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# New to Partnership Payment Scheme Guidance for 2021/22

Making primary care a great place to work

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This guidance supports individuals considering participation in the national scheme to learn more. It also provides information for Integrated Care Systems and Sustainability and Transformation Partnerships, Primary Care Networks, practices, training hubs and other local partners to understand the operationalisation of this GP Contract commitment

Version 2.9, updated June 2021

Please note: Changes to the previous version of this document are highlighted in yellow.

# New to Partnership Payment Scheme outline 1/2



## Purpose of guidance

This guidance document sets out the principles and process relating to the newly-established 'New to Partnership Payment' Scheme. It should be read alongside the supporting S96 contract. The scheme will be open to applications from July 2020. NHSEI will keep all aspects of the scheme under review through discussion with the BMA, and reserve the right to amend, pause or stop the scheme at any time

## What is the scheme?

- The New to Partnership Payment Scheme is a commitment made in the ['Update to the GP Contract Agreement 2020/21-2023/24'](#)
- It is a nationally managed scheme aimed at supporting registered health care professionals to become practice partners\* (or legal equivalent) through creating a learning fund to develop skills, coupled with a financial payment
- The overarching aim is to grow the number of partners, stabilising the partnership model and helping to increase clinicians' participation levels so that primary care and the patients it serves have access to the workforce they need

## Who is it for?

- Applicants are invited from a limited list of registered health care professional roles working in general practice delivering GMS, PMS and APMS, including – but not limited to – GPs, Nurses, Pharmacists, Physiotherapists (see 'Eligibility' slide 4)
- From 1 March 2021 the scheme has been expanded to include Physician Associates in the list of eligible health care professionals
- The individual needs to have successfully gained a fair-shares, legally-liable partnership position after 31 March 2020, and cannot have been a partner previously in England

- The scheme can be applied to by those who are recent returners to their profession having been through an Induction and Refreshers Scheme (or similar); as well as international recruits (in both instances they must meet the other criteria)
- Participants must be ready to commit to at least five years of partnership, and to delivering a minimum of two clinical sessions\*\* per week throughout a five year term

## What will participants receive?

Successful applicants are able to access two benefits of the programme:

- 1. A training fund of up to £3,000 to support early partnership skills development**
  - Participants select the training they assess they need
  - Funding of up to £3,000 is available to all eligible participants, regardless of FTE
- 2. A sum of £20,000 (for a FTE role\*\*\*, pro-rata) to support establishment as a new partner**
  - Those working less than full time can apply to the scheme, with the sum calculated on a pro-rata basis
  - Payment for successful GMS and PMS participants will be made in one lump sum Payment for successful APMS participants will be calculated and paid in line with the length of the APMS contract, which must have a minimum of two years remaining
  - Where the participant either increases or decreases their hours – or leaves the partnership altogether – the sum will be adjusted proportional to the hours and years worked, subject to a cap
  - Sum is supported by a further 20% contribution towards tax and National Insurance payments

\*As defined in section 86(2) of the National Health Service Act 2006 \*\*each clinical session must be for a minimum of 4 hours and 10 minutes  
\*\*\* 'FTE' = full time equivalent means 9 sessions (of a minimum of 4 hours 10 minutes per session) per week

# Scheme outline 2/2



## Funding

- Funding is held by NHSEI, and is accessed by successful application to the scheme
- Payment is made to the primary medical services provider which holds the contract with NHSE and in which the individual becomes a partner. The practice is obliged to pass the payment in full to the programme participant. This arrangement will be governed by the S96 agreement
- The £20,000 (pro-rata) sum is supported by a further 20% contribution to tax and National Insurance payments
- Successful scheme participants have access to up to £3,000 which will be reimbursed to support training needs undertaken in year one
- As per section 5 of the [NHS Pension schemes and injury benefits \(amendment\) regulations 2021](#), the grant of up to £20,000.00 and business training allowance of up to £3,000.00 is non-superannuable income meaning it is not subject to NHS Pension Scheme employee and employer contributions

## Going forward

- Due to the operational demands of responding to the COVID-19 pandemic, the application process was deferred to July 2020. The scheme will consider applications from individuals who accepted a partnership role on or after 1 April 2020
- It is anticipated the scheme will run for two years minimum from 1 April 2020, and is expected to evolve, with any changes to the scheme communicated via supplementary information or a refreshed guidance document

