

23 June 2023

Back Dating of Pay Following Job Evaluation that Increases Salary

1. An outline of the Trust’s policy in relation to the back dating of pay following a job evaluation that increases the salary band for a job.

The back dating of pay following a job evaluation that increases the salary band for a job is carried out in accordance with the NHS Job Evaluation Handbook section ‘Maintaining Good Job Evaluation Practice’, point 4.5:

“If the banding outcome changes as a result of re-evaluation, that change should be backdated to when the post holder and manager agreed the job had changed. Disputes about back-dating should be resolved through local procedures.”

It is also carried out in accordance with the Health & Social Care Northern Ireland Regional Job Matching and Job Evaluation Protocol, which indicates under section 2, paragraph 2.4:

“It is agreed that signalling a request for re-banding is not, in itself, sufficient to warrant any backdating of arrears to the date on which that first request was made. The effective date for backdating requires an evidence trail of when the job changed, including the date of change as agreed by both the member of staff and the manager in progressing the request. If the effective date differs from the date of submission, this should be clearly recorded on the cover sheet and evidence provided by the manager.”

2. How many job evaluations have resulted in pay being back dated to a date earlier than the submission date of the job evaluation request, broken down by year over the last five years?

We do not hold a central record for the full period requested. The database held within the Pay Modernisation Team did not hold this information until it was reviewed and updated in April 2021.

We can provide the breakdown by year for the past 2 years, please see below:

Year Job Evaluation Submitted	Number Of Job Evaluations Where Pay Was Increased From A Date Earlier Than The Job Evaluation Was Submitted
1 Apr 21 - 31 Mar 22	36
1 Apr 22 - 31 Mar 23	33
1 Apr 23 – to date	* 0

*any requests received during April and May 2023 are still in process and do not have a confirmed outcome.