

CONTRACTS, PAY & PENSIONS · PRACTICAL WORKBOOK

Job Plan Review, Mediation and Appeal Pack

Prepare a focused contractual case without losing agreed ground

- ✓ Six structured review stages
- ✓ Private writing space
- ✓ Contract, confidentiality and advice safeguards

Prepared for SAS, locally employed and other UK doctors

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Before you write

Use a trusted device or paper copy. Keep personal financial material secure. Do not copy patient-identifiable or unauthorised employer information. Nothing is sent to SAS Doctors Review.

1. Review trigger

Use factual language. Identify the document, date, owner and action needed.

Material change

Date first raised

Operational and safety impact

Interim arrangement

2. Issue schedule

Use factual language. Identify the document, date, owner and action needed.

Employer proposal

Doctor proposal

Evidence

Consequence and compromise

3. Source

Use factual language. Identify the document, date, owner and action needed.

Applicable contract clause

National guidance

Local procedure

Deadline

4. Informal resolution

Use factual language. Identify the document, date, owner and action needed.

Meeting and attendees
Constraint identified
Trial arrangement
Outcome

5. Mediation or appeal

Use factual language. Identify the document, date, owner and action needed.

Decision challenged
Ground
Bundle index
Precise remedy

6. Implementation

Use factual language. Identify the document, date, owner and action needed.

Outcome

Effective date

Rota and payroll action

Monitoring and review

Action summary

What must happen next?

Who owns each action and by when?

Which official national or scheme source must be rechecked?

Sources and disclaimer

Use the current contract, national terms, pay circular, pension scheme rules and tax-year guidance. Obtain individual BMA, union, legal, tax or regulated financial advice where needed.

Independent general education

This workbook cannot determine contractual entitlement, calculate pay, tax or pension benefits, stop a legal deadline or recommend an irreversible financial decision.