

Community  
Dental  
Services

2015

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Assimilation Guidance - Pay

## Introduction

1.0 The Department of Health, HSC Trusts and the British Dental Association have reached agreement on new terms and conditions of service (TCS) for dentists working in the Community Dental Service in Northern Ireland.

### 1.1 Potential Impact on Pension contributions

- Effect of changes in pay scales and uplift is base salary on pension contributions

Trusts should be aware that % uplifts in salary may result in dentists moving between pension bands. This may have the effect of causing arrears due for additional pension contributions, these will be calculated and off set against any arrears due. Trusts should advise those dentists where this likely to occur as soon as this is known. (See table 1 for pension banding).

Table 1

#### Contribution rates before tax relief (gross)

Tier	Full-Time Pensionable Pay used to determine contribution rate	Contribution rate (before tax relief) (gross) 1 April 2015 to 31 March 2019
1	Up to £15,431.99	5.0%
2	£15,432.00 to £21,477.99	5.6%
3	£21,478.00 to £26,823.99	7.1%
4	£26,824.00 to £47,845.99	9.3%
5	£47,846.00 to £70,630.99	12.5%
6	£70,631.00 to £111,376.99	13.5%
7	£111,377.00 and over	14.5%

### **Effective Date**

1.2 The effective date for the introduction of the new TCS is the **1<sup>st</sup> April 2015**. All Community Dentists will move onto the new pay scales from this date.

### **New Pay Codes, Scales and Job Titles**

1.3 HSC Trusts will be required to assimilate CDS dentists onto the new pay scales with effect from this date, and ensure that staff are moved to the correct point on the new pay scales, are given new pay codes and have their job titles revised. See table 1.

Table 1

New pay scale	New Job code	New Grade code	New Job title
M431	60001645	8107	Community Dental Officer
M432	60001646	8108	Senior Community Dental Officer
M433	60001647	8109	Assistant Community Dental Clinical Director
M434	60001648	8110	Specialist Community Dentist
M435	60001649	8111	Community Dental Clinical Director

### **Incremental date**

1.4 The BDA, HSC Trusts and DoH have agreed that all Community Dentists will have the value of their base pay frozen on the 1<sup>st</sup> April 2015 for assimilation purposes only. Dentists will retain their incremental date.

### **Pay uplift 2015/16**

1.5 The new contract is being backdated to the 1<sup>st</sup> April 2015, but will not

include the non-consolidated pay uplift awarded in 2015/16. The pay uplift in 2015/16 awarded incremental increases to those dentists who were able to move to a higher increment and a 1% non-consolidated uplift for those at the top point of the pay scale.

To ensure equal treatment of all community dentists;

- those dentists who were entitled to an increment in 2015/16 will have the value of that increment off-set against arrears.
- those dentists who received the non-consolidated pay-uplift will have the value of the uplift off-set against arrears.

### **Pay uplift 2016/17+ 2017/18**

1.6 CDS dentists will be entitled to the 1% pay uplift to their new pay scale for 1 April 2016/17, 1 April 2017/18. At the date of the circular the pay award for Medical and Dental staff for 2018/19 has not been issued.

### **Pay protection upon assimilation**

1.7 A key principle of the agreement is that community dentist should not suffer a detriment upon transfer to the new contract.

If during the assimilation process the dentist assimilates to a lower amount, the dentist should have their pay protected.

- Employers should pay protect the dentist on the current £ value of pay (old contract value) until their new contract salary catches up i.e. on a mark time basis. Offsetting the value of the pay protection against any arrears due (this may result in a lower level of arrears being paid). Dentists in this situation should not see a detriment in their salary, but at the same time they should not receive any added benefit from the pay protection.

### **New appointment to Community Dental Service**

1.8 New appointments to the Community Dental Service grades are made

to the minimum of the appropriate pay scale and take the date of appointment as their incremental date. Previous service will be recognised and placed on appropriate point on the pay scale.

**The introduction of a new grade of Specialist Community Dental Officer (SpCD)**

- 1.9 The new contract introduces a new grade of *Specialist Community Dental Officer [SpCD]*. Community dentists cannot be assimilated into this new grade, even though they are on the specialist register.

SpCD posts must only be created where the Trust has identified a clear need for the post.

## Value of new contract pay scales

The table below outlines the new pay scales and pay points for 1<sup>st</sup> April 2015

Community Dental Officer		Senior Community Dental Officer		Assistant Community Dental Clinical Director		Specialist Community Dentist		Community Dental Clinical Director	
Code [M431]		Code [M432]		Code [M433]		Code [M434]		Code [M435]	
Pay Point	Value	Pay Point	Value	Pay Point	Value	Pay Point	Value	Pay Point	Value
1	£38,095	1	£59,259	1	£70,899	1	£70,899	1	£70,899
2	£42,328	2	£61,375	2	£73,015	2	£73,015	2	£73,015
3	£48,677	3	£64,549	3	£75,131	3	£75,131	3	£75,131
4	£51,851	4	£66,137			4	£77,248	4	£77,248
5	£55,026	5	£67,725					5	£79,364
6	£57,142	6	£69,311						

