

**Cambridgeshire Primary Care Trust
NHS Knowledge & Skills Framework:
Gateway Policy**

**Agreed by Trust Staff Council: January 2008
Adopted by CPCT Board: March 2008
Review: March 2010**

1. Purpose

- 1.1 This policy sets out how the KSF gateways will be used.
- 1.2 Underpinning this are the following principles:
 - 1.2.1 The gateways should be treated as 'open', with staff supported to get through them.
 - 1.2.2 The process of the personal development review should be no different for a 'gateway year' than normal.
 - 1.2.3 The process should operate on a 'no surprises' basis.

2. Definitions

- 2.1 A KSF Gateway is a defined point on a pay band where a decision is made about pay progression as well as development.
- 2.2 The KSF Gateway is linked to the KSF outline for the post. This outline sets out the competencies for the post and the levels at which those competencies should be demonstrated. The KSF foundation outline will be a subset of competencies that are the basic requirements for this post.

3. Application

- 3.1 In most years, pay progression will take the form of an annual increase in pay from one pay to the next within a pay band. However, within each band there are two points where a formal review is required to assess whether the post holder has the necessary competencies at the right level. If it is felt that this is not the case, pay progression may be delayed until evidence is provided that the competencies have been met.
- 3.2 The two gateways are:
 - 3.2.1 The Foundation Gateway: The competencies and levels that are defined within the post's KSF outline subset. These must be met within 12 months of coming into the post, **irrespective of where the individual is on the pay band.**
 - 3.2.2 The Second Gateway: The point at which an individual is assessed against the full outline for the post. This gateway is fixed at the following bands:
 - Pay Band 1: Before final point
 - Pay Bands 2-4: Before first of last two points
 - Pay Bands 5-7: Before first of last three points

- Pay Bands 8A-D, 9: Before final point

4. Process

- 4.1 At the preceding personal development review (i.e., 12 months before the gateway review) or on appointment, the post holder will be informed that the next review will be a gateway review.
- 4.2 The KSF reviewer and post holder will agree what action is needed to meet the relevant gateway and what evidence will be required to demonstrate the required levels.
- 4.3 Progress should be measured in year informally so that any issues or concerns can be identified and tackled.

5. Foundation Gateway

- 5.1 All staff will be expected to pass through the foundation gateway one year after appointment irrespective of where they may be on the pay band.

6. Progressing Through a Gateway

- 6.1 Progression through a gateway is to be the norm. Where an individual has not been able to develop to meet the required levels, this should be identified as early as possible and the reason noted.
- 6.2 Progress would not normally be stopped if the individual has been on an agreed/recognised leave of absence (e.g. sickness, maternity leave) or where the individual has been unable to access the agreed developmental opportunities because the organisation has not provided them (for example, the Trust has been unable to release the individual; mentoring has not been available, etc.).
- 6.3 Where progression is delayed, an agreed action plan should be put in place to ensure the individual progresses through the gateway as soon as possible.
- 6.4 If the individual disputes the assessment, they would have a right of appeal through the appropriate organisational grievance policies.