

Transferring from band 1 to band 2

Information to provide to staff

Following the closing of band 1 on 1 December 2018, this checklist sets out the information that employers will need to provide their staff to enable them to make an informed choice about moving to band 2.

Action	✓
Changes to the role Provide the practical changes to their role (if any) to explain how the band 2 role is different to their band 1 role.	
Training Outline any training that you will provide to help them meet the requirements of the new role, this should include the requirements they need to complete (and by when), as part of their transfer to a band 2 role.	
Pay Staff will need to know how their pay will change if they move to band 2, and what it would be if they remain in band 1. Please note the FAQ about progression to the top of band 2 on 1 April 2021.	
Pay protection Staff who work unsocial hours may require pay protection on moving to band 2 (due to the slight difference in unsocial hours enhancement rates). Staff will need to know the amount of pay protection to be applied.	
Pension Explain employee pension contribution rates , so staff can assess whether they are likely to move in to a higher contribution bracket as a result of any changes.	
Interaction with benefits/universal credit Staff should be signposted to where they can find out information around how changes to pay could have an impact on other statutory entitlements.	
Objectives Staff need to be aware that their objectives will be revised following the move to band 2. The actual changes do not need to be provided as part of the transfer offer, as it is subject to discussions between staff and their line managers.	
Timeframe for decision Inform staff that they will have one month (unless more time is agreed locally) to decide whether to accept a move to band 2. You may wish to provide staff with contact details of a specific person or department should they have any questions.	

Manager signature

Staff member signature

--	--