

# Pay: effective from 1 April 2016, in Agenda for Change

## Pay and Conditions Circular (AforC) 1/2016

### Purpose

This pay and conditions circular informs employers of pay from 1 April 2016, for staff whose contracts of employment incorporate nationally agreed pay provisions, in the NHS terms and conditions of service handbook (Agenda for Change).

The amendments to the handbook, detailed in this circular, will be published in amendment number 36.

### Details

1. Annex C in this circular, pay bands and pay points, applies from 1 April 2016. The value of each pay point on the pay spine is increased by one per cent. This is a consolidated increase in the value of the pay spine points.
2. Table 16, high cost area supplements, applies from 1 April 2016. The values of minimum and maximum high cost area supplements are increased by one per cent.
3. The references in the Handbook to the suspension of incremental pay progression for staff on pay spine points 34 and above, in the period 1 April 2015 to 31 March 2016, are deleted. This suspension ends on 31 March 2016. The expired Annex C (pay from 1 April 2015 to 31 March 2016) is retained as Table 9(L) in Annex B, to allow employers to continue to refer to it, should they need to.

### List of amendments

4. Details of amendments to the NHS Terms and Conditions of Service Handbook are in the Annex to this circular.

14 March 2016

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## Enquiries

5. Employees must put their questions on pay and conditions of service to their employer.
6. Employers should direct their questions to: [AgendaForChange@nhsemployers.org](mailto:AgendaForChange@nhsemployers.org)
7. Copies of this circular can be downloaded from: [www.nhsemployers.org](http://www.nhsemployers.org)
8. A copy of the NHS terms and conditions of service handbook can be downloaded from the NHS Employers website at the following web address:

<http://www.nhsemployers.org/case-studies-and-resources/2015/04/updated-terms-and-conditions-handbook>

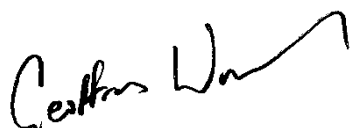
9. Before November 2004, when NHS Employers was established, the Department of Health was responsible for issuing Advance Letters containing details of changes to pay and conditions of service. Copies of Advance Letters going back to 2000 may be obtained from the national archives website at the following web address:

<http://www.webarchive.org.uk/wayback/archive/20060506120000/http://www.dh.gov.uk/PublicationsAndStatistics/LettersAndCirculars/AdvancedLetters/fs/en.html>

10. For Advance Letters issued before 2000, please contact the Ministerial Correspondence and Public Enquiries Unit, Department of Health, at the following web address:

<http://www.info.doh.gov.uk/contactus.nsf/memo?openform>

Issued by:



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NHS Employers

## Annex

### Pay and Conditions Circular (AforC) 1/2016

#### NHS Terms and Conditions of Service Handbook, amendment number 36

The textual changes to the Handbook are set out below.

Title Page:

“Amendment number 35” is deleted and replaced by **“Amendment number 36”**

“Pay and Conditions Circulars (AforC) number 1/2015, number 2/2015 and number 3/2015” is changed to **“Pay and Conditions Circular (AforC) number 1/2016”**.

Section 1(a) (England and Wales): Pay structure

Paragraph 1.9 is:

“Provided the appropriate level of performance and delivery has been achieved during the review period, individuals will progress from pay point to pay point on an annual basis, except that in England staff on pay spine points 34 to 54 will not be eligible for incremental pay progression from 1 April 2015 to 31 March 2016 (see Annex C, which also contains specific provisions for staff on pay spine point 1). Outside of this period in England, for pay bands 1 to 7, 8A and 8B, incremental pay progression, dependent on the appropriate level of performance and delivery, will apply to all the pay points in each pay Band. For pay bands 8C, 8D and 9 it will apply for the first 4 pay points in the band (see Annex C, and paragraphs 1.11 to 1.15 in this Section).”

It is changed to:

**“Provided the appropriate level of performance and delivery has been achieved during the review period, individuals will progress from pay point to pay point on an annual basis. For pay bands 1 to 7, 8A and 8B this will apply to all the pay points in each pay Band. For pay bands 8C, 8D and 9 this will apply for the first 4 pay points in the band (see Annex C and paragraphs 1.11 to 1.15 in this Section).”**

Paragraph 1.10: line 9: the words “(see paragraph 1.9 in this Section)” are deleted.

Paragraph 1.11 is:

“Pay progression beyond the first four pay points in pay bands 8C, 8D and 9 will be dependent upon the achievement of locally determined levels of performance. Staff will progress through the last two pay points in these pay bands only when they are assessed as having met the required level of performance, except that in England these staff will not have access to incremental pay progression from 1 April 2015 to 31 March 2016 (see Annex C, which also contains specific provisions for staff on pay spine point 1).”

