



## **General Conditions of Service**

(Please read prior to attending your interview)

**Post:** Details of the post are available on the job description and advert.

**Base:** as per advert. However the organisation reserves the right, with consultation, to move your base in accordance with the needs of the service.

**Band and Salary Scale:** the banding is as per advert (paid monthly directly into your Bank or Building Society account).

Staff taking up a new appointment on Agenda for Change will normally enter the band at the minimum. If you have previous NHS experience equivalent to the post you are applying for, our normal practice is to award an increment for every complete years' service at a comparable or higher grade.

Progression through all incremental pay points is conditional on individuals demonstrating that they meet locally agreed performance requirements. When progression has been agreed, staff will move to the next point on their pay band. For staff in bands 8C, 8D and 9, pay progression into the last two points in a band will become annually earned, and only retained where the appropriate local level of performance is reached in a given year.

**Hours:** as per the advert. If the post is part time, your working times and days will be confirmed by the recruiting manager.

**Pension:** You are encouraged to join the NHS Pension Scheme and will be brought into the Pension Scheme automatically on commencement unless you opt out. The pension contribution rates are available here: <http://www.nhsbsa.nhs.uk/Pensions/4207.aspx>

If you currently hold Special Class or MHO status currently then you should contact NHS Pensions to see if your appointment to this post would affect this.

**Dual Employment:** Employees will be required to declare any dual employment, including employment in another NHS organisation. Employees are contractually obliged to gain permission from the appropriate manager or Director if they wish to hold more than one post, either within or outside of the organisation. Such permission will not be unreasonably withheld provided the combined average hours do not exceed 48 per week over a 17-week period, as stated in the Working Time Regulations.

### **Leave Entitlement (Annual Leave and Public Holidays):**

Your leave entitlement will be based on a leave year April – March and as follows:

Length of service	Annual leave & PH in hours	Annual leave & PH in days
On appointment to NHS	202.5 hours + PH	27 days + PH
After 5 years NHS service	217.5 hours + PH	29 days + PH
After 10 years NHS service	247.5 hours + PH	33 days + PH

Long service entitlement will be based on verified, aggregated service, in accordance with the Agenda for Change Terms and Conditions (for medical and dental staff, please refer to the relevant Terms and Conditions). Annual Leave and Public Holidays for part time employees is calculated on a pro rata basis.



**NHS Employment Check Standards:** For all posts the ICB complies with the NHS recruitment check standards, incorporating the requirements of safer recruitment. The following checks are undertaken.

**References:** The organisation will require references that cover at least the last three years of your employment; therefore, you should ensure these are identified in your application. One referee **must** be your current or most recent line manager. The organisation **reserves the right to contact any previous employer** regarding your suitability for this post but will only do so with your prior knowledge. The organisation will only request references if you are the successful candidate.

**Identity Check:** Your identity needs to be confirmed. You will be required to bring the relevant documentation to your interview (as detailed in [Identity Check Standards](#)) or present this to the HR team following the interview (please check your interview email for when you will be required to present your documentation). Your application cannot proceed unless you are able to satisfy both the organisations and legislative requirements.

**Immigration Status:** In order to comply with immigration regulations, you will be required to produce your passport (or another equivalent document, detailed in [Identity Check Standards](#)) at your interview or present this to the HR Team following the interview (please check your interview email for when you will be required to present your documentation).

**Rehabilitation of Offenders:** Please ensure that you have declared any convictions, cautions or bind-overs, disciplinary action or unresolved issues, pending or current and that the information disclosed on your application and declaration forms is correct. Failure to disclose information regarding convictions may result in dismissal or disciplinary action.

**Criminal Records Clearance (Disclosure and Barring Service - DBS):** If you are the successful candidate, you may be required to complete a DBS clearance form to enable the request of a Standard or Enhanced disclosure for yourself. Information received from the DBS may not automatically prevent you from employment with the organisation. Some posts also require a check of the Barred List.

**Absence Record:** If you are the successful candidate you will be sent a Pre-employment Health Declaration for completion. This will be used to check against information received on references and to assess your attendance against the organisations Standards unless they are due to a disability. This will also determine whether you have any health conditions that may affect your work. If so, you will be sent an Occupational Health Screening Questionnaire for completion that will be sent to Occupational Health who will determine whether you are fit to commence in the role, which may involve an Occupational Health appointment.

**Qualifications:** If the Person Specification indicates any qualifications as essential criteria, then copies of certificates, proving these qualifications, should be presented at your interview or to the HR Team following the interview (please check your interview email for when you will be required to present your documentation). We reserve the right to ask for evidence for any qualifications you have indicated that you hold on your application form.

**Lease cars:** If you currently have a lease car and would like to move it across to the ICB, you will need to discuss whether this is possible with the Recruiting Manager.



**Following the Interview:** If you are the successful candidate there are a number of recruitment formalities that will need to be finalised before any formal offer of employment can be made. Your referees will be contacted, you will be asked to complete a Pre-employment Health Declaration, your identity will be checked (if this has not already been checked at the interview), and, if applicable, your DBS application will be processed. Your Human Resources contact will aim to keep you informed of any unexpected delays and will provide a phone number for you to contact them directly to discuss your application and appointment.

Please do not take any action to jeopardise your current employment, as a formal offer cannot be confirmed until all recruitment checks have been satisfactorily completed.