Practice Name:	Contract Number:	Practice Telephone:
Provider Name:	**Practice Contact:**	**NHS.net email address:**

Please refer to guidance notes before completion Please send completed form to:

Starters								Net Pensionable Earnings or Equivalent Details You MUST enter a value for Net Pensionable Earnings or Equivalent			
Last Name	**Forename(s)**	**GDC Registration[1]**	**Performer Number**	**Performer List**	**Two Clinical References**	**Indemnity Cover verified**	**TB, Hep B, Hep C, HIV Status Checked[2]**	**Is performer a Ltd Company in their own right?**	**Net Pensionable Earnings or Equivalent[3]**	**Financial Year**	**Start Date**
		No: Checked by: Date:		Checked by: Date:	Approved by: Date:						
		No: Checked by: Date:		Checked by: Date:	Approved by: Date:						
		No: Checked by: Date:		Checked by: Date:	Approved by: Date:						
		No: Checked by: Date:		Checked by: Date:	Approved by: Date:						

[1] Providers must not rely upon hard copies of GDC or Performer List registration. Check current status at www.gdc-uk.org and at www.performer.england.nhs.uk

[2] Refer to www.gov.uk/government/publications/immunisation-of-healthcare-and-laboratory-staff-the-green-book-chapter-12 in relation to performer immunisation requirements.

[3] Refer to www.nhsbsa.nhs.uk/Documents/Pensions/GDP_Pensions_Guide_(V2)_12.2012.pdf when calculating net pensionable earnings or equivalent for all performers

Leavers				
Last Name	Forename(s)	Performer Number	Leaver Date (date of last clinical session)	NPE paid to date[4]

Changes – You **must** provide details of NPE/E reallocations for all affected performers when a performer(s) start or leave.					
Last Name	Forename(s)	Performer Number	Annual Net Pensionable Earnings	Is the performer a Ltd Company in their own right?	Date of Change

Signed on behalf of the Practice by:

Position in Practice:

Date:

Disclaimer: Please note that providers are reminded that responsibility for ensuring compliance with all legislative and regulatory matters relating to the dental practice and employees/performers remains with the practice.

[4] Please enter the actual amount of NPE paid or NPEE assigned from 1st April to leaving date (or from the starting date to leaving date if they joined practice after 1st April)

Guidance Notes

1) The details you provide under the Starter headings give assurance to NHS England that the relevant checks have been undertaken to ensure that each performer is qualified and registered to perform on a NHS Dental Contract. It is the provider's responsibility to complete these checks.

2) The details you provide under the Net Pensionable Earnings (NPE) or Equivalent (NPE/E) headings ensure that the correct contributions are assigned for those performers in the NHS Pension Scheme.

3) Even if a performer has opted out the NHS Pension Scheme, they are required to have a NPE/E assigned to them for maternity, paternity and sickness payment purposes.

4) It is a legal requirement for NPE/E to be assigned for each NHS contract to which a performer is attached.

5) Providers may assign up to 43.9% of their Total Contract Value (TCV) as NPE/E for themselves and their performers. For example, if the TCV is £100,000 then the total of NPE/E that can be assigned to all of the performers (including the contract holder) attached to the contract is £43,900.

6) The figures required for NPE/E are annual figures and the financial year column tells us to which financial year the NPE/E needs to be assigned - **please enter the <u>actual</u> amount of NPE/NPEE assigned from 1st April 2016 to 31st March 2017 (or from the performers starting date to 31st March 2017)**

7) The most common issues encountered are when:

- NPE/E figures are calculated to match the total allowable NPE/E on a contract. If figures have been rounded (either when calculated by the provider or by the Compass system), then this can take the NPE/E assigned over the allowable figure;

- a new performer is attached to the contract but the NPE/E figures for existing performers have not been recalculated to take the NPE/E assigned to the new performer into account; and

- a new performer has a start date which is the same date as the leaver – this can result in the NPE/E assigned exceeding the allowable figure as there are NPE/E figures assigned for this date for both performers.