

## **2021 Specialty Doctor Contract ESR Pay Progression – Frequently Asked Questions (FAQs)**

### **What is Pay Progression?**

In the 2021 Specialty Doctor Contract, a doctor will no longer automatically receive pay affecting increments. Clinical Managers must ensure that the pay progression submission process in ESR is completed in a timely fashion to ensure that pay progression can be implemented in time for the doctor's pay progression date.

The implementation of this process was delayed to enable this guidance documentation to be created. This will now come into effect from 1<sup>st</sup> November 2023, where pay steps will be no longer be granted automatically and the pay provisions will be implemented.

### **Does this apply to all Specialty Doctors?**

No. This process only applies to Specialty Doctors on the 2021 Contract. This does not apply to those on the 2008 Contract.

### **What does this mean?**

Any incremental pay progression steps reached after 1<sup>st</sup> November 2023 will not be automatically received for employees on the 2021 Specialty Doctor Contract.

Staff falling under these Ts&Cs will be required to provide evidence that they have achieved the standard pay progression criteria (when applicable the higher pay threshold criteria) as per the contract. The key change is that managers will need to complete a Pay Progression Review in ESR for the employee. This will be done by entering details into ESR Manager Self-Service as an SAS Pay Progression Review meeting.

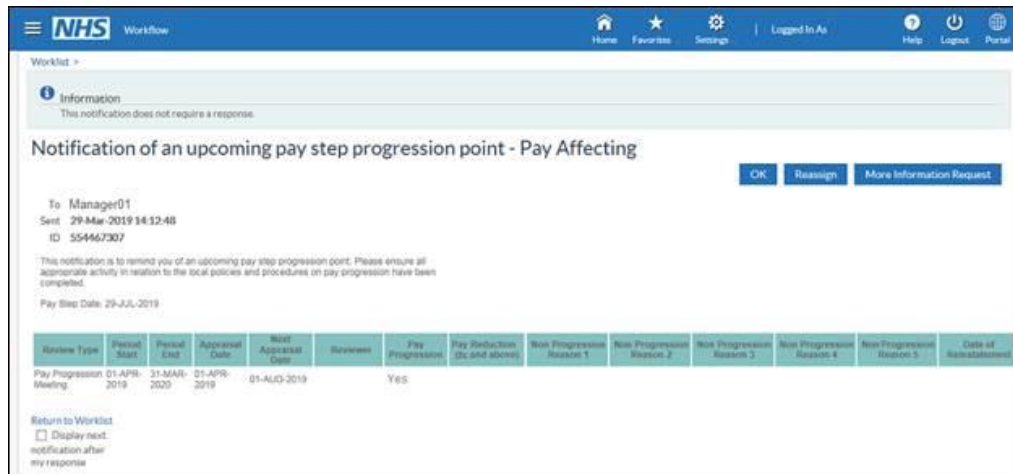
### **How do I log-in to ESR?**

The link to ESR is below. Please use the login details issued by the ESR Wales Team.

[NHS ESR Login](#)

### **How will employees know they are due a pay progression step and review?**

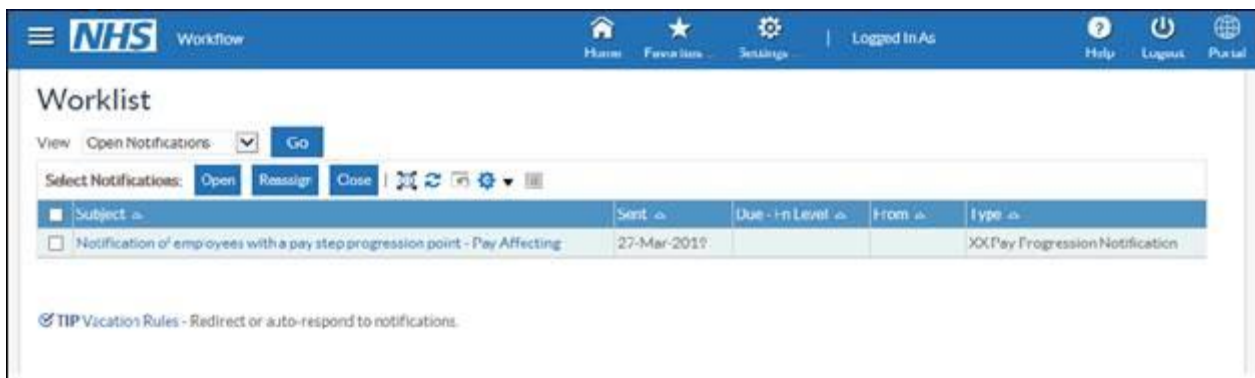
Employees will be able to see if a pay progression review is due by looking at their 'Appraisals and Reviews' section within ESR. Pay progression notifications will be sent to employees at 4 months and 1 month before their incremental date. This is only where the step is pay affecting.