## How do I apply?

- Applicants should ensure they meet the eligibility criteria for the scheme
- It is recommended applicants seek personal financial advice prior to application
- Applicants will need to complete their application on the portal at: [www.primarycareworkforce.nhs.uk](http://www.primarycareworkforce.nhs.uk), attaching supplementary supportive evidence
- The Practice Manager from the supporting practice will be required to create a separate profile on the portal to support the application, profiles will be linked through the practice ODS code
- Applications will be managed by a CSU, and where individuals meet the criteria and the scheme remains open, they should expect their application to be approved

# Introduction to the scheme



NHS England and NHS Improvement are pleased to have this opportunity to support our general practice colleagues through the introduction of the New to Partnership Payment Scheme, first announced as part of the series of interlocking recruitment and retention initiatives outlined in the [‘Update to the GP Contract agreement 2020/21 -2023/24’](#) agreed with GPC England in February 2020.

This scheme seeks to support our general practice health care professionals to become partners within a practice through supplying a training allowance to grow necessary partnership skills, coupled with a financial payment. In return, participants commit to holding an equity-shares partnership for five years, and to delivering a minimum of two clinical sessions per week in their general practice setting throughout. Ultimately this initiative should support the achievement of increasing clinical participation levels.

The scheme invites applications from a wide range of health care professionals who are delivering patient care in general practice and who fulfil the criteria to be partners. Applications are also welcomed from those who work less than full time, are returners or international recruits, where those individuals meet the eligibility criteria, including that they have not been a partner before in England.

Where applicants work less than full time, their payment will be calculated on a pro-rata basis, and they must work two clinical sessions per week as a minimum.

Participants have an obligation to keep the programme updated with their personal details and individual work arrangements to ensure they are in receipt of the appropriate financial sum, which will be managed through an annual reconciliation process.

Supplementary to the overall sum, the scheme supports personal development through the creation of a training allowance of up to £3,000 per individual, which the participant can utilise for the training required to support them in their early partnership journey.

Along with other commitments in the Update to the GP Contract document, the New to Partnership Payment Scheme has been considered in the light of COVID-19. This means that applications to the scheme were accepted from 1 July 2020. The original commitment will be honoured so that those clinicians who meet the criteria and accept/ accepted a partnership position on or after 1 April 2020 are eligible to apply to the scheme on a retrospective basis.

It is anticipated the scheme will be open to new entrants for two years from 1 April 2020 – in line with the NHS financial years 2020/21 and 2021/22. Early applications are encouraged. Applications from eligible individuals should be made via completion of the online application and the supply of evidence, which will then be assessed. Where the applicant is successful NHSEI will make payment to their partnership practice, who will then be required to release the money in a timely manner.

## The Update to the GP Contract 2020/21 – 2023/24 committed to:

*“From 1 April 2020, new partners will benefit from £3,000 of business training allowance and a guaranteed one-off payment of £20,000 for a full-time GP (calculated on a 37.5 hours a week basis) to support their establishment as a partner. Initially a loan, we envisage that it will automatically convert to a permanent payment after an expected minimum number of years (for example five) as a partner.”*

# Participant eligibility criteria

Applications to the scheme are welcomed from a wide range of health care professional roles who are delivering clinical care to patients. This slide outlines the cohort of clinicians who are eligible to make an application to the scheme.



## Eligible role:

- Applications are invited from individuals who are eligible to become partners as set out at s86(2) of the NHS Act 2006, working in general practice who are registered with their respective professional body and delivering clinical care to patients in general practice through a GMS contract. From 1 March 2021 applications are welcomed from Physician Associates who are on the Physician Associate Voluntary Register, registration with their professional body will be required at a later date once this is in place
- The eligible list of professionals who can apply to the scheme therefore is: General Practitioner, Nurse (including ANP), Pharmacist, Pharmacy Technician, Physiotherapist, Paramedic, Midwife, Dietitian, Podiatrist, Occupational Therapist, Mental Health Practitioner, Physician Associate
- The role of 'Partner' (or equivalent) must meet the description as in the Partnership Act of 1890, meaning participants to this scheme cannot be employed on a salaried basis, and individuals must have an equity share partnership arrangement in place
- NHSEI may at its absolute discretion consider applications from individuals broadly comparable to partners and otherwise in line with the eligibility criteria but providing services under primary medical services contracts and where the applicant can provide evidence of the broad comparability to NHSEI

