

Technical guidance from 1 April 2019

In 2018, the NHS Staff Council agreed to reform the NHS pay structure over a three-year period covering 2018/19, 2019/20, and 2020/21.

1 April 2019 marks the start of year two of this process, with further pay points being deleted as part of the move to increase starting salaries and reduce the length of time it takes to reach the top of most pay bands.

The NHS Staff Council has produced a [pay briefing explaining the key changes](#). Once you have read that briefing, this document provides detailed answers to frequently asked questions for those who will need to implement or explain these changes.

Questions and answers

The following questions and answers may assist organisations and trade union reps in responding to queries from members of staff.

Pay and the pay tool

Q1. A member of staff has not received a pay rise on their incremental date, is this correct?

In some cases this will be correct.

Some staff will have their pay point deleted this year as part of the pay restructure. These staff will receive both an annual pay uplift and transitional pay progression on 1 April, effectively receiving their pay progression early.

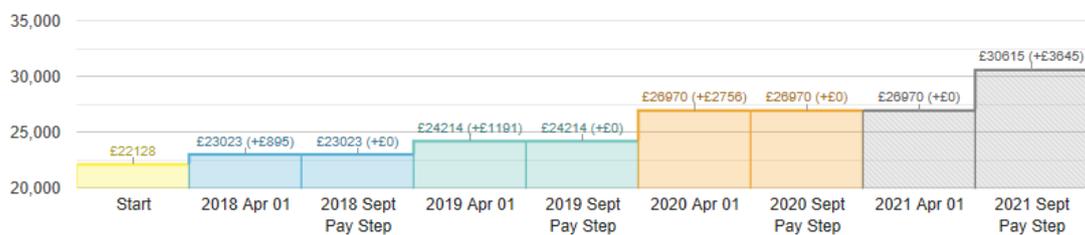
You can use the [pay tool](#) to check what the individual pay journey should be. Where there is no change in basic pay on the pay step date (formerly incremental date) this shows that the member of staff received both an annual pay uplift and transitional pay progression on 1 April, effectively receiving their pay progression early.

The image below is from the [online pay tool](#), and shows an example of where someone may not receive an increase on the pay step (incremental) date, because they have already received their increase in April.

Results

For a member of staff in Band 5, with a pay step date in Sept, who was on Spine Point 16, and with an illustrative 0% uplift after the agreed deal.

Start Date	2018/19		2019/20		2020/21		2021/22	
Starting Pay	Apr 01	Sept Pay Step	Apr 01	Sept Pay Step	Apr 01	Sept Pay Step	Apr 01	Sept Pay Step
£22128	£23023 (+£895)	£23023 (+£0)	£24214 (+£1191)	£24214 (+£0)	£26970 (+£2756)	£26970 (+£0)	£26970 (+£0)	£30615 (+£3645)



Q2. Why does the pay tool ask staff for their spine point at 31 March 2018?

The pay tool shows an individual the information directly relevant to them during the course of pay reform.

Staff who were in post before reforms to the pay structure began on 1 April 2018, and who remain in the same pay band, are asked to supply their pay band and spine point as of 31 March 2018 as was the last day of the old pay structure. Asking staff for their pay band and spine point on that date is the safest way of ensuring the correct pay journey is shown.

The full pay scales published in [annex 2 of the terms and conditions](#) show the same pay information as the pay tool.

The NHS Staff Council has produced a [spine point table](#) to help staff look up their spine point themselves. If that does not help, employing organisations should support staff to find the relevant information.

Q3. Why does the pay tool ask staff for their years of experience?

Staff who started in post on or after 1 April 2018 will be asked for their years of experience in their current pay band so that the tool can give them information directly

relevant to them. This is because these staff started in their current band after pay reform had begun.

The tool needs to determine if the individual's pay journey should start from the bottom of the pay band (0-1 years of experience) or if it should start higher up the pay band.

Q4. A member of staff thinks their years of experience and salary do not line up, can this be correct?

In the majority of circumstances, years of experience correspond with increases up the pay band.

However, the pay structure prior to reform had fairly substantial overlaps between some pay bands and [part 2 section 6 of NHS terms and conditions of service](#) entitles staff to a pay increase on promotion. This means that the member of staff would start work in the band at a level higher than the entry rate. This means that their calendar years served do not line up with the years of experience chart.

The pay points that were skipped as a result of pay-on-promotion should be counted as additional years of experience to get to the correct pay journey on the tool. Question [2.9 on our FAQ page](#) goes in to further detail on scenarios where years of experience may not correspond with increases up the pay band.

In cases where years of experience do not correspond to the correct pay point individuals will have to increase or decrease the years of experience they enter into the tool to get the correct result.

One off non-consolidated lump sum payment

Q5. What will organisations need to do to ensure that all eligible staff get paid the one off non-consolidated lump sum payment in their April pay packets?

Staff will be eligible for the lump sum if they are:

- on the top point of their band at 31 March 2019
- in band 1 at 31 March 2019 (regardless of whether they remain on band 1 or transfer to band 2 on 1 April as part of the national process).

ESR have set out in their user notice (UN2714) where payment will be made automatically.

ESR will make the payment automatically for staff at the top point of their band at 31 March 2019 who remain in the same post on 1 April 2019.

For all other eligible staff employing organisations must ensure that the payment is made manually. This includes situations where staff leave employment or change roles with effect from 1 April 2019.

For band 1 staff who transfer to band 2 on 1 April 2019 as part of the national process, the payment of the non-consolidated lump sum will not be automatic as ESR will not be able to automatically determine the circumstances as to why the member of staff has started in band 2. Therefore, organisations will need to use local determination, as described at point 5 of the ESR user notice, to ensure that the payment is applied to all band 1 staff who transfer to band 2 on 1 April.

For clarity, the user notice does not mean that organisations can choose whether or not to pay the non-consolidated lump sum to band one staff.

Q6. What is the cash value of the 1.1% non-consolidated payment?

The values of the 1.1% payment for full time staff are set out in [annex 2 of the terms and conditions of service handbook](#), and in the national process for [transferring staff from band 1 to band 2](#). The values are in the table below and will be pro-rated for part-time staff. The non-consolidated payment will be subject to tax and national insurance in the usual way. The payment is not pensionable and will appear as 'Non Consol Pay NP' on payslips. The NP stands for non-pensionable.

Band 1	£194
Band 2	£209
Band 3	£229
Band 4	£261
Band 5	£331
Band 6	£410
Band 7	£481
Band 8a	£559
Band 8b	£671
Band 8c (Band 8d and 9 are also capped at this level)	£799

Q7. Will staff who are acting up or on secondment on 31 March 2019 be eligible for the 1.1% lump sum payment, if they would have been on top of their band had they not been acting up/on secondment?

The one-off non-consolidated lump sum payment is part of the remuneration package for staff at the top of their pay bands for the pay year 2019/20.

If a member of staff would have been eligible to receive the one-off non-consolidated lump-sum payment had they not been acting up, then it should be paid to them in April 2019. The same principle should apply for staff on secondment from their substantive role whether in the same or another organisation.

In all of these situations ESR will not automatically make payment so a manual payment will need to be made.

The funding arrangements between host and employer organisations are outside the scope of this guidance.

Q8. Are staff on a career break eligible for the 1.1% lump sum payment?

If staff would have been on the top of their band on 31 March if they had not been on a career break, organisations should exercise their discretion in deciding whether or not to pay the lump sum to the individual.