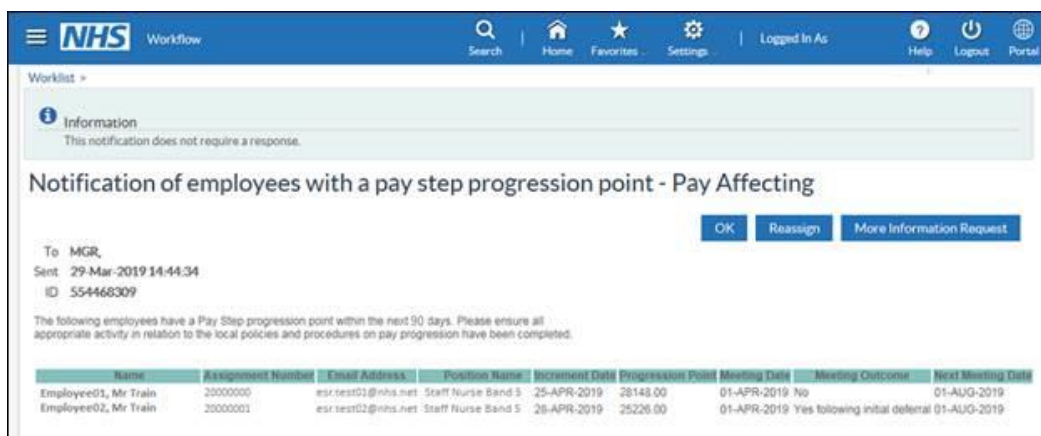
### How will managers know their direct reports are due a pay progression step and review?

Pay Progression ESR notifications will be sent to managers monthly via email, outlining direct reports who have a pay affecting increment due within the next 90 days.

All managers with at least one employee assignment identified will receive the notification listing all the affected assignments reporting to them.



A table will also be displayed detailing all affected employee assignments for the manager. This will be sorted alphabetically by Employee Name.



### How will managers record Pay Progression meetings in ESR?

Two pay progression outcomes can be recorded: Yes or No. This means regardless of the outcome/decision, managers must still record the outcome. If the outcome of a Pay Progression meeting is 'No', a reason must be recorded from a list of values.

Managers should refer to the How to Guide on how to complete the Pay Progression in ESR.

### Is there a deadline for entering pay progression appraisal meetings in ESR?

Yes. Managers must ensure that the pay step submission process is completed in a timely way to ensure that pay step points can be implemented in time for the employee's pay step date, taking into consideration the Payroll timescales and cut off dates.

Pay progression meetings must be recorded by no later than the 1<sup>st</sup> of the month that the pay affecting increment is due, to meet the Payroll deadline, however ideally it should be in place 8-12 weeks before the pay affecting increment is due.

### Is it expected that staff will successfully progress through their pay step review?

Yes. Managers should plan on the basis that all staff are expected to progress on time. The exception will be where an individual has not met the standards for progressing to the next step point, and there are no mitigating factors sufficient to justify this.

### What standards need to be met for someone to progress to their next pay step?

The grade is made up of five pay points – shown in the middle column of the pay scale table below.

The 2023-2024 pay scale:

Pay scale code	Scale Value (2023 – 2024)	Basic Salary (£)
MC75 – 01	1	51,765
MC75 – 02		51,765
MC75 – 03		51,765
MC75 – 04	2	59,637
MC75 – 05		59,637
MC75 – 06		59,637
MC75 – 07	3	66,482
MC75 – 08		66,482
MC75 – 09		66,482
MC75 – 10	4	73,587
MC75 – 11		73,587
MC75 – 12		73,587
MC75 – 13	5	81,200
MC75 – 14		81,200
MC75 – 15		81,200
MC75 – 16		81,200
MC75 – 17		81,200
MC75 – 18		81,200

Doctors will be expected to evidence the criteria (which is set out below) before moving to the next pay point. In order to move from *pay point three to four*, doctors will be required to pass through the higher threshold. Therefore, there are two forms of pay progression within the specialty doctor grade:

- Standard Pay Progression (grade 1 to 3 and 4 to 5)

- Progression through the Higher Threshold (grade 3 to 4)

### Standard Pay Progression

Standard Pay Progression will require a doctor having:

- Participated satisfactorily in the job planning process on a yearly basis:
  - made every reasonable effort to meet the time and service commitments in their Job Plan and participated in the annual Job Plan review.
  - met the personal objectives in the Job Plan, or where this is not achieved for reasons beyond the doctor's control, made every reasonable effort to do so.
  - worked towards any changes identified in the last Job Plan review as being necessary to support achievement of joint objectives.
- Participated satisfactorily in the medical appraisal process on a yearly basis in accordance with the GMC's requirements set out in 'Good Medical Practice' where the outcomes are in line with organisational standards and objectives.
- Demonstrated yearly completion of the employing organisation's mandatory training, or where this is not achieved for reasons beyond the doctor's control, made every reasonable effort to do so.
- No formal capability process in place.
- No disciplinary sanction live on the doctor's record.