## Other eligibility criteria:

- The Applicant must have commenced in an equity share partnership on or after 1 April 2020 and before the scheme closes. Applications can be made on a retrospective basis up to six months after the commencement date of the partnership role. A legally-liable, equity share partnership agreement should be in place from the commencement date where possible
- Participants commit to holding a partnership role for five years
- The sum will be paid in alignment with the length of contract, which must have a minimum of two years remaining
- Applicants must not have been a partner previously in England
- The applicant cannot be employed on a salaried basis within the same practice
- Participants must deliver a minimum of two clinical sessions per week (4hr 10 mins each) in their general practice partnership setting (other than when on leave or absent due to sickness) for the five year duration
- In joining the scheme the participant agrees to join an annual eligibility check and reconciliation process
- Individuals can only participate in the scheme once

### Contractual basis:

Where individuals meet the full eligibility criteria they may also be:

- Health care professionals who are returners to the profession e.g. may have participated in an 'Induction and Returners' scheme
- International recruits
- Individuals who work less than full time - but must deliver a minimum of two clinical sessions per week in general practice, and with the financial sum calculated on a pro-rata basis

### Extended absence:

In the two specific instances of

1. paternity/ maternity/ parental/ adoption leave
2. long term sickness

where the participant maintains their partnership for this period they may continue their time and payment from the scheme

# Financial scenarios



The total overall sum allocated is based on FTE (see **Diagram 1**), with a full time participant (9 sessions of a minimum of 4 hours 10 minutes per session) able to apply for the maximum amount of £20,000. In accepting it the individual agrees to remain a partner for five years, or must repay the proportion of the sum set out below, to a weighted scale (see **Diagram 2**).

The sum will be paid in alignment with contract length (which must be a minimum of two years), with the option to gain an additional payment from this scheme should a contract of less than five years term, be renewed. For example, where there is a partnership to deliver an APMS contract with two years remaining, the maximum an FTE partner could apply for in the first instance is £8,000 (+20%). A further payment could be made after two years in the instance the contract is renewed, up to a maximum of five years in total.

- Prospective applicants should be aware that whilst a sum of up to £20,000 (pro-rata) will be made, individuals will see a smaller value in their 'take home sum' because it will be subject to the usual tax and NI deductions. The scheme has sought to mitigate this in part through by providing an additional 20% contribution. Payments will be made by NHSEI to the practice who will then transfer to the individual. As per section 5 of the [NHS Pension schemes and injury benefits \(amendment\) regulations 2021](#), the grant of up to £20,000.00 and business training allowance of up to £3,000.00 is non-superannuable income meaning it is not subject to NHS Pension Scheme employee and employer contributions

Calculations for new partners should be considered on an individual basis as each individual will have a different personal circumstance. **Diagram 3** demonstrate scenarios which may be helpful to individuals in calculating the sum they might expect to receive upon successful application to the scheme. These figures are illustrative only, and further supported by a 'Ready Reckoner' on FutureNHS, but **all prospective participants should take their own personal financial advice before applying to the scheme**. Where there is an increase or decrease in hours worked during the five year term of the arrangements, there may be a full or partial clawback of funding or an additional payment (subject to a cap) which will be identified through an annual reconciliation process.

**Diagram 1: Total overall sum**

FTE	Sum value	On-costs	Total payment
0.3	6,000	1,200	7,200
0.4	8,000	1,600	9,600
0.5	10,000	2,000	12,000
0.6	12,000	2,400	14,400
0.7	14,000	2,800	16,800
0.8	16,000	3,200	18,200
0.9	18,000	3,600	21,600
1.0	20,000	4,000	24,000

**Diagram 2: Repayment scale**

Participant ceases being a partner after	Percentage to repay
Under a year	100%
1 to 2 years	80%
2 to 3 years	60%
3 to 4 years	40%
4 to 5 years	20%
5 years and over	0%

**Diagram 3: Estimated 'take home' amounts**

FTE equivalent earnings	1.0 FTE	0.5 FTE
£50,000	£18,720	£9,360
£75,000	£13,920	£9,360
£100,000	£13,920	£9,360

Prospective participants may note there is portability of the scheme, allowing you to move your partnership to another practice within the five year term

# Outline application and contracting process



This slide summarises the outline application process. Additionally, this process is summarised in diagram form on the following page.

