

# Incremental Credit and Starting Salary Guidance

This document supplements appendix 2 – Evidence Required to Make a Salary Offer section of the [Recruitment and Selection Policy](#)

## Important information to Appointing Officer / Manager

The appointing officer / manager should never confirm a starting salary above the minimum of the pay band, until an incremental credit application has been authorised by the People & OD Directorate. No applicant should be advised of their salary pay point during the appointment process, only the salary range.

Incremental credit applications must be based on evidenced reckonable service or experience, with the equivalent number of years of service or experience that is relevant to the post and comparable to the pay step. Supporting evidence will be measured and evaluated against the job description and person specification for the post applied for. Payslip evidence will also be measured to ensure previous salary is comparable.

In the interest of equality, the appointing officer / manager must demonstrate that they have considered the impact on existing employees with longer service in the same or comparable post within the department / team, to avoid less qualified/experienced staff 'leapfrogging' current staff.

The appointing officer / managers must provide detailed evidence of salary and years of experience for existing employees in the same or comparable post within the department / team as part of the incremental credit application process. This information can be obtained from a staff in post report.

Where there are difficulties in recruiting because of market forces, a [Recruitment and Retention Premium](#) may be applied for.

Giving incremental credit without a good reason is contrary to the principle of fair pay within NHS Terms & Conditions of Service. In general, new starters to the NHS will start on the bottom of the scale and work their way up.

It is the appointing officer / manager's responsibility to ensure that an incremental credit application, along with the required documentary evidence is submitted to People Support Team at [PeopleSupport.PHW@wales.nhs.uk](mailto:PeopleSupport.PHW@wales.nhs.uk) in a timely manner and in accordance with this guidance and Appendix 2 of the [Recruitment and Selection Policy](#)

Applications must be submitted within 3 months of appointment date. Applications received after this date will not be considered. A Word copy of the application can be located [here](#).

## FAQs

### Q1. Are 'New Employees' from outside the NHS eligible for Incremental Credit?

A1. NHS Terms and Conditions of Service Handbook, Section 12.2 gives organisations discretion to take into account any period or periods of employment outside of the NHS where these are judged to be relevant to NHS employment.

New staff appointed from outside the NHS will normally commence on the minimum point of the pay band and work their way up.

However, there will be instances where previous reckonable service and/or equivalent relevant experience may be taken into account. To determine the starting salary, an analysis of previous reckonable service and/or equivalent relevant experience must be conducted as detailed below.

#### **Reckonable Service**

NHS Terms and Conditions of Service Handbook sets out the regulations in respect of the NHS reckonable service.

For pay purposes 'NHS reckonable service' will be taken into consideration for individuals who are re-joining the NHS after a break in service, where the service is relevant to their incremental credit application i.e. the post is the same or similar to the post they have been appointed into.

#### **Equivalent Reckonable Experience**

Any relevant work experience outside of the NHS, which would be applicable and comparable to the role. Only previous roles considered must be relevant to the role for which they are applying.

**Reckonable service / experience and incremental credit are to be awarded in exceptional circumstances only and should not be viewed as the norm.**

Evidence of reckonable service must be submitted in the form of an incremental credit application form and include:

- The job description and person specification of their previous post or posts which they wish to use to evidence equivalent reckonable experience; or
- Written confirmation from the previous employer(s) to confirm the role(s) undertaken and the nature of the duties and salary scale;

and

- Copies of educational certificates to evidence essential qualifications for the

- previous and new role; or
  - The job description and person specification of their previous post or posts which they wish to use to evidence equivalent experience;
- and
- The job description and person specification for the Public Health Wales post which they have been appointed to;
- and
- The latest pay slips from their previous employer (or the relevant previous employer) covering a three month period to evidence their remuneration package; or
  - Written confirmation from the previous employer's (or the relevant previous employer's) Payroll Department to confirm the remuneration package; or
  - NHS Inter-Authority Transfer (IAT) notification provided by the Payroll Department;
- and
- Copies of employment references provided by relevant employers, in respect of their new Public Health Wales post;
- and
- A copy of their membership of their professional body (if applicable)

A copy of the current payslip must also be included with the application illustrating that the current salary is comparable to the salary being applied for.

The appointing officer / manager must submit the application for incremental credit, via email to [PeopleSupport.PHW@wales.nhs.uk](mailto:PeopleSupport.PHW@wales.nhs.uk) for assessment and authorisation.

Applications must be submitted within 3 months of appointment date. Applications received after this date will not be considered.

If any of the required documents are not provided the application will be returned to the appointing officer / manager.

The People team will review and confirm the outcome of the application to the appointing officer / manager, who is responsible for confirming the outcome of the application to the candidate.