### Pay Progression through the Higher Threshold

The criteria for passing through the higher threshold recognises the higher level of skills, experience and responsibility of those doctors working at that level. Doctors will pass through the higher threshold if they have met the criteria at a), b) and c) as set out below:

- a) Standard pay progression criteria set out 4 above.
- b) Doctors should be able to demonstrate an increasing ability to take decisions and carry responsibility without direct supervision.
- c) Doctors should also provide evidence to demonstrate their contributions to a wider role, for example, meaningful participation in or contribution to relevant:
  - Management or leadership
  - Service development and modernisation
  - Teaching and training (of others)
  - Committee work
  - Representative work
  - Innovation
  - Audit 9.

This list is not exhaustive but is intended to give an indication of the types of evidence of contributing to a wider role that a doctor could provide.

In making a judgement about whether a doctor has met the requirements for the higher threshold, there will not be an expectation that the doctor will be able to provide evidence in all wider areas of contribution listed and an overall picture will be considered.

The aim should be that doctors will acquire the skills and experience to allow them to meet the criteria for passing through the higher threshold, with appropriate support and development through Job Plan review, appraisal, and Supporting Professional Activities.

### **What is the Speciality Doctor's Pay Progression Date?**

The pay progression date is the same as the Doctor's increment date.

### **What happens if a decision is made not to award a pay step?**

It is expected that the doctor will achieve the required standards at the point of their pay progression date. Doctors should not be penalised if any element of the progression criteria has not been met for reasons beyond their control. Therefore, if the doctor has been prevented by any action or inaction on the part of the employer from satisfying any element of the progression criteria, they will not be prevented from moving to the next pay point.

Employers and doctors will be expected to identify problems affecting the likelihood of meeting objectives as they emerge, rather than wait until the Pay Progression review, to allow time for possible solutions to be found. In situations where these criteria have not been met, and there are no mitigating factors sufficient to justify this, it is expected that an individual's pay progression will be delayed for one year.

The Clinical Manager must use the pay progression review meeting to discuss the criteria that have not been met and review previous discussions about these, consider any mitigating factors, and record their decision. The Clinical Manager should discuss and seek to agree a plan with the doctor for any remedial action needed to ensure that the required criteria for pay progression are met for the following year, including a timescale, and how any training and support needs will be met. The doctor must take all necessary steps to meet the requirements and the Clinical Manager must provide the necessary support.

**This outcome must still be recorded as a pay progression appraisal meeting in Manager Self-Service.**

### **What about staff who are absent due to long-term sickness, maternity or adoption leave?**

If a doctor is absent from work for reasons such as parental or sickness leave when pay progression is due, the principle of equal and fair treatment should be followed so that no detriment is suffered as a result.

In the case of planned long-term paid absence such as maternity, adoption and shared parental leave the pay progression review can be conducted early if this is reasonable and practical, allowing the pay progression to be applied on their pay progression date in their absence. If a pay progression review cannot be conducted prior to the pay progression date, pay progression should be automatically applied in the individual's absence from the pay progression date.

If there was a disciplinary sanction in place when a pay progression is due, a pay progression should not be applied in their absence.

**The pay progression outcome must still be recorded in ESR in the staff member's absence.**

**What if a member of staff is on a career break?**

In this instance, speak to your local medical HR / medical personnel team.

**What else do managers need to do to prepare for the new Pay Progression process?**

Managers should review staff hierarchies in ESR to ensure they are correct and mirror the actual structures of departments/wards/areas. This is so pay progression review meetings can be recorded by the line managers who have appropriate authority to approve or not approve a pay progression step.

If there are managers who are responsible for undertaking appraisals who require the Manager Self-Service functionality but do not currently have it, this will need to be set up in order for the managers/supervisors to use the system to record pay progression review meetings. The ESR Proxy functionality is also an option managers should consider.

Full guidance on how to enter a pay progression appraisal in ESR is available alongside this communication.

**How do we know that the Pay Progression notification has been entered successfully?**

You will receive a notification via email to confirm the process has been completed. Once completed in ESR, Payroll will be notified automatically. You do not need to check this either with your HR department or Payroll.

**Further information**

**Terms & Conditions of Service – Specialty Doctor (Wales) 2021**

<https://www.nhsconfed.org/system/files/2023-04/Specialty%20doctor%20TCS%20-%20v3.pdf>