

**GP Appraisal
Payments -
Process
Guide**



Version 1.0
Approved



Document control

Document History

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Reviewers

Name	Role	Date	Version
Susan Thacker	Senior Administrator	19/05/2014	0.2
Susan Frankland	Medical Lead for GP Appraisal	20/05/2014	0.3

Approvals

Name	Role	Date	Version
Susan Frankland	Medical Lead for GP Appraisal	21/05/2014	1.0

Related documents

Title	Owner	Location
GP SOLO Form	Medical Directorate	BGSW Area Team
Invoice Template	Medical Directorate	BGSW Area Team

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1. Introduction

In the old NHS structure, PCTs had a multiplicity of arrangements for paying appraisers. On 1st April 2013 NHS England took over responsibility for GP Appraisals payments from PCTs. Since then NHS England has been working to unify arrangements across England for appraiser pay and appraiser contracts.

This booklet outlines the new GP Appraisal Payment processes which have been developed by the BGSW Area Team in line with NHS England.

2. Superannuation

What is Superannuation?

Superannuation is a term used to describe employer and employee contributions to the NHS Pension Scheme (NHSPS).

Am I entitled to Superannuation?

Salaried GPs and Partners are entitled to superannuation on their appraiser pay.

As of **1st April 2014** locum doctors will be able to have **90%** of their appraiser pay superannuated. This is because Her Majesty's Revenue and Customs (HMRC) allocates 10% of the fee towards expenses for locum appraisers.

How is Superannuation Calculated?

Superannuation is calculated using a GP SOLO Form, as a percentage of the appraisal fee, based on the appraisers previous year's total NHS income. The employer's contribution is set at 14%.The GP SOLO form is used to calculate the contributions and pay them into the NHS Pension Scheme.

How are my Pension Payments Managed?

For locums and salaried GPs NHS England will deduct your pension payments (superannuation) from your invoices before they are paid to your account. NHS England will move these payments into your pension pot.

For partners, your pension payments will be managed by your GP Practice.