The following table outlines the values of the pay points with effect from 1st April 2016

Community Dental Officer		Senior Community Dental Officer		Assistant Community Dental Clinical Director		Specialist Community Dentist		Community Dental Clinical Director	
Code [M431]		Code [M432]		Code [M433]		Code [M434]		Code [M435]	
Pay Point	Value	Pay Point	Value	Pay Point	Value	Pay Point	Value	Pay Point	Value
1	£38,476	1	£59,852	1	£71,608	1	£71,608	1	£71,608
2	£42,751	2	£61,989	2	£73,745	2	£73,745	2	£73,745
3	£49,164	3	£65,194	3	£75,882	3	£75,882	3	£75,882
4	£52,370	4	£66,798			4	£78,020	4	£78,020
5	£55,576	5	£68,402					5	£80,158
6	£57,713	6	£70,004						

The following table outlines the values of the pay points with effect from 1st April 2017

Community Dental Officer		Senior Community Dental Officer		Assistant Community Dental Clinical Director		Specialist Community Dentist		Community Dental Clinical Director	
Code [M431]		Code [M432]		Code [M433]		Code [M434]		Code [M435]	
Pay Point	Value	Pay Point	Value	Pay Point	Value	Pay Point	Value	Pay Point	Value
1	£38,861	1	£60,451	1	£72,324	1	£72,324	1	£72,324
2	£43,179	2	£62,609	2	£74,482	2	£74,482	2	£74,482
3	£49,656	3	£65,846	3	£76,641	3	£76,641	3	£76,641
4	£52,894	4	£67,466			5	£78,800	4	£78,800
5	£56,132	5	£69,086					5	£80,960
6	£58,290	6	£70,704						

## Assimilation Process

### Rebasing of salary due to change of hours.

2.0 Community Dentists will have their current full-time basic salary rebased from 37 hours to 37.5 hours and their notional point on the new pay scale determined by this. Their actual pay should they choose to retain their current working arrangements rather than move to a 37.5 hrs contract, will be determined pro rata of the notional basic salary by the proportion of 37.5 hrs they contract for.

Part-time staff will be given the option to either increase their hours (FTE %) or retain their current hours. If the dentist chooses to retain their current hours their FTE% will reduce and their salary will be pro rata based on the new full time hours of 37.5 hpw.

### Assimilation of less than full time staff onto the new contract

2.1 To ensure consistency for the assimilation process only the following calculations for both full-time and part-time community dentists must be adhered to.

All dentists should have their "WTE" retained (This may mean hours will increase) for the period 1 April 2015 until 1 April 2019, this can then be adjusted in line with the dentists choice on working hours for the prospective period from 1 April 2019 onwards.

### Transitional year 2015/16

#### 2.2 Community Dental Officer and Senior Community Dental Officer – Assimilation through Gateway on M0431

If during the course of Year 1 (transitional year 2015/16) a community dental officer and senior community dental officer assimilates to points 1 to 3 *[which are below the gateway]* on (M0431) on the new pay scales:

- the dentist will assimilate to the next highest point, and on their original incremental date they will move to the next point on the pay scale, subject to meeting the Schedule 10 of the TCS.
- If as a result of this increment the dentist passes through the gateway, the validation process which forms a key part of the appraisal cycle will be used to confirm that the dentist is meeting the competences for the level to which they have been assimilated to.
- If at the first annual appraisal the dentist is unable to demonstrate the required competency level, they will receive a further one year of supported training and development to enable them to achieve the required competencies. During this period the dentist's salary will be frozen and they will not receive any further pay awards or cost of living increases until the required competencies are demonstrated.
- If they are successful at the 2<sup>nd</sup> appraisal, their salary point will be unfrozen, and their incremental date deferred by the period their pay was frozen and they will then be eligible to move to the next point on the pay scales on their new incremental date.
- If, at the end of this year, the dentist is still unable to clearly demonstrate the competency level for the post and salary point to which they were assimilated, their salary protection will end and their salary will be realigned to the appropriate salary point according to the actual competency level being delivered.
- If, as a result of this process, a potentially serious performance issue is identified this should be referred to the Clinical Director or equivalent to take appropriate action.

**2.3 Assistant Community Clinical Director and Community Clinical Director**

Following rebasing of the dentists hours, the dentist will assimilated to the next highest point on the new pay scale.

All further progression through the new pay scale is subject to Schedule 10 of the TCS.

## EXAMPLES (See Table 2 for details of pay)

### 3.0 Assimilation

Clinical Directors will be responsible for reviewing the dentist gateway\* against the criteria outlined in the TCS and agreeing the job plan and WTE to enable human resources to assimilate the dentists to the most appropriate point on the new payscale.

