

UKRI NEW APPOINTMENT – STARTING PAY FORM

This form is to be stored on the individual appointee’s HR file in order to record the justification and sign off for starting pay above the pay band minimum. This form does not apply to existing staff whose pay on level transfer or promotion is determined as detailed in Appendix F of the UKRI Pay and Reward Policy and Guidance.

Candidate:			
IRC:			
Job title:			
Band:		Proposed Start Date:	

Current salary (if known)	£		
Current Other Benefits	Annual Leave:	Bonuses:	
	Pension:	Other:	
Proposed starting pay on appointment	£		
Recruiting Manager’s justification for any salary above band minimum (See guidance attached):			
Any additional allowances to be offered	£		
If an allowance is to be offered, please specify the type (e.g. Responsibility Allowance, Specialist Allowance (SA, formerly RRA), Shift)			
If Specialist Allowance (SA, formerly RRA), please specify whether individual or role based (if both, please break down the amounts) and the type:			
If an Individual Specialist Allowance is to be offered, please provide justification for this (see paragraph 3 below):			
PAY APPROVALS			
	Comments and recommendation	Approval Date	
Chair of interview panel			
Approval by Band G (or higher) line manager (required for salary above minima and up to SP)			
Approval by HR Business Partner (required for salary above minima and up to SP)			
Approval by Band H (or higher) line manager (required only if salary is above SP or individual RRA offered)			
Approval by Lead HR Business Partner (required only if salary is above SP)			
Form copied to UKRI Head of Reward (required only if salary is above SP)	By HRBP/ Advisor:		

Guidance for Managers on Starting Pay - this guidance is from the UKRI Pay and Reward Policy Appendix D – copied here for ease of reference.

1. NEW APPOINTMENTS

1. Principles

1.1 The expectation is that new starters will start on the minimum point of the relevant pay band for the post.

1.2 The rest of this appendix outlines how, exceptionally, the principle of 1.1 could be overridden, outlining the criteria and processes that must be followed.

1.3 Where specific recruitment or retention difficulties have arisen owing to market differentials the use of a Specialist Allowance (Formerly RRA) for specialist technical or scarce skills should be considered in preference to appointing above the minimum point of the relevant pay band. Link to: Appendix K and L for further guidance. Further guidance on offering Individual Specialist Allowances is given in paragraph 3 below.

1.4 It is recognised that there may be, under exceptional circumstances, a need for flexibility to pay above the minimum, particularly where the minimum of the pay band does not sufficiently recognise the increased benefit of the specialised experience that the new recruit might bring to the post and/or the scarcity of their skill set. Therefore the flexibility should be used only in cases where the specialism that candidates are required to demonstrate for the role is sufficiently narrow to make securing the most appropriate candidate(s) improbable at the minimum pay point or where the applicant base is so small that there is little or no likelihood of securing resource at the minimum pay point.

1.5 Managers must consider the full financial implications and motivational effects on other staff of appointments made above the pay band minimum and justify the reasons for doing so in relation to the reasons outlined in 1.3 above. This justification must be recorded on a Starting Pay on Appointment form. The HR Business Partner must be consulted before an offer of above minimum pay is made and this then is to be approved by a manager at Band G or above.

1.6 There will be very rare circumstances where the combination of starting pay flexibility up to Standard Pay and Specialist Allowance policy (set out in Appendices K and L) do not provide sufficient flexibility to appoint the desired candidate. In these rare circumstances there is flexibility to offer starting pay above the Standard Pay (SP) subject to justifying the reasons in line with the guidance below and approval by a manager at Band H or above and Lead HR Business Partner being given before an offer is made.

Exceptional cases for starting pay above Standard Pay

1.6.1 Appointing new recruits above Standard Pay (SP) could be justified in some very exceptional cases but great care is needed to avoid a) unjustifiable pay anomalies with existing staff and b) creating scope for equal pay claims.

1.6.2 To justify an appointment above SP, it needs to be clearly demonstrated that the recruit has the requisite relevant experience at the band level i.e. the appointee would normally need to have extensive experience working at the level of the appropriate band.

- 1.6.3** Given the potential corporate risk exposure to UKRI, approval by the Lead HRBP & Line Manager at Band H or higher / Departmental Director is required for starting pay above SP.
- 1.6.4** In summary, the requirements for appointing above SP are:
- a. Clear evidence to quantify the external market rate for the post and to support that it is significantly higher than SP for the appropriate Band.
 - b. A compelling case that the post is critical to UKRI's operations and/or has a critical impact on a business area and that there are no other feasible solutions.
 - c. Provision of salary data for comparable and/or closely related similar posts within UKRI.
 - d. Confirmation that the individual has sufficient previous experience at the Band to justify appointment above SP.
 - e. Evidence of scarcity of skills or exceedingly limited applicant base.
 - f. Consideration of all of the above and approval by the Lead HRBP & Line Manager at Band H or higher/ Departmental Director

2. UKRI Pay Scales 2018/19 - Effective from 1 July 2018

UKRI Pay Scales 2018	Minimum	Standard Pay (SP)	Maximum
Band A	£15,631	£16,629	£18,292
Band B	£19,404	£21,091	£24,255
Band C	£24,777	£26,932	£30,972
Band D	£30,782	£33,459	£38,478
Band E	£38,318	£42,576	£48,962
Band F	£48,877	£54,308	£62,454
Band G	£59,023	£65,580	£75,417
Band H	£72,353	£80,392	£92,450

3. Use of Individual Specialist Allowances

- 3.1.** Great care must be taken when considering the use of individual Specialist Allowances and the criteria of "unique or highly marketable skills" must be clearly met. With this in mind, it is proposed that an individual Specialist Allowance may only be awarded if the following requirements have been met:
- 3.1.1.** clear evidence of a number of earlier failed recruitments for the same or similar post and/or hard evidence of a series of significant related retention problems (including evidence of external job offers and the associated pay and benefits)
 - 3.1.2.** clear quantification of the external market rate for the post and evidence that it is significantly higher than Standard Pay for the appropriate Band
 - 3.1.3.** a convincing case that the post is critical to UKRI's operations and/or has a critical impact on a business area and that there are no other feasible solutions
 - 3.1.4.** provision of salary data for comparable and/or closely related similar posts within UKRI
 - 3.1.5.** approval by the Lead HRBP & Line Manager at Band H or higher/ Departmental Director