

TERMS & CONDITIONS

Application Information

Please read the 'Guidance Notes' for advice on how to complete your application form. This contains important information on how posts are shortlisted, interviewed and, for successful candidates, the pre-employment checks that are conducted.

Please read the job description/person specification for the role you are applying for and tell us in your application how you meet the skills and knowledge required. When completing an application form please ensure you provide each referee's full name, organisation, full postal address and suitable e-mail address, where possible, as this can speed up the recruitment process.

As a minimum, we will ensure the following references are obtained for all successful candidates:

- **New appointees coming into the NHS for the first time:**
At least two references are required, one being from your current or most recent employer/line manager. References must cover the previous three years or more employment.
- **New appointees moving from another NHS trust into Derby and Derbyshire Integrated Care Board:**
Only one factual reference is required from your current employer i.e. line manager (if they have known you in a managerial capacity for less than one year, another professional reference will be required)

If you encounter difficulty in applying online, require the application form in an alternative format, have any questions about the application form or require any assistance in the completion of the document, we will be happy to help. Please feel free to contact the Recruitment team on 01332 564856, option, 1:1 (please have the job reference number ready) so that we can provide the appropriate support.

Base

The base is as per the advert. However NHS Derby and Derbyshire Integrated Care Board reserves the right, with consultation, to move your base in accordance with the needs of the service. In addition to this, the post holder may be required to work at any establishment at any time throughout the duration of their contract, normally at a location within the Joined up Care Derbyshire footprint, or as set out under the terms of their contract.

Band and Salary Scale

The banding is as per the advert (paid monthly in arrears directly into your Bank or Building Society account).

New employees to NHS Derby and Derbyshire Integrated Care Board will normally be placed on the minimum point of the salary scale. In exceptional circumstances, previous relevant experience may be taken into account for incremental credit where justification can be identified by the recruiting manager at the point of offering the post.

Increment Date

Increment dates will be initially on the first year's anniversary of starting with NHS Derby and Derbyshire Integrated Care Board and thereafter each year where applicable and in accordance with ICB policy.

Hours

As per the advert. If the post is part time your specific working pattern will be confirmed by the recruiting manager and will be in line with needs of the service.

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.

Pension Scheme

This post entitles you to join the National Health Service Superannuation Scheme. You will automatically become a member of the scheme on appointment, unless you request to opt out of the Scheme.

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 Directive 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 & Public Holidays in hours	Annual leave & Public Holidays 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.

Continuous Service

In submitting an application form, you authorise NHS Derby and Derbyshire Integrated Care Board to confirm any previous NHS Service details via the Electronic Staff Records Inter Authority Transfer process should you be appointed.

Travel and Expenses

Please note this role may require travel within the duties attached to the position. In the circumstances when travel is expected, rates will be paid in line with the NHS Agenda for Change National Terms and Conditions of Service.

Business Mileage and Own Transport Usage

- **Insurance**
In relation to business mileage, should there be a requirement for a staff to use their own transport to undertake business miles, it is the responsibility of the individual to ensure that they are fully covered for the activities which they individually undertake. If you fail to make a full disclosure of your work activities, it is likely that you will not be insured should you be involved in a Road Traffic Accident.
- **Private Cars**
The term “business cover” as stated on a policy may only mean that the policy covers travelling to and from work, not travelling for work. This varies from company to company and you need to check just what cover you are getting. Under no circumstances should you be travelling for work purposes without the correct insurance. You need to check of the “business cover” also covers the carrying of work colleagues, as again, this varies from company to company.

