

## Background

**An enhanced process to review and make decisions on pay-increasing change requests is being rolled out across the Trust** to ensure sufficient rigour and control over requests that ultimately increase the Trust's workforce spend. Change requests that amount to a reduction in spend should be transacted in ESR as quickly possible in collaboration with the Employment team, and are not subject to this process.

**Applying this process correctly will ensure that only requests with a clear and justified rationale\* will be approved** and all others are rejected.

**The process will be owned by the Employment Team**, with different levels of sign off applied depending on the request type, to ensure a proportionate but consistent approach across the Trust.

*\* The new process accounts for some exceptions that are not required to follow this process and do not need the prescribed levels of sign off*



## Change types and final sign-off level

Timely submission of forms is important. All forms should be submitted within 7 days of the issue being identified and where possible > 1 month prior to the change taking effect.

Any forms submitted requiring changes to be made more than 3 months in arrears will require approval from the Chief People Officer and relevant clinical Executive Director.

Pay-increasing change request type	Sign off mechanism	Final sign-off level		
		Divisional Leadership	Site HLT	Site Managing Director
Increases in hours	Greenlight		✓ Within budget	✓ Outside of budget
Banding changes	Request form		✓ Within budget	✓ Outside of budget
Salary variations	Greenlight			✓
Extensions for fixed term acting up and secondments	Greenlight		✓ Within budget	✓ Outside of budget
Increases in PAs (ie job plan changes outside of job planning window) *	Greenlight			✓
Responsibility Payments **	Job planning review and Quarterly review process		✓ Site Medical Directors @ Quarterly Panel	

\* The job planning process/window relates to a specialty-wide review of job plans. Ad hoc or temporary changes (e.g., in relation to increases due to sickness) require sign off through the pay increasing controls and therefore Site Managing Director approval.

\*\* Responsibility payments are reviewed as part of the job planning process. A quarterly review panel will be set up to discuss any changes needed throughout the year. The corresponding addition and removal of responsibility payments will be considered together.