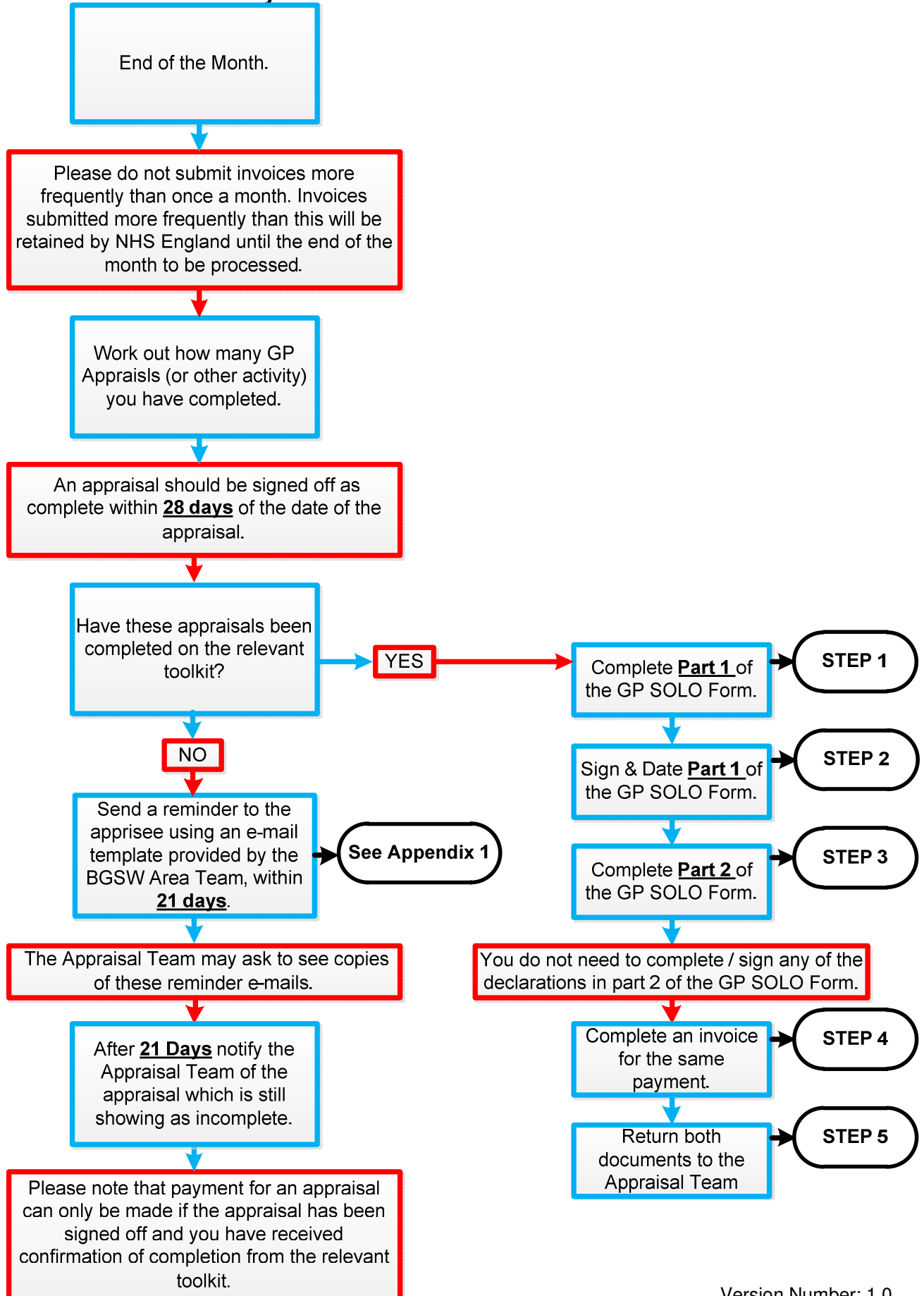
3. Invoices

Invoices are used to pay Locums and Salaried GPs to their individual accounts. Superannuation (calculated using a GP SOLO Form) is deducted from invoices before they are paid.