Sick Pay

You will be entitled to sick pay benefits from the date of commencement as long as you comply with the ICB’s rules on sickness absence. (Your entitlement will depend on your length of Service). Occupational sick pay is in line with NHS Agenda for Change National Terms and Conditions of Service:

During the first year of service	One month’s full pay and two months’ half pay
During the second year of service	Two months’ full pay and two months’ half pay
During the third year of service	Four months’ full pay and four months’ half pay
During the fourth and fifth year of service	Five months’ full pay and five months’ half pay
After completing five years’ service	Six months’ full pay and six months’ half pay

Maternity Pay

All employees, regardless of their length of service or hours worked are eligible for 52 weeks’ maternity leave. The issue is what amount they will be paid. Providing a member of staff has at least 12 months’ continuous service with the NHS without a break in service at the beginning of the 11th week before the EWC (due date) they are eligible to receive the following:

Weeks	Entitlement
1–8	Full pay (inclusive of SMP and/or certain allowances/benefits if applicable)
9–26	Half pay plus SMP (if applicable, provided this does not exceed your normal full weekly pay)
27–39	SMP (Statutory Maternity Pay)
40-52	No pay

They must also return to work for the ICB for a period of no less than three months.

Adoption Leave Payment

All employees, who have primary carer responsibilities for the newly adopted child, regardless of their length of service or hours worked are eligible for 52 weeks' adoption leave. As with maternity leave pay the issue is how much pay they are eligible to receive.

However, to qualify for the benefits of Occupational Adoption Pay (OAP) an employee must have 12 months' continuous service with the NHS without a break in service, ending with the week in which the employee is notified of being matched with the child who is newly placed for adoption. They also must return to work for the ICB for a period of no less than three months. Providing they meet this criteria the following will be payable:

Weeks	Entitlement
1-8	Full pay (inclusive of Statutory Adoption Pay - SAP and/or certain allowances)
9-26	Half pay plus SAP (if applicable, provided this does not exceed your normal full weekly pay)
27-39	SAP
40-52	No pay

Paternity Leave

Providing a member of staff has at least 12 months' continuous service with the NHS without a break in service when the baby is born they are eligible to receive two weeks' paternity leave at full pay. Other options and paternity leave packages are available should the person not meet the qualifying service criteria. Previous NHS relevant experience may be taken into account for the accrual of paternity leave pay in accordance with ICB policy. Any relevant NHS service would need to be verified.

Professional Registration

If the post requires professional registration staff are responsible for maintaining the registration and ensuring it does not lapse.

The Equality Act 2010

The Equality Act 2010 has been designed to simplify anti-discrimination law. The Act has brought together nine separate pieces of legislation into one. It has also strengthened the law to help tackle discrimination and inequality.

The Act covers nine 'protected characteristics' or equality groups: These are:

- age
- disability

- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Work Permits/Non-EEA Nationals

Job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to accept the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. For further information and to self-assess the likelihood of obtaining a Certificate of Sponsorship, please visit the Visa and Immigration website.

Recruitment FAQs

What happens if I am shortlisted?

If you are shortlisted by the Appointing Officer you will be invited to an interview with a panel of between two and five members. All invitations to interview are in writing (usually via email) and we aim to give up to 10 working days' notice of interview dates. The panel will consist of a 'Chair' who is usually the Appointing Officer, together with one to four other members of ICB staff or external stakeholders where relevant.

How should I prepare for the interview?

Check the invitation letter; are you expected to do anything specific at the interview for example, is there an assessment test, do you have to do a presentation? The panel will have prepared a set number of questions based around the Job Description and Person Specification. All applicants will be asked the same questions at interview to ensure that everyone gets an equal chance at the job. Read the Job Description and Person Specification thoroughly prior to the interview. Check the website and if the advert gives a contact name for an informal chat, contact them.

What happens after the interview?

You will be telephoned following the interview by the Chair to advise you on the outcome of your interview. You will be telephoned whether you have been appointed or not. If you are successful you will be sent a formal conditional offer of employment.

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. The Recruitment team 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.

And then?

Once we receive clearance the Appointing Officer will contact you to agree your start date for employment. You will then receive an unconditional offer and a contract of employment.

Throughout this process the Recruitment Team are available to answer any questions or queries you may have about the recruitment process. Please feel free to contact the Recruitment team on 01332 564856, option, 1:1 or at dchst.recruitment@nhs.net