
Pathological Society of Great Britain and Ireland

Policy and Procedure: Resident Doctors Back pay

1. Purpose

This Policy & Procedure outlines the process by which *the Pathological Society* will communicate with and support resident doctors eligible for retrospective pay (“back pay”), in accordance with the 2024 Resident Doctors pay deal and related Terms & Conditions of Service.

This document ensures consistent, transparent action that can withstand audit scrutiny and supports affected grantees in securing pay adjustments with their institutional finance teams.

2. Scope

This policy applies to:

- All resident doctors funded through *the Pathological Society’s* grants who may be eligible for back pay arising from the negotiated pay agreement.
- Administrators, finance staff, and managers involved in implementation of this process.

This includes pay protected under Schedule 15 transitional pay provisions of the NHS Terms & Conditions of Service for Doctors and Dentists in Training (England) and recognised back pay due under the 2024 pay agreement.

3. Legal/Contractual Context

3.1 NHS Terms & Conditions & Pay Protection

Resident doctors' contracts in England are governed by the 2016 Terms and Conditions of Service (TCS) for Doctors and Dentists in Training. These TCS outline transitional pay protection provisions under Schedule 15, which have been amended to extend protection and reassessment eligibility through 4 August 2026.

3.2 2024 Pay Deal & Retrospective Pay

In July 2024, the BMA and Government agreed a pay deal covering 2023–24 and 2024–25 pay scales for resident doctors. This includes:

- A pay uplift to 2023–24 scales, backdated to 1 April 2023, which has implications for back pay owed.

Government pay agreements and NHS Employers Pay Circulars implement the agreed pay awards and require employers to act on back pay where appropriate.

3.3 Devolved Arrangements

In Resident doctors working in the devolved nations of the UK (Scotland, Wales, and Northern Ireland) are subject to separate terms and conditions of service, contractual frameworks, and pay arrangements.

This Policy and Procedure applies to all devolved grantees; however, eligibility for back pay will be assessed on a case-by-case basis, in accordance with the relevant national agreements and guidance in effect in each grantee's country.

4. Policy Statement

The Pathological Society will honour the back pay owed to eligible resident doctors in line with the contractual and pay award provisions established by NHS Employers and the Department of Health and Social Care. The Society's role is limited to confirming eligibility and processing payment once the relevant information has been received and agreed. Engagement with employers and institutional finance teams remains the responsibility of individual grantees.

All correspondence relating to back pay for grants awarded in partnership with the Jean Shanks Foundation should be conducted exclusively through *the Pathological Society*. Direct correspondence with the Jean Shanks Foundation is not appropriate.

5. Definitions

- **Back Pay:** Retrospective payment owed because of contractual adjustments or pay awards backdated to a previous effective date (e.g. April 1, 2023).
 - **Eligible Grantee:** A resident doctor who has been awarded a Pathological Society Grant, whose employment dates and contract terms mean they qualify for back pay under the relevant pay deal or pay protection scheme.
 - **Institutional Finance Team:** The finance department at the employer (e.g. University or Trust) responsible for payroll adjustments.
-

6. Procedure

6.1 How to make a claim

It is the grantee's responsibility to:

1. Contact the Society by email to make a claim (operations@pathsoc.org),

2. The claim should clearly state:

- *full name of claimant;*
- *grant reference claimed for;*
- *the amount being claimed, as confirmed with their institutional finance team;*
- *a detailed breakdown of how this has been calculated;*
- *any relevant documentation in support of the claim.*

6.2 Acknowledgement of Request

Upon receipt of a request, the Operation Coordinator will issue a written acknowledgement confirming that the request has been received.

6.3 Initial Review

The request will be reviewed by:

- The Chair of the Research Subcommittee; and
- The Treasurer.

During this stage, the Society may request additional information or clarification from the awardee if required.

No decision will be made until sufficient documentation has been received.

6.4 Decision

A formal decision will be communicated in writing within six weeks of receipt of the request, assuming all required supporting information has been provided.

The decision will confirm:

- Whether the back pay request has been approved in full, approved in part, or declined; and
- The basis for the decision.

6.5 Challenge Process

If a grantee wishes to challenge the decision, they must do so in writing within ten days of the decision letter.

Any challenge must clearly set out:

- The basis of the challenge;
- The reasons for disputing the decision; and
- Supporting evidence.

Upon receipt of a valid challenge, the request will be reviewed by the full Research Subcommittee and the Treasurer. The outcome of this review will be communicated to the grantee within three weeks from receipt of the challenge and it will be final.

6.6 Audit & Documentation

All records related to back pay, including claims, eligibility lists, notification letters, grantee responses, and follow-up correspondence, will be stored securely and systematically by the Society to ensure audit readiness.

7. Responsibilities

Role	Responsibility
Operations Coordinator	Manage the correspondence; issue letters; file all records.
Chair Research Subcommittee & Treasurer	Provide oversight and sign-off on letters/templates; review periodic progress reports; approve payment increases upon receipt of all required information.
Research Subcommittee & Treasurer	Review the requests to challenge the initial decision.
Grantees	Contact the Society to make a claim, liaise with employer finance teams, provide amount and breakdown of how the increase was calculated.

8. Review & Update

This policy will be reviewed whenever significant changes occur in:

- Contracts or pay award provisions,
- NHS Employer Pay & Conditions Circulars,
- Relevant legislation or employment standards.

9. References

1. *2024 Pay Deal for Resident Doctors Working in England* — British Medical Association details pay uplifts with effective and backdated pay awards [https://www.bma.org.uk/our-campaigns/resident-doctor-campaigns/pay-in-england/2024-pay-deal-for-resident-doctors-working-in-england?_gl=1*1xu5fr*_up*MQ..*_gs*MQ..&gclid=EAIaIQobChMliqTP_Zv3kQMVmZFOBh39cQ8BEAAYASAAEgLTpfD_BwE&gbraid=0AAAAAD6CirzsoqWAu4RqT9gGEiBwQ9Tyi]
2. *Pay & Conditions Circular (M&D) 3/2025* — amended Schedule 15 transitional pay protection provisions extending eligibility through 4 August 2026 [https://www.nhsemployers.org/system/files/2025-06/Pay-and-Conditions-Circular-MD-2-2025_0.pdf?campaigncode=3014]

Approval & Governance

This Policy and Procedure was approved by the Chair of the Research Subcommittee and the Treasurer.

Approved by:
Professor Marnix Jansen

Chair, Research Subcommittee 

Date: 9th April 2026

Professor Graeme Murray

Treasurer 

Date: 9th April 2026

Effective date: 9th April 2026

Review date: This Policy and Procedure will be reviewed **as required** following any material changes to relevant pay agreements, NHS Employer Pay & Conditions Circulars, contractual frameworks, or operational processes relating to resident doctors' back pay.

Version: 1.0