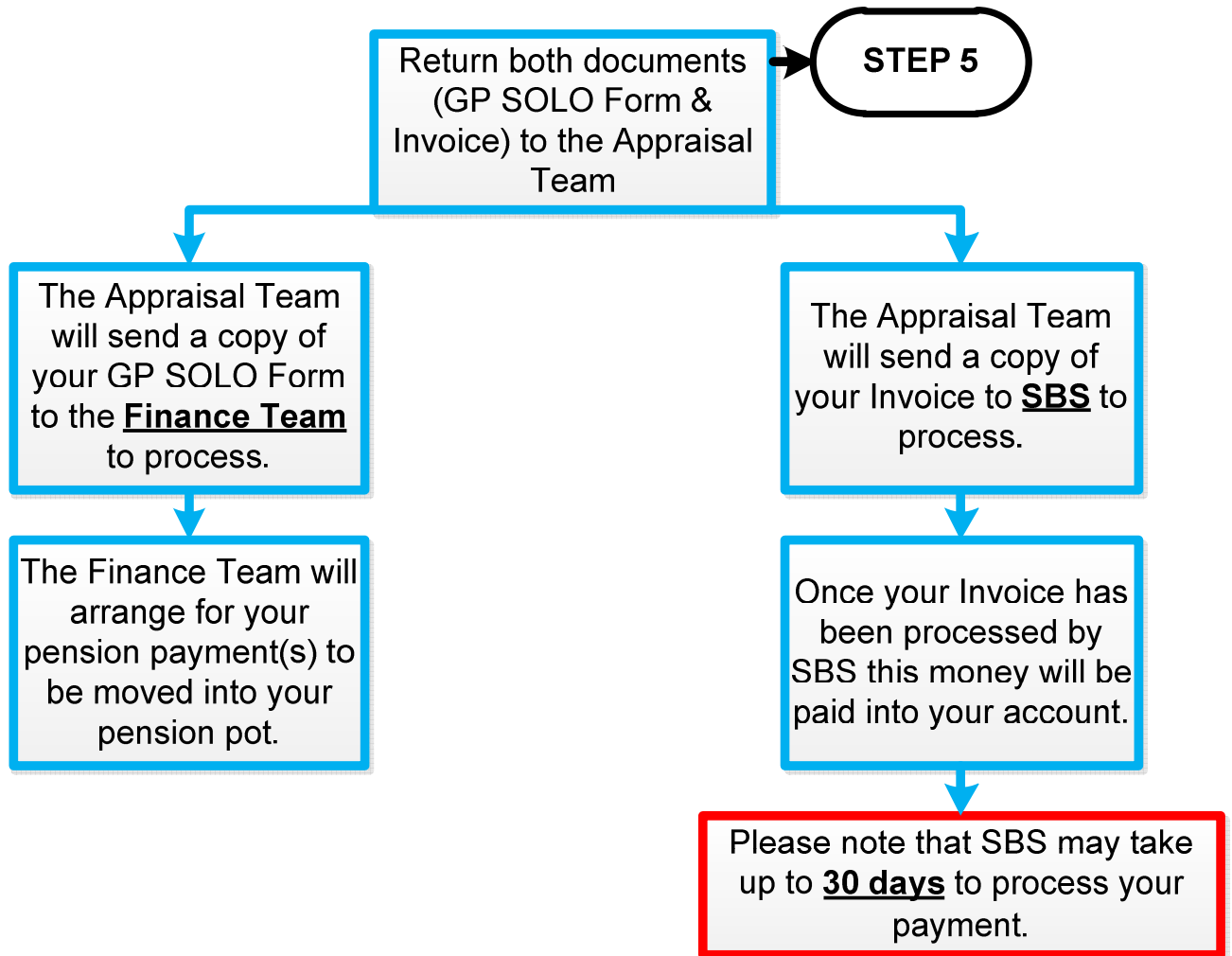
To reduce the number of forms you will need to fill-in please do not submit invoices until the **end of each appraisal month**. Invoices submitted more frequently than this will be retained by NHS England until the end of the month to be processed.

It is also acceptable to submit on a **quarterly basis**.

4. Process Summary



Process Summary Continued...



5. GP Appraisal Administration Team Contact Details

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6. Process for completing a GP SOLO Form

STEP 1 – Complete Part 1 of the GP SOLO Form.

Part 1 To be completed by the GP - Please give your details below:

Name:	
National Insurance Number:	
NHSPS Membership Number:	SD /
Host CCG - see notes	

NHS Pension Scheme (NHSPS) Number

All members of the NHS Pension Scheme are assigned an 8-digit reference number. In communications from NHS Pensions this is referred to as your 'SD' number. The number starts with two digits that correspond with the year in which the Scheme Member was born.

If you are unable to locate your NHS Pension Scheme (NHSPS) Number

If you are unable to locate your NHS Pension Scheme Number on any NHS Pensions Correspondence which you have been sent then I would advise you to contact the NHS Pension Scheme Members Helpline to query this number. Contact details are as follow:

NHS Pension Scheme members Helpline:

E-mail: nhsbsa.practitioners@nhs.net

Tel: 01332 868777 (please select option 5 then option 2)

Host CCG

If you are a salaried GP or a partner your host CCG will be the CCG with whom you are contracted to provide GMS or PMS. If you are a locum your host CCG will be the CCG with whom you are registered on the Medical Performers List (MPL).

STEP 2 – Sign and date the declaration in Part 1 of the GP SOLO Form.

Signature:	
Name: (please print)	
Date:	

STEP 3 – Complete Part 2 of the GP SOLO Form.