It is changed to:

**“Pay progression beyond the first four pay points in pay bands 8C, 8D and 9 will be dependent upon the achievement of locally determined levels of performance. Staff will progress through the last two pay points in these pay bands only when they are assessed as having met the required level of performance.”**

Paragraph 1.15: line 4: the words “(employers in England see paragraphs 1.9 and 1.11 in this Section)” at the end of the paragraph are deleted.”

Section 6(a) (England and Wales): Career progression

The following sentence, at the end of paragraph 1, is deleted.

“Employers in England should note that staff in England on pay spine points 34 to 54 will not be eligible for incremental pay progression from 1 April 2015 to 31 March 2016 (see Annex C, which also contains specific provisions for staff on pay spine point 1).”

## Section 15: Maternity leave and pay

### Paragraph 15.48

The following sentence, at the end of the paragraph, is deleted:

“Employers in England should note that staff in England on pay spine points 34 to 54 will not be eligible for incremental pay progression from 1 April 2015 to 31 March 2016 (see Annex C, which also contains specific provisions for staff on pay spine point 1).”

## Annex C: Pay bands and pay points on the second pay spine in England from 1 April 2015

The existing Annex C: “Pay bands and pay points on the second pay spine in England from 1 April 2015” becomes a new Table 9 (L) in Annex B.

A new Annex C: “**Pay bands and pay points on the second pay spine in England from 1 April 2016**” is inserted.

## Annex I: High cost area supplements

The existing Table 16, High cost area supplements effective “from 1 April 2015”, becomes a new **Table 15(h)**.

A new Table 16, High cost area supplements effective “**from 1 April 2016**” is inserted.

## Annex W (England and Wales): Pay progression

The following sentence, at the end of paragraph 1, is deleted:

“In England staff on pay spine points 34 to 54 will not be eligible for incremental pay progression from 1 April 2015 to 31 March 2016 (see Annex C, which also contains specific provisions for staff on pay spine point 1).”

## Annex A2 (a) (England and Wales): Guidance on frequently asked questions

“Implementation annexes: Annex W (England and Wales): Pay progression

Secondary heading: Criteria for local schemes

Footnote number 7

How will pay progression under Annex W (England and Wales) work?

Once a trust has updated their current appraisal and pay progression processes, in line with Annex W (England and Wales), individuals will progress on the basis of demonstrating and applying the required levels of performance and delivery consistently during the performance review period and they will benefit from incremental pay progression. Where an individual has not met their performance criteria then they will not be entitled to progress up the pay

band for that given year. From 1 April 2015 to 31 March 2016 staff in England on pay spine points 34 to 54 will not be eligible for incremental pay progression (see Annex C, which also contains specific provisions for staff on pay spine point 1).”

This is changed to:

“Once a trust has updated their current appraisal and pay progression processes, in line with Annex W (England and Wales), individuals will progress on the basis of demonstrating and applying the required levels of performance and delivery consistently during the performance review period and they will benefit from incremental pay progression. Where an individual has not met their performance criteria then they will not be entitled to progress up the pay band for that given year.”

# Annex C: Pay bands and pay points on the second pay spine in England from 1 April 2016

Table 10

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
2	15,251	15,251										
3	15,516	15,516										
4		15,944										
5		16,372										
6		16,800	16,800									
7		17,351	17,351									
8		17,978	17,978									
9			18,152									
10			18,653									
11			19,217	19,217								
12			19,655	19,655								
13				20,348								
14				21,052								
15				21,692								
16				21,909	21,909							
17				22,458	22,458							
18					23,363							
19					24,304							
20					25,298							
21					26,302	26,302						
22					27,361	27,361						
23					28,462	28,462						
24						29,333						
25						30,357						
26						31,383	31,383					
27						32,407	32,407					
28						33,560	33,560					
29						35,225	35,225					
30							36,250					
31							37,403					
32							38,683					
33							40,028	40,028				
34							41,373	41,373				
35								43,038				
36								44,703				
37								46,625	46,625			
38								48,034	48,034			
39									50,467			
40									53,285			
41									56,104	56,104		
42									57,640	57,640		
43										59,606		
44										62,397		
45										*	66,582	66,582
46										*	68,484	68,484
47											71,338	
48											74,825	
49										*	78,629	78,629
50										*	82,434	82,434
51												86,390
52												90,537
53											*	94,883
54											*	99,437

\* 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 (see paragraphs 1.11 to 1.15 in Section 1(a) (England and Wales). (See relevant policy documents for information on pay in Wales, Scotland and Northern Ireland).

## Annex I: High cost area supplements

Table 16: From 1 April 2016

Area	Level (1 April 2016)
Inner London	20% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £4,158 and a maximum payment of £6,405</li> </ul>
Outer London	15% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £3,518 and a maximum payment of £4,483</li> </ul>
Fringe	5% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £961 and a maximum payment of £1,665</li> </ul>