#### Examples (illustrative only)

*The salaries quoted below assume that the dentists' hours have all been rebased to 37.5 hpw. If contracted hours are maintained, the salaries quoted would need to be recalculated on a 37 hr basis instead of 37.5 (0.98 FTE).*

#### Assimilation of CDO – below gateway

- A CDO on point 1 (M025) (£35,436) with an incremental date on 1 August will be assimilated on 1<sup>st</sup> April 2015 onto point 1 of the new pay scale (M431) (£38,095). On their incremental date on 1<sup>st</sup> August 2016 they would move to point 2 of the new pay scale (£42,328), subject to Schedule 10 of TCS.

#### Assimilation of SCDO – above gateway

- A SDO on point 4 (M024) (£62,661) with an incremental date of the 1<sup>st</sup> October will be assimilated on 1<sup>st</sup> April 2015 onto point 3 of the new pay scale (M0432) (£64,594).
- As the assimilation means that the dentist will pass through a gateway the dentist must evidence meeting the gateway criteria at the first annual appraisal (following assimilation) if they are unable to do so they will be given one year from the date of the appraisal to meet the criteria. No further progression can be made and their point on the pay scale will be frozen at the assimilation point.
- If they are successful at the 2<sup>nd</sup> appraisal, their salary point will be unfrozen, and their incremental date deferred by the period their pay was frozen, they will then be eligible to move to the next point on the pay scales on their new incremental date.
- If, at the end of this year, the dentist is unable to clearly demonstrate the competency level for the post and salary point to

which they were assimilated, their salary protection will end and their salary will be realigned to the appropriate salary point according to the actual competency level being delivered.

#### **Assimilation of Assistant Community Clinical Director**

- A ACDO on point 6 (M018) (£72,496) with an incremental date of the 29<sup>th</sup> March will be assimilated on the 1<sup>st</sup> April 2015 to point 2 (M0433) of the new pay scale (£73,015). On their incremental date of 29<sup>th</sup> March 2016 they will progress to the top point of the new pay scale, point 3 subject to schedule 10 of the TCS.

#### **Assimilation of Community Clinical Director**

- A CDO on point 10 (M011) (£76,679) with an incremental date of 2 April, will be assimilated on the 1<sup>st</sup> April 2015 to point 4 (M0435) (£77,248) of the new pay scale. On their incremental date of 2 April 2016 they will progress to the top point of the new pay scale, point 4 subject to schedule 10 of the TCS.

		Current Contract		Rebased to 37.5 hrs		Assimilation to New Pay Scales			
Current pay code	Current Grade	Pay Point	Annual Salary for 2014/15 (£)	For purposes of assimilation	New pay code	New Grade	New pay scale	New Pay Rates 2015/16 (£)	
M025	Dental Officer	1	£34,964	£35,436	M431	Community Dental Officer CDO	1	£38,095	
		2	£37,792	£38,303			2	£42,328	Gateway before point 3
		3	£40,620	£41,169			3*	£48,677	
		4	£43,450	£44,037					4
		5	£46,279	£46,904			5	£55,026	
		6	£49,107	£49,771					6
		7	£51,936	£52,638					
		8	£54,765	£55,505					
M024	Senior Dental Officer	1	£49,963	£50,638	M432	Senior Community Dental Officer SCDO	1	£59,259	
		2	£53,918	£54,647					2
		3	£57,871	£58,653			3*	£64,549	
		4	£61,826	£62,661					4
		5	£65,780	£66,669			5	£67,725	
		6	£66,652	£67,552					6
		7	£67,524	£68,436					
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M018	Assistant Clinical Director	1	£66,392	£67,289	M433	Assistant Community Dental Clinical Director ACCD	1	£70,899	
		2	£67,420	£68,331					
		3	£68,447	£69,372			2	£73,015	
		4	£69,474	£70,413					
		5	£70,502	£71,455					
		6	£71,530	£72,497			3	£75,131	
		^							
Dentists cannot assimilate to this grade or pay code. This is a new grade which must be advertised and appointed to through a competitive recruitment process.					M434	Specialist Community Dentist SpCD	1	£70,899	
							2	£73,015	
							3	£75,131	
							4	£77,248	
M011	Clinical Director	1	£66,392	£67,289	M435	Community Dental Clinical Director CCD	1	£70,899	
		2	£67,420	£68,331					
		3	£68,447	£69,372			2	£73,015	
		4	£69,474	£70,413					
		5	£70,502	£71,455					
		6	£71,530	£72,497			3	£75,131	
		7	£72,557	£73,537					
		8	£73,603	£74,598			4	£77,248	
		9	£74,630	£75,638					
		10	£75,657	£76,679					
							5	£79,364	
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*\*Indicates where dentists have been assimilated through a gateway on the new pay scale, these dentists must be able to provide evidence that they meet the criteria for this gateway at their first appraisal. Dentist unable to provide such evidence will have their salaries frozen and be given one year to meet the required level of competence. If they are successful at the 2<sup>nd</sup> appraisal, their salary point will be unfrozen, their incremental date will be deferred by the period their pay was frozen and they will be eligible to move to the next point on the pay scales on their new incremental date.*