Example of a completed GP SOLO Form:

AUGUST 2014					
Payment Type	Appraisal(s)	Amount (£)	500	No.	1

	£ 500	A	Amount Payable for 1 x Appraisal (non-superannuated fee).
	£ NIL	B	NIL Entered No expenses eligible for superannuation
	£ 500	C	Amount Payable Minus Expenses (Same as amount payable as no expenses)
% 10.9	£ 54.5	D	Employee's Contribution (10.9% of part C)
%	£ NIL	E	NIL Entered No additional payments
	£ 70	F	Employer's Contribution (14% of part C)
	£ 124.5	G	Total Superannuated Amount (Part D + Part E + Part F)

Only the boxes highlighted in grey require completion. The rest of the form will automatically populate based on the information entered into these boxes.

Please enter the dates the payment below relates to

[MMM / YYYY]

Example for 2 appraisals completed in August 2014



BOX A: Pay, excluding NHSPS employer contributions, made to the GP

Please use the drop-down menus or enter the text as indicated by the below table:

Payment Type <i>(drop down menu)</i>	Description	Amount <i>(drop down menu)</i>	Number <i>(please type in by hand)</i>
Appraisals	Please select this payment type when you are invoicing for completed appraisals.	£500 Per Appraisal	No. Appraisals Conducted
Lead Appraiser	Please select this payment when you are invoicing for your monthly lead appraiser fee.	£63.50 Per Hour	No. hours spent acting as a Lead Appraiser.
Appraiser Representative	Please select this payment when you are invoicing for your monthly appraiser representative fee.	£63.50 Per Hour	No. hours spent acting as an Appraiser Representative
Observation	Please select this payment when you are observing a new GP appraiser conducting their 1 st appraisal.	£250 Per Observation	No. Appraisals Observed.

BOX B: Professional NHS Expenses

Enter NIL if no expenses incurred.

BOX C: GP's NHS Pensionable Pay (BOX A – BOX B)

BOX C will automatically populate from the information entered into BOX A and BOX B.

BOX D: NHSPS Employee Contributions

Use the drop-down menu to select your (%) Employee Contribution Rate.

The correct rate of employee (tiered) contributions must be based on your global NHS pensionable income, i.e. practice, OOHs, CCG etc. The below table shows the 2014/15 contribution rates before tax relief (gross):

Tier	Pensionable Pay in 2014/15	Contribution Rate in 2014/15	Gross Rise in Contribution Rate from 2013/14 (percentage points)
1	Up to £15,431.99	5.0%	0
2	£15,432.00 to £21,387.99	5.6%	0.3
3	£21,388.00 to £26,823.99	7.1%	0.3
4	£26,824.00 to £49,472.99	9.3%	0.3
5	£49,473.00 to £70,630.99	12.5%	1.2
6	£70,631.00 to £111,376.99	13.5%	1.2
7	£111,377.00 and over	14.5%	1.2

BOX E: Additional Contributions for Added Years, Additional Pension or NHS MPAVCs

Enter the extra percentage of your pay as MPAVCs

Added years - If you are buying added years you must also pay additional contributions in respect of the SOLO income. If they have been subject to the 'cap' in the past, please refer to Technical Newsletter 17/2008. The added years cap for year 2014/15 is £145,800.00

If you have elected to purchase the Additional Pension (introduced in April 2008) it is likely that you will have done so via your practice. If you are solely an OOH GP you should contact NHS Pensions for guidance at the following e-mail address:

practitioners@nhspa.gov.uk

NHS Scheme Money purchase AVCs (MPAVCs) – if you are already a NHS Pension Scheme member and paying an extra percentage of your pay as MPAVCs to one of the NHS Scheme's AVC providers you can pay the extra percentage for the pay stated in GP SOLO Form Box C also. If you don't know the extra percentage, you should check with your other employer(s) or NHS pensions.

