

Performance Pay Progression Policy for Public Health Staff on Agenda for Change terms and conditions

Introduction:

In February 2013 the NHS Staff Council agreed changes to the NHS terms and conditions of service handbook which covers staff on Agenda for Change contracts in England.

Two of the amendments require a local agreement to be put in place:

- *progression through all incremental pay points in all pay bands to be conditional on individuals demonstrating that they meet locally agreed performance requirements in line with Annex W (England) of the handbook*
- *for staff in bands 8C, 8D and 9, pay progression into the last two points in a band will become annually earned, and only retained where the appropriate local level of performance is reached in a given year **

For Kent County Council this requires a policy to be put into place for those Public Health Staff currently employed on Agenda for Change (AfC) terms and conditions.

At the moment staff on AfC terms and conditions receive an automatic increment on the anniversary of their appointment. With effect from 1 April 2014 individuals will only progress if they meet agreed performance requirements.

Requirements:

In line with TCP requirements for Kent Scheme Staff, individuals on AfC terms and conditions will need to show that an appropriate performance level is attained. Targets may change or be removed throughout the year and it is acceptable for the assessment to reflect these changes. However, reasons for the change must be recorded. Individuals should not be penalised if the non-achievement of the original target(s) is outside their control.

If an individual does not meet all targets (as amended by negotiation) or demonstrate behavioural competency to the necessary standard, then they will default to Performance Improvement Required and they will not be awarded an increment. The Knowledge and Skills Framework (KSF)/other relevant competency frameworks will continue to be the basis for the annual systems of review and development for staff.

The increment will be paid when the required performance level has been attained. This will be where targets and behaviours, as set out in the action plan and reviewed throughout the year, can be evidenced against clear outputs.

* From "Summary of the amendments to the NHS terms and conditions service handbook" – NHS Employers Website

Performance attainment is as expected according to the role and the action plan and all objectives are realised. This would be considered a normal delivery with quality standards reached. Expectations are consistently realised. The standard of behaviour, as defined in the action plan, is consistently displayed. There is evidence of the use of positive behaviours across the whole framework and effort made to enhance these. The success of a team may be directly influenced by the behaviour of the individuals within it, and managers should ensure that they differentiate appropriately.

Development should be undertaken in accordance with the action plan and the individual should have responded to needs emerging over the year. They recognised the value of a range of development undertaken i.e. not just training based. They can demonstrate that changes were made through the application of new skills, knowledge and behaviours and the new skills and knowledge were shared with others.

For staff in formal capability procedures the increment will be withheld.

Under the AfC terms and conditions a cost of living payment will be applied to the salary scales in April if agreed by the NHS Staff's Council.

Pay spine points 45 and 46 at the top of pay band 8C; pay spine points 49 and 50 at the top of pay band 8D and pay spine points 53 and 54 at the top of pay band 9 are annually earned and assessment will be undertaken annually to determine whether one, two or no additional points are paid for the forthcoming year.

It is possible, therefore, that where performance is not of the required standard these points could be removed and staff will revert to the ceiling point of their grade. Staff already (as at 31 March 2013) on pay points 45 and 46, 49 and 50, 53 and 54, will be protected. However, for new staff the top of the grade will be points 44, 48, and 52 respectively but there will be ability to be awarded one point for performance rated as "Above" and 2 points for "Outstanding" performance. These points will be paid as a non-consolidated lump sum paid in 12 instalments over the year.

Appeals:

The Appeals process will be the same as that laid down for Kent Scheme Staff, with the exception that the appeal would need to be made within one calendar month of receiving the confirmation of the performance assessment. Where an increment is likely to be withheld, however, it is the Manager's duty to ensure that the individual is informed and given adequate time to improve before the final assessment is made.

Policy Review:

This policy will be reviewed as part of the wider review of Public Health staff terms and conditions.