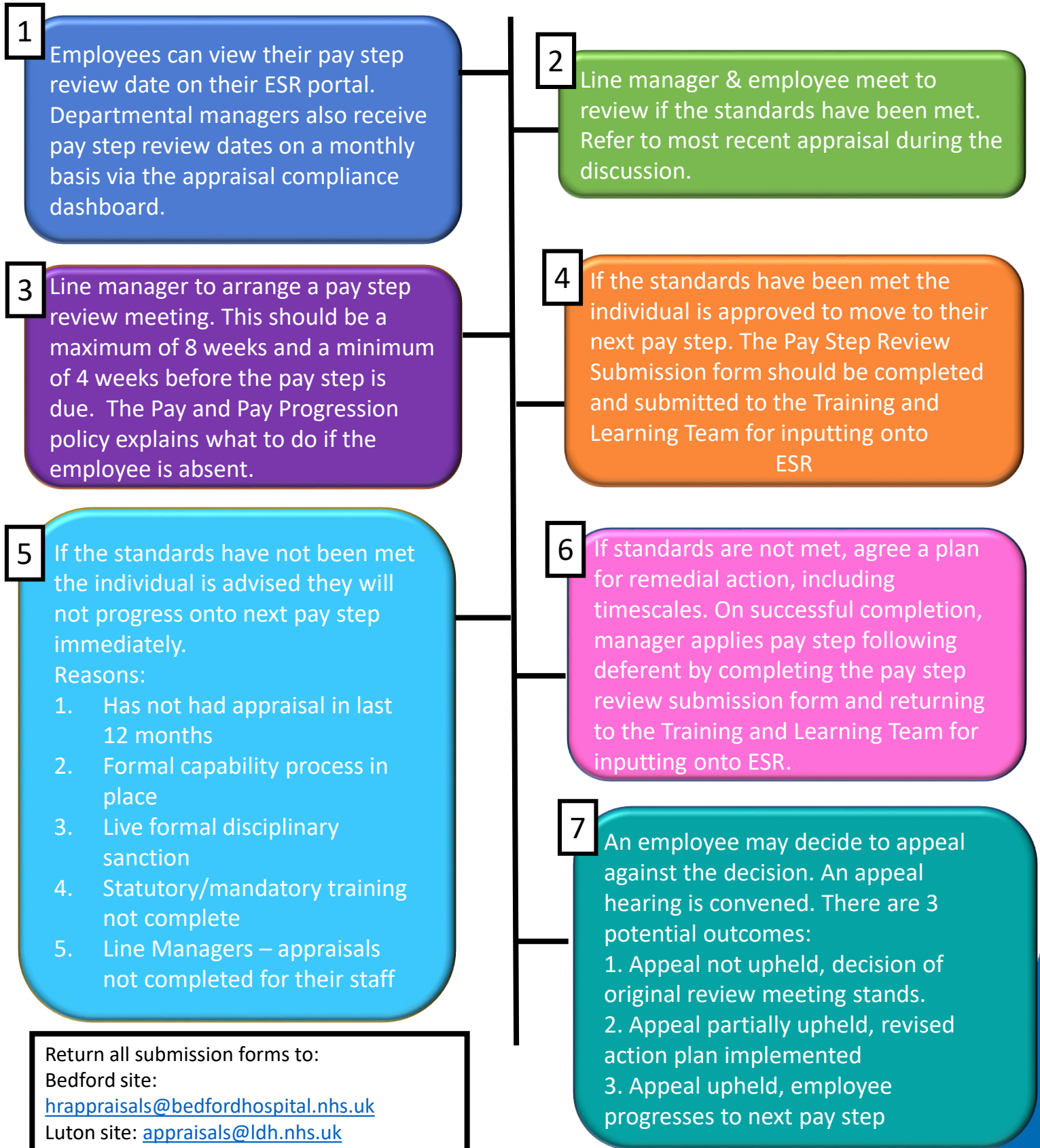# Pay Progression Process

It is essential that a pay step review meeting is planned prior to the pay step date. All staff on the Agenda for Change Pay scales should follow the Pay Step Review process when their pay step is imminent.

1 Employees can view their pay step review date on their ESR portal. Departmental managers also receive pay step review dates on a monthly basis via the appraisal compliance dashboard.

2 Line manager & employee meet to review if the standards have been met. Refer to most recent appraisal during the discussion.

3 Line manager to arrange a pay step review meeting. This should be a maximum of 8 weeks and a minimum of 4 weeks before the pay step is due. The Pay and Pay Progression policy explains what to do if the employee is absent.

4 If the standards have been met the individual is approved to move to their next pay step. The Pay Step Review Submission form should be completed and submitted to the Training and Learning Team for inputting onto ESR

5 If the standards have not been met the individual is advised they will not progress onto next pay step immediately.
Reasons:
1. Has not had appraisal in last 12 months
2. Formal capability process in place
3. Live formal disciplinary sanction
4. Statutory/mandatory training not complete
5. Line Managers – appraisals not completed for their staff

6 If standards are not met, agree a plan for remedial action, including timescales. On successful completion, manager applies pay step following deferent by completing the pay step review submission form and returning to the Training and Learning Team for inputting onto ESR.

7 An employee may decide to appeal against the decision. An appeal hearing is convened. There are 3 potential outcomes:
1. Appeal not upheld, decision of original review meeting stands.
2. Appeal partially upheld, revised action plan implemented
3. Appeal upheld, employee progresses to next pay step

Return all submission forms to:
Bedford site:
hrappraisals@bedfordhospital.nhs.uk
Luton site: appraisals@ldh.nhs.uk