NHS Pension Scheme members Helpline:

E-mail: nhsbsa.practitioners@nhs.net

Tel: 01332 868777 (please select option 5 then option 2)

If you are buying NHS Pension Scheme Added Years **and** NHS MPAVCs, please state the total amount in GP SOLO Form Box E and annotate next to Box E the separate amounts. **Do not record Free-Standing AVCs on the GP SOLO Form.**

BOX F: NHSPS Employer Contributions (15% of BOX C)

NHSPS Employer contributions are 14% of a GP's Pensionable pay.

BOX F will automatically populate from the information entered into BOX C.

BOX G: Total Pension Scheme Contributions (BOX D + BOX E + BOX F)

BOX G will automatically populate from the information entered into BOX D, BOX E and BOX F).

You do not need to complete / sign-off any of the declarations in part 2 of the GP SOLO Form.

7. Process for Completing an Invoice

STEP 4 - Complete an Invoice for the same payment.

Enter your address.

Name
Address Line 1
Address Line 2
Town
County
Postcode

Enter an Invoice Number.

The invoice number should be made up of your initials, the month the payment relates to and an invoice number based on the number of invoices you have submitted previously in the month / year.

For Example if Joe Boggs is invoicing for 2 appraisals completed in August 2014



Enter an Invoice Date.

This is the date that you are completing the invoice.

Enter the details of the activity being invoiced

Delete excess entries as required.

For Example if Joe Boggs is invoicing for 1 appraisal completed in August 2014 then the invoice would be populated with the following information:

Jane Doe (Appraise Name) **21/08/2014** (Appraisal Date)

Appraisal/Meeting Description	
Appraisee Name	Appraisal Date
Appraisee Name	Appraisal Date
Appraisee Name	Appraisal Date
Appraisee Name	Appraisal Date
Appraisee Name	Appraisal Date
Appraisee Name	Appraisal Date

Enter your bank details.

Bank Name:

Sort Code:

Account Number:

Enter the details of the person the invoice is payable to.

Re-enter your name if applicable.

Invoice payable to:

Enter a remittance e-mail address.

Remittance email address:

Complete the invoice breakdown.

Enter the same information as used to complete the GP SOLO Form.

Example of a completed invoice breakdown:

Invoice Breakdown:								
Payments:								
Net Appraisal Cost (Box A)	Payment Type	Appraisal(s)	Amount (£)	500	No.	1	£ 500	A
Employer contributions 14% (Box F)							£ 70	F
Superannuated Appraisal Cost							£ 570	
Expenses:								
Expenses (Box B)							£ NIL	B
Pensionable Pay (Box C)							£ 500	C
Deductions:								
Employee contributions 9% (Box D)		%	10.9				£ -54.5	B
Additional contributions (Box E)		%	NIL				£ 0	E
Employer contributions 14% (Box F)							£ -70	F
Total contributions (Box G)							£ -124.5	G
Total Due							£445.50	

STEP 5 – Return both documents (GP SOLO Form and Invoice) to the appraisal team.

GP Appraisal Administration Team Contact Details:

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Appendix 1 – Appraisal Completion Request E-mail Template

To: (appraisee e-mail address)

Subject: Appraisal Completion Request E-mail

Dear Dr XXXXX

We met to conduct your appraisal for 2014/15 on XX/XX/ **2014**

Unfortunately I have not yet received confirmation that your appraisal has been completed. This may be because you have yet to close down or sign off your appraisal on the toolkit used. Alternatively, if you have used Form 4 or MAG, can you advise accordingly.

Once this has been done, we will receive an email from the toolkit notifying us of completion of your appraisal for year 2014/15, which is required for our records and for revalidation purposes. Your details will then be updated in preparation for your 2015/16 appraisal.

If you have any queries or would like any assistance, the following helpdesks can be contacted on the numbers shown below –

RCGP ePortfolio - 020 3188 7667

Clarity - 0845 113 7111

Severn Deanery - 01454 252 687

Apologies if I have missed any previous correspondence relating to this. Any queries please do not hesitate to contact me.