The pay step date will be the anniversary of the new appointment.

## **Q2. What about Applicants re-joining the NHS?**

A2. After a break in service of 12 months or less, applicants re-joining the NHS will be allowed to retain the incremental pay point in their previous pay band if they are re-joining the same pay band as they occupied before the break in service. If the break was for less than 3 months and they are re-joining the same pay band, they will also be able to retain their incremental date (deferred by the number of days break). However, if the break in service has been for more than three months, their incremental date will be the anniversary of the date they re-joined the NHS.

Where an employee is re-joining the NHS after a break in service of more than 12 months, the provisions of the Reckonable Service Agreement described above will apply.

### **Q3. What about employees who gain a permanent promotion within the NHS?**

A3. Pay on promotion must be set at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the higher band that would deliver an increase in pay

The pay step date will be the anniversary of their promoted appointment.

### **Q4. What happens when an employee gains temporary movement to a higher pay band within the organisation – this covers employees who take a secondment on a higher salary/band?**

A4. Either the pay of employees moving into a higher pay band on a temporary basis will be set at the minimum of the scale or if this would result in no pay increase, the first pay point in the band, which would deliver an increase in pay.

If the temporary movement results in more than one extra pay point, the pay step date for the period of the temporary movement becomes the date of entry into that temporary promotion.

Should the temporary movement end, the post holder will revert to the previous pay band retaining their previous pay step date and length of service at the higher band will also be included to ensure no loss of pay step increase.

If the temporary change lasts more than 6 months, the incremental date becomes the anniversary of the commencement into the higher band

### **Q5. What happens when an employee transfers to a new post on the same pay band and staff group?**

A5. Employees already employed within the NHS and gain new employment on the same pay band will transfer on that point retaining their pay step date. For example, Band 5 to Band 5 within the NHS will enter the Band at the same point that they were previously on and retain their existing pay step date.

An NHS Inter-Authority Transfer (IAT) notification is automatically completed by Payroll Department.

Please note that incremental credit is not applicable for candidates with continuous NHS service moving within the same organisation or between NHS organisations, on a permanent or temporary basis, to a promotional post or one of the same band.

#### **Q6. What happens when an employee voluntarily transfers to a lower pay band?**

A6. Employees who voluntarily move to a post in a lower pay band in the same discipline or speciality will enter the lower pay band at the point that they would have been achieved, taking into consideration pay steps awarded, had all their service been in the lower band.

The incremental point paid on commencement in the lower pay band will be determined by relevant service achieved in that same band or higher band and not based on the monetary value of the salary in the higher pay band.

Employees who voluntary move to a lower band in a completely different discipline or speciality, the appointing Officer / Manager will need to take into account relevant NHS or direct experience in that field when considering NHS reckonable service and /or equivalent relevant experience.

Moving to a lower pay band on a voluntary basis, should not put an employee in a better position than other employees who have gained experience and are working in a similar role within the same discipline or speciality.

In such circumstances, the pay step date will remain the same.

#### **Q7. Employees who move to a different post because of Organisational Change**

A7. This applies to any employee who because of organisational change incurs a detrimental change of salary.

Employees who are required to move to a different post because of organisational change, which incurs a detrimental change of salary, will be entitled to protection of earnings as laid down in the Organisational Change Policy (OCP) for NHS Wales.

#### **Q8. What about arrangement for pay and banding of trainees?**

A8. Refer to Annex 21 as laid down in the NHS Terms & Conditions of Service  
The pay step date will become the anniversary of gaining the appropriate qualification.

#### **Q9. How do you confirm the previous salary from another Health Board/Trust/Health Authority?**

A9. The appointing officer / manager can request for an NHS Inter-Authority Transfer (IAT) from Payroll Department to confirm existing/previous NHS service if the new staff member transfers from another **Health Board/Trust/Health Authority**. The Inter-Authority transfer will also confirm previous salary, sickness absence and parental leave.

#### **Q10. What are the timescales for making an application for incremental credit?**

A10. Applications must be submitted within 3 months of appointment date. Applications received after this date will not be considered.

**Q110. What happens if the application is unsuccessful?**

A11. If the appointing officer / manager challenges an unsuccessful incremental credit application, an independent member of the People Team will review the application, supporting evidence and rationale to make a final decision.

**Q12. What training is available to the appointing officer/ manager?**

A12. There is no formal training programmes in place however; the People Support Team will advise and support appointing managers in the application of this procedure. Please contact us by emailing: [PeopleSupport.PHW@wales.nhs.uk](mailto:PeopleSupport.PHW@wales.nhs.uk)