

FOI 1675

26/05/23

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

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

Within the Southern Health and Social Care Trust, job evaluation is undertaken in accordance with the NHS Job Evaluation Handbook.

The operational arrangements for the application of the NHS Job Evaluation Scheme are set out in the HSCNI Regional Job Matching and Job Evaluation Protocols. These protocols have been regionally agreed with the Joint Regional Job Evaluation Leads group (both management side and trade union side).

In relation to back dating of pay following a job evaluation, the protocols state the following:

“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.

This will therefore require both parties to:

- **Work actively and together to agree a revised Job Description**
- **Complete this process within a three-month timeframe from when first raised with the manager**
- **Keep adequate records of their work in this regard**
- **The manager must ensure that the relevant Assistant Director/Head of Service signs it off, subsequently confirming to HR when this was done. This will not affect the effective date of any regrading. Please note: the post holder and manager should ensure that once agreed, signed documentation is sent to HR promptly.”**



Southern Health and Social Care Trust

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.

Year	Number of job evaluations which resulted in pay being back dated to a date earlier than the submission date of the job evaluation request
2018/19	7
2019/20	6
2020/21	4
2021/22	10
2022/23	5

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