will be determined by job evaluation.*

N.B. In circumstances where the individual is not required to carry out the full responsibilities of the post, it has been agreed locally that payment will be in accordance with the temporary allowances identified above.

6.34 *Where temporary movement into a higher pay band results in only one extra pay point the increment date remains the same. Where temporary movement results in more than one extra pay point the increment date for the period of the temporary movement becomes the date the movement began.*

10 Identifying Individuals to undertake Additional Duties

- 10.1 In circumstances where there is a deputy to the post that requires cover, the deputy should be asked to cover the additional duties.
- 10.2 If there is no designated deputy, or it is not practical for the deputy to take on the additional duties, the manager should identify the most appropriate post holder who has the relevant skills and experience.
- 10.3 Where there is more than one appropriate post holder the Manager should bring the opportunity to the attention of all eligible staff within the department.
- 10.4 Suitability of all post holders should be established against the job description, job specification and additional duties required. In the case of more than one appropriate post holder, interviews should be held.
- 10.5 For extended periods of temporary cover arrangements, managers may wish to give consideration to the period being covered by several members of staff in turn to share the opportunity, up to a maximum as specified in 8.4.

11 Temporary Duties becoming Permanent

- 11.1 Where additional duties are required to become a permanent addition to the post holders work, a revised job description and job specification must be written and submitted for matching.
- 11.2 If an individual is moved into a higher pay band as a result of the temporary duties becoming permanent then the pay should either be set at the minimum of the new pay band or if this would result in a no pay increase (by reference to basic pay plus the temporary pay allowance previously received) the first pay point in the band which would deliver an increase in pay or which was similar to the pay received whilst on a temporary pay allowance.

12 Notification to Payroll

- 12.1 The manager should complete a change of circumstances form indicating the level of the temporary allowance, the period during which it is payable and the reasons for the payment. The form must be signed by the employee and the relevant Business Unit Manager, Zone Manager or Director.

13 Notification to the Individual

- 13.1 It is good practice for the manager to confirm in writing to the individual the reason for payment of the temporary allowance (e.g. outline the additional duties required) and the timeframe in which the allowance will be paid, together with a copy of the change of circumstances form.

14 Training and Awareness

- 14.1 Advice and support will be provided by the HR team to support staff and managers in adhering to this policy and their understanding of issuing a pay allowance.
- 14.2 The HR team will raise awareness of this policy through the publication of information on iCon and to advise staff of changes to the policy through the staff bulletin and ratification processes.

15 Contact Details

- 15.1 Any queries regarding this policy should be directed to the HR team of the Directorate of Workforce and Organisational Development.
- HR Helpline – 01803 655754 (ext. 55754)
 - HR department – 01803 654506

16 Monitoring, Audit and Review Procedures

- 16.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the Directorate of Workforce and Organisational Development unless legislative changes determine otherwise.