

# Terms and conditions for Public Health England staff



## Our approach

As an executive agency, Public Health England will be part of the Department of Health and all staff will be Civil Servants who are governed by the Civil Service Management Code.

However, as a delivery organisation with a specific operational focus, Public Health England will have a diverse and specialist workforce. This means that it needs terms and conditions that support its business, recognising that people will join Public Health England through a wide range of different routes in future, and will have differing career paths.

We have therefore developed a tailored terms and conditions package for Public Health England staff which has been discussed in the Public Health England Partnership Working Group. The key features of this are:

- “core” Public Health England terms and conditions will be based on Civil Service terms for pay and pensions. Most staff joining Public Health England in new roles in April 2013 and in future will be on these terms
- a number of “ring-fenced” posts in Public Health England, which meet specific criteria, mean they are considered to be “NHS-facing”. The terms and

conditions for these posts will be analogous to NHS terms and conditions. Staff recruited to those posts will be on terms and conditions which are equivalent to those applying in the NHS and have membership of the NHS pension scheme

- a number of the “non-pay” terms and conditions, such as working hours; annual leave and sickness pay will be initially in line with current Agenda for Change terms to align terms, given most of the workforce will transfer on NHS terms. However, the Civil Service Reform Plan<sup>8</sup> and *Proposals on changes to the Agenda for Change agreement*<sup>9</sup> (published in November 2012) set out plans to review some Civil Service and Agenda for Change terms and conditions respectively. These reviews are not complete and firm proposals for change have not yet been agreed. This People Transition Policy sets out the proposed Public Health England terms and conditions and would be subject to change.

These terms and conditions will be offered when appointments are made to Public Health England posts through open competition, or in future when a Public Health England employee makes a voluntary move to another post, eg promotion or request to transfer. However, as explained above, staff promoted or moving voluntarily before





April 2015 will have the option to retain membership of the NHS pension scheme until April 2015 as a transitional measure.

These terms and conditions will not normally apply to staff transferring in under COSOP arrangements. However, should any staff transferring in wish to transfer to Public Health England terms we will develop arrangements to facilitate this post transfer.

### **Core terms and conditions: Pay and pensions**

Pay will be in line with Civil Service pay grades and terms and conditions.

Public Health England's pay and grading structure will be based on the current Department of Health pay grade ranges, shown in the table overleaf.

In addition, for business reasons, we intend to implement an Administrative Assistant (AA) grade. We will develop an appropriate pay structure for AA in discussion with the Partnership Working Group, considering usage across other government departments as an initial benchmark.

Inner London rates will apply to those staff whose permanent base is an office location in London (within the boundary of the M25). Outer London rates will apply within a further 40 mile radius outside of the M25. Offices outside the 40 mile radius of the M25 will have the national pay rates.

The target date for salary reviews to be implemented is 1 August each year.

### **Senior Civil Service**

The current Senior Civil Service (SCS) pay ranges will be those used across the Civil Service and are reviewed on 1 April each year.

Salary review is subject to Treasury pay limits and funds being available each year and the outcome of annual negotiations. Salary reviews also subject to a performance related pay (PRP) scheme.

### **Performance-related pay**

Under Civil Service pay policy, annual pay awards are made through a performance-related pay scheme run by departments. As an executive agency of the Department of Health, Public Health England will need to develop an appropriate scheme for its staff.

We will work with the Public Health England Partnership Working Group and with sending organisations and functions to ensure that the scheme we develop is fit for purpose and practical to operate. We will outline details of the scheme in the New Year so that it can be implemented in Public Health England's first year of operation.

### **Pensions**

Staff on core Public Health England terms and conditions will normally join the Nuvos pension scheme, which is the standard pension scheme for new joiners to the Civil Service.





National pay range: August 2012 (New staff)				
Grade	Minimum	R&D ceiling	Upper rate	Maximum
AA	tbc			
AO	£17,459	£18,507	£20,567	£20,567
EO	£21,438	£22,724	£25,436	£26,775
HEO	£26,492	£28,082	£32,125	£33,816
SEO	£33,675	£35,696	£40,156	£42,269
Grade 7	£45,299	£48,017	£55,552	£58,476
Grade 6	£57,075	£60,500	£67,958	£71,535

Outer London pay range: August 2012 (New staff)				
Grade	Minimum	R&D ceiling	Upper rate	Maximum
AA	tbc			
AO	£19,209	£20,362	£21,817	£21,817
EO	£23,188	£24,474	£27,186	£28,525
HEO	£28,242	£29,832	£33,875	£35,566
SEO	£35,425	£37,446	£41,906	£44,019
Grade 7	£47,049	£49,767	£57,302	£60,226
Grade 6	£58,825	£62,250	£69,708	£73,285

Inner London pay range: August 2012 (New staff)				
Grade	Minimum	R&D ceiling	Upper rate	Maximum
AA	tbc			
AO	£20,959	£22,217	£23,567	£23,567
EO	£24,938	£26,224	£28,936	£30,275
HEO	£29,992	£31,582	£35,625	£37,316
SEO	£37,175	£39,196	£43,656	£45,769
Grade 7	£48,799	£51,517	£59,052	£61,976
Grade 6	£60,575	£64,000	£71,458	£75,035

**Posts which will attract NHS terms and conditions in Public Health England (the “ring fence”)**

Some roles in Public Health England will need to be performed by specialist staff who will normally have a career

pathway in the NHS. We have therefore agreed that flexibility to offer terms and conditions analogous to NHS terms would be appropriate for this group. In order to qualify for this “ring fence”, a role would need to satisfy the following criteria:

- a clinical qualification and professional





registration is essential for the role

- the role would have a career pathway which had included training which would have been in a publicly funded health service
- the role would have a career pathway where any further likely promotion or professional development would remain in a publicly funded health service
- the role has regular patient or population contact.

Staff in these roles will be employed on the relevant NHS terms and conditions and will not have the option to move onto Public Health England terms and conditions. This will ensure staff performing comparable roles are rewarded consistently.

Public Health England's intention is to keep the terms and conditions applying to this group of posts aligned with terms in the NHS.

It is important to note that the NHS terms are attached to specific posts in Public Health England, not to individual members of staff. By way of example, if a member of staff is recruited to a NHS

identified role then makes a voluntary move later to a "generalist" role, that individual would be expected to move to core Public Health England terms and conditions rather than retaining the right to the NHS terms and conditions.

Roles which meet these criteria are mainly public health and dental consultant roles and nursing roles, although some others may do so. The medical and dental consultant contract will remain unaltered within this "ring fence".

The operation of this flexibility will be evaluated and reviewed by Public Health England before the end of 2015.

### Other terms and conditions

Public Health England will reflect Agenda for Change terms for a number of non-pay terms and conditions. These are set out in a separate factsheet.

<sup>8</sup> <http://www.civilservice.gov.uk/reform>

<sup>9</sup> <http://www.nhsemployers.org/SiteCollectionDocuments/Proposals%20on%20changes%20to%20the%20Agenda%20for%20Change%20agreement%209%20NOV%202012.pdf>



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