NHS KSF Pay Gateways

In most years pay progression will take the form of an annual increase in pay from one pay point within a pay band to the next as there is a normal expectation of progression. At defined points in a pay band – known as ‘gateways’ – decisions are made about pay progression as well as development.

Apart from band 1 there are two gateways in each of the pay bands:

1. the foundation gateway – this takes place no later than 12 months after a person is appointed to a pay band regardless of the pay point to which the person is appointed.

2. the second gateway – this is set at a fixed point towards the top of a pay band as set out in the National Pay Agreement

Pay Gateway points

The purpose of the foundation gateway is to check that individuals can meet the basic demands of their post on that pay band – the foundation review is based on a subset of the full KSF post outline. Its focus is the knowledge and skills that need to be applied from the outset in a post together with the provision of planned development in the foundation period of up to 12 months.

The purpose of the second gateway is to confirm that individuals are applying their knowledge and skills to consistently meet the full demands of their post – as set out in the full KSF post outline. Having gone through the second gateway, individuals will progress to the top of their pay band provided that they continue to apply the knowledge and skills required to meet the KSF outline for their post.

There is an expectation that individuals will progress through the pay points on a pay band by applying the necessary knowledge and skills to the demands of the post. It is only at gateways or if concerns have been raised about significant weakness in undertaking the current role, that the outcome of a review might lead to deferment of pay progression.

The whole system is based on the principle of NO SURPRISES – if there are problems with individuals meeting the full KSF post outline or there are performance management issues these must have been addressed by reviewers before the gateway reviews. This mirrors good management practice and should be no different from good appraisal practice.

There must always have been formal notification of any concern to the individual by their reviewer. An action plan must have been drawn up to try and to remedy any issues before deferral of progression can be raised. The process after that will be exactly the same as in deferral at a gateway with progression resuming as soon as a review determines that the NHS KSF outline for the post and the gateway had been met. Deferral will last until any issues are resolved.