## 0. Pre-application

- Prior to application to the scheme, individuals should ensure that a) they meet all of the criteria detailed in the Participant Eligibility section of the this guidance; b) they have a signed partnership agreement in place with their practice; c) they have taken personal financial advice
- The partnership should have satisfied itself that the New Partner is eligible to become a partner in accordance with s86(2) of the National Health Service Act 2006

## 1. Application

- Health care professionals wishing to participate in this programme are required to complete a New to Partnership Payment application
- Applications will be managed by a CSU via an online portal
- The online application will be completed by the individual applicant, and supported by the practice that they hold their partnership with
- Supplementary evidence will be supplied by the applicant in the form of the signed Partnership Agreement. Where the applicant is unable to provide a copy of their signed Partnership Agreement, a letter on headed practice paper confirming equity share is an acceptable alternative. Where the applicant is from an APMS partnership, a copy of the contract must be shared to demonstrate contract length

## 2. Assessment

- The application will be assessed to ensure eligibility for the scheme

## 3. Outcome

- Supported applications will trigger development of a S96 contract specific to the individual and their practice which should be signed and returned within one calendar month of receipt
- Applications which are not successful will receive notification detailing why their application has not been successful, with information on either how to update the application appropriately, or how to appeal the decision by writing to the Primary Care Workforce Team by email

