

**HUMAN RESOURCES DIRECTORATE
PAY AND EMPLOYMENT UNIT**



Department of
**Health, Social Service
and Public Safety**

www.dhsspsni.gov.uk

AN ROINN

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

MÁNNYSTRIE O

**Poustie, Resydènter Heisin
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Dear Colleague

**ADDENDUM TO THE TERMS AND CONDITIONS OF SERVICE FOR
CONSULTANTS - SCHEDULE 1**

Summary

**This circular notifies employers of an addendum to the Terms and Conditions
of Service for Consultants - Schedule 1**

Agreement

- 1. Starting Salaries, Incremental Dates and counting of previous service for
Consultants taking up post after 1st April 2004**

Please insert the attached addendum to Schedule 1 Commencement of
Employment.

- 2 I would ask that you amend your copy of the Terms and Conditions accordingly.**

Effect of Amendments

- 3 This change will have retrospective effect from April 2004.

Enquiries

- 4 Employees should direct personal enquiries to their employer. Any enquiries that cannot be resolved locally should be directed to Pay and Employment Unit or by email to: p&e@dhsspsni.gov.uk.

Further copies

- 5 Copies of this circular can be obtained from the Department's website at www.dhsspsni.gov.uk

Yours sincerely



DIANE TAYLOR

Director of Human Resources

SCHEDULE 1

Commencement of Employment

1. The date from which employment under this contract began must be stated in paragraph 2 of the consultant's contract of employment.
2. The date from which continuous employment began for the purposes of the Employment Rights (Northern Ireland) Order 1996 must be set out in paragraph 2 of the contract of employment and should include, if applicable, employment with predecessor organisations that had previously held the contract, e.g. former HSC employing authorities from whom the current contract was transferred under TUPE or equivalent arrangements. Previous employment with other HSC employing organisations does not count as continuous service for the purposes of the Employment Rights (Northern Ireland) Order 1996 except as provided for under the Health and Social Services (Northern Ireland) Order 1991 or any other statute.

Starting Salaries, Incremental Dates and Counting of Previous Service for Consultants taking up post after 1st April 2004

New appointments to the Grade

3. Except as provided for elsewhere in these Terms and Conditions of Service, doctors shall on their first appointment to this grade be paid at the minimum point of the scale. Their incremental date shall be the date of taking up their appointment.
4. For newly appointed consultant the date of appointment will be regarded as the date of employment with the Trust as set out in the contract of employment.
5. On commencement, basic salary and payments for any additional Programmed Activities – will be the first of the thresholds set out in the relevant pay circular subject to paragraphs 6, 7 and 8 below.
6. Basic salary on commencement will be set at a higher threshold to reflect any approved consultant-level experience that a consultant has gained. For the avoidance of doubt, seniority may only accrue during an absence on an employment break scheme to reflect the gaining of approved non-HSC consultant level experience.
7. Where an Associate Specialist has been paid in their previous regular appointment at a basic salary, including any discretionary points, higher or equal to the rate at which they would (were it not for this provision) be paid on taking up their new consultant appointment, then their starting salary in the new appointment shall be fixed at the threshold in the scale next above that previous rate.
8. Where a consultant's training has been lengthened by virtue of being in a flexible training scheme or because of undergoing a dual qualification, the employing organisation will set basic salary on commencement at a higher threshold where this is necessary to ensure that the consultant is not prevented from reaching the pay threshold they would have attained had they trained on a full time or single qualification basis (e.g. training extended by two years counts as the equivalent of two year's consultant service where a consultant would not otherwise be able to reach the same threshold)

Counting of previous service

9. Where a doctor appointed to a consultant post has already given substantive service in one or more posts in that grade, or equivalent, all such service shall be counted in determining their starting salary and incremental date.
10. HSC organisations should take into account all previous service as a consultant with other HSC/NHS employing organisations and any equivalent consultant experience in another EEA Member State. The employing organisation may, at its discretion, take into account service outside the HSC, for example including:

- Employment outside the EEA
- Voluntary Service
- Employment in the independent sector
- Service in HM armed forces