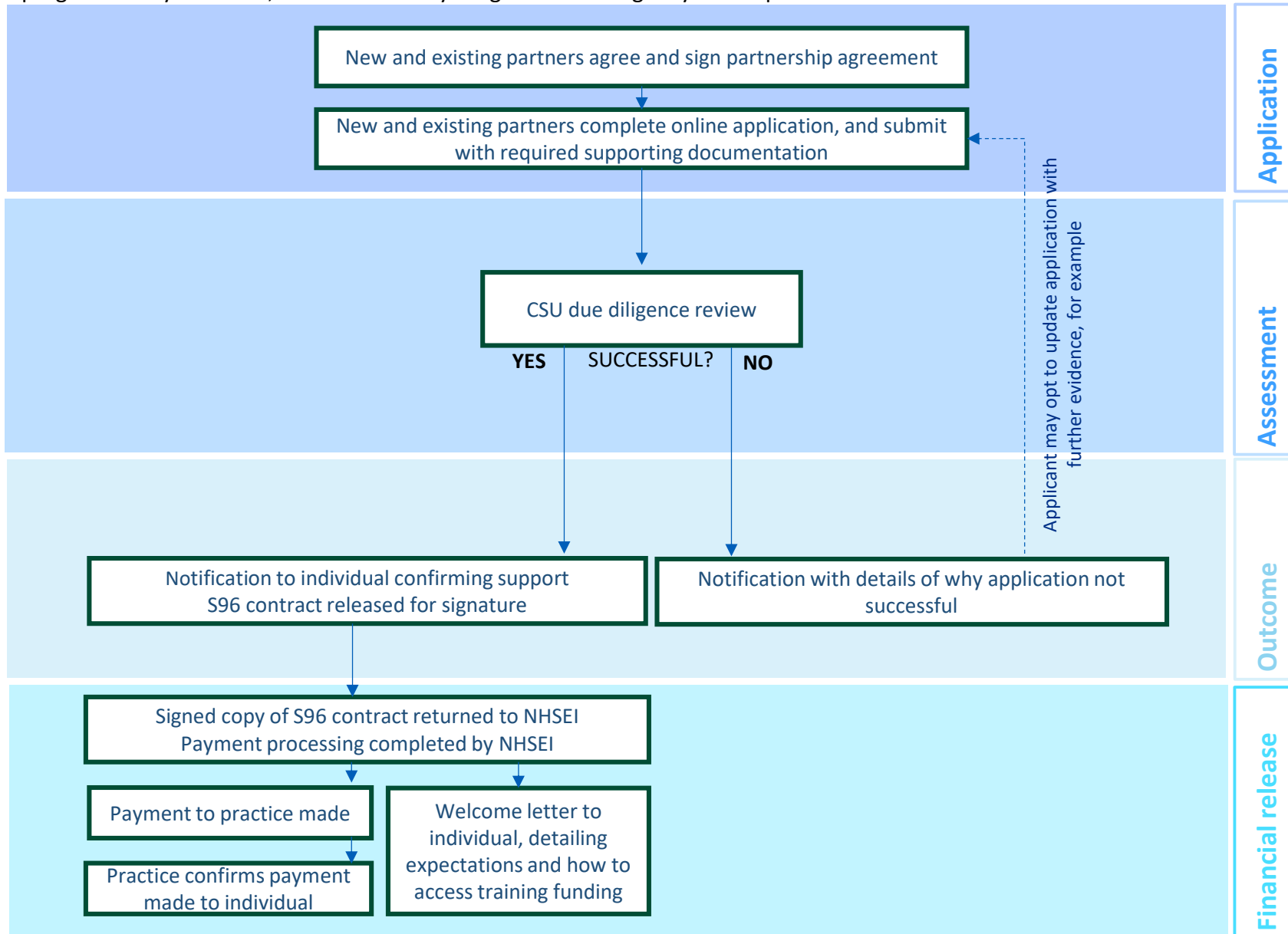
## 4. Financial release

- As soon as reasonably possible following receipt of the signed S96 contract, funding will be released to the practice
- A welcome letter will be sent to the participant reminding them of expectations and how they inform the scheme of any changes. This will also share detail of accessing the training funding
- The practice must release the funding to the individual in a timely way, within 28 calendar days of receipt by the practice



# Outline application and contracting process

Applications will be managed via an online portal. The portal is intended to allow all parties to have sight of application progress at any one time, and means everything is handled digitally where possible.





# Business training



In order to support clinicians in their personal development into a partnership role the scheme makes a training allowance of up to £3,000 available for each successful applicant. This budget is to be utilised in garnering non-clinical skills that are critical in being able to deliver successfully in a partnership role. The programme participant may select the training they wish to undertake themselves, and should note there will be no learning needs assessment. Where the participant is also on the General Practice Fellowship programme this business training should be over and above the learning opportunities available through the Fellowship scheme.

In order to support all new partners, the full £3,000 is available to every participant, regardless of number of hours worked. In return, recipients must maintain their partnership role for a minimum of one year otherwise they will not receive reimbursement of costs paid.

## Training could include some or all of the following topics:

- Legalities of partnerships and Networks
- Financial management
- IT
- HR and developing the workforce
- Operational management
- Strategy and change management
- Leadership and personal resilience

## The training must meet the following criteria:

- Training must begin within the first year of commencing in a partnership role
- Financial claims should be submitted within three months of purchasing the training
- Training must support skills related to the delivery of a partnership role
- Participants should seek to get best value through utilising this public money well

## Booking training:

Participants should select the training they assess that they need to grow their current skills in order to successfully deliver in a partnership role. The scheme participant should initially pay for the training they select, and then claim a reimbursement through NHSEI. Full details for claiming reimbursement will be shared through the welcome letter sent to successful applicants.

Training should begin within one year of commencing a partnership role and will be reimbursed soon after the first anniversary of the Grant Beneficiary becoming a partner.

# Where to go for more information



This document constitutes the formal guidance for this scheme however, you may have additional questions you would like a response to. This sheet lets you know how to connect if you do need anything more.



## FutureNHS

- On the [FutureNHS Platform](#), hosted by the primary care workforce team in NHSEI, you will find a suite of supportive documents including a sample S96 contract, and a ready reckoner that may help in calculating potential outline individual sums. There is also a forum to connect with others
- In order to gain access to FutureNHS individuals must create their own username and password for the site
- Should you experience any issues with FutureNHS, the primary care workforce team in NHSEI can be contacted via: [england.primarycareworkforce@nhs.net](mailto:england.primarycareworkforce@nhs.net)



## Making an application

- Applications will be accepted via the online application portal: [www.primarycareworkforce.nhs.uk](http://www.primarycareworkforce.nhs.uk)



## CSU administrating the scheme

- Should you experience any technical issues with the online portal [www.primarycareworkforce.nhs.uk](http://www.primarycareworkforce.nhs.uk), or want to raise a query in relation to the progress of your application, NECS CSU can be contacted via: [england.newtopartnershipenquiries@nhs.net](mailto:england.newtopartnershipenquiries@nhs.net)