

## Appendix 12 - Unconditional Offer Letter

### Information to be completed highlighted – please remove highlights before sending

[Date]

Strictly Private and Confidential

[Name]

[Address]

Dear

#### Re: Appointment of XXXX

Further to my letter dated [date] offering a conditional offer of employment I am now able to advise you that all pre-employment checks have been undertaken and the outcomes are satisfactory to the Trust.

I am pleased therefore to confirm your appointment to the above post. This appointment is on a [delete as appropriate - permanent basis / temporary basis / fixed term contract for # months / years ending on - date].

I set out below the Terms and Conditions of employment that apply to this post. [If known – As agreed, your commencement date is #, your [delete as appropriate - line manager / directorate manager] will be [name].

The salary band is Band #

The salary scale for this Band is a minimum of £XXXX rising by annual increments to a maximum of £XXXX per annum.

Your whole time equivalent starting salary will be £ (pro rata for part time working). Please note that this salary is conditional on verification of previous relevant service and you will be placed on the bottom of the pay band until this process has been completed. If you have previous NHS experience an electronic Inter Authority Transfer process will be used to verify your service. If you have come from outside the NHS, then any previous experience will be assessed in accordance with the Trust's Starting Salary Policy and will require approval from Human Resources.

The Full Time standard hours for this post are 37.5 hours per week. Your normal hours will be (hours) (days). [For nursing staff – Your shift pattern may be varied subject to service requirements, to include internal rotation.] You may also be required to participate in any established standby or on-call system operating in your department.

If your job requires you to travel on Trust business, you will be reimbursed for petrol or other reasonable travelling expenses as detailed in Trust Policy.

From your commencement date up to the completion of 4 years' continuous service, you will be entitled to receive 4 weeks' notice in writing to terminate your contract. On completing each subsequent year of continuous service, you will be given an additional 1 weeks' notice, subject to a maximum of 12 weeks after 12 years continuous service. This does not affect the Trust's right to terminate your employment without notice (summary dismissal) in accordance with the Trust's Disciplinary Procedure.

Should you wish to terminate your employment, you would need to give the Trust # months' notice. (2 months for Band 1 - 4, 3 months for Band 5 +).

The annual leave and bank holiday entitlements under Agenda for Change NHS Terms and Conditions are as follows. These amounts will be pro rata for part-time staff:

Length of service	Annual leave and Public holidays
On appointment and less than 5 years NHS service	27 days + 8 PHs
More than 5 years NHS service	29 days + 8 PHs
After 10 years' service	33 days + 8 PHs

Your annual leave entitlement is based on your total NHS service, which need not be continuous. Any previous service will be verified on commencement.

For Part Time staff or where staff work standard shifts other than 7½ hours, excluding meal breaks, annual leave and bank holiday entitlements should be calculated in hours as set out in Appendix 2 of the Trust's Annual Leave Policy which provides a "ready reckoner" for this purpose.

The holiday entitlement year runs from 1st April to 31st March, and entitlements are calculated on the basis of completed calendar months of service. This means that your entitlement for the remainder of this year is [no. of days].

If you have transferred from another Trust / Health Authority, you will not be entitled to carry across any outstanding leave.

The NHS provides a contributory pension scheme and you will automatically be included in the scheme, with contributions deducted from your pay. If you wish to opt-out of the scheme you will need to contact [WorkforceInformation@worcsacute.nhs.uk](mailto:WorkforceInformation@worcsacute.nhs.uk) who will provide a pension calculation and SD502 form. A Guide to the NHS Pension Scheme can be viewed at: <http://www.nhsbsa.nhs.uk/RulesandBenefits.aspx>.

This Trust has introduced charges for car parking. If you do need to bring your car to work, you will need to complete the enclosed application for a permit, which will give you access to the barrier controlled car parks. To pay for parking you will automatically be opted-in to the Trust's Workplace Car Park Salary Sacrifice Scheme (see enclosed information for how the scheme works). If you do not wish to be included in this scheme which enables you to save money on car parking payments, please ensure that you tick the opt-out box on the car parking form.

If you are required to wear a uniform, this will be provided by the Trust and should be worn at all times. If no uniform is provided, smart and professional clothing should be worn. Staff are reminded that they must not wear their uniform in public places.

The Trust's approach to smoking is in line with the government's on-going initiatives for an eventual smoke-free environment. It aims to adhere to the Worcestershire Health Community Campaign to help Worcestershire stop smoking.

A no smoking environment policy exists within all Trust premises including entrances and exits to hospital buildings and on other Trust property (with the exception of staff resident in staff residences, as these are the homes of staff). Therefore all staff, contractors and volunteers will not be allowed to smoke in any of the hospital grounds, including car parks.

On your first day please report to (Name / Location) at (Hours) and bring with you the following documentation:

- National Insurance Number
- P45 or P46. P46 can be downloaded from: <http://www.hmrc.gov.uk/forms/p46.pdf> (Send to Workforce, HR Department, Aconbury East)
- Bank Account details

It is essential that you attend an induction course to introduce you to the Trust. This is planned for [date]. Further details will be sent to you nearer the time. This is in addition to a Departmental induction programme.

# Trust Policy

On your first day you will be given your user account details for access to any Trust IT systems. Your IT training has been booked for [date].

I look forward to receiving your written acceptance of this post. Please sign one copy this letter and return it to me as soon as possible. Let me know if you have any prior commitments that need to be taken into consideration [and if not already agreed please contact me to arrange a mutually suitable start date].

Finally, may I take this opportunity to welcome you to the Trust, and to wish you every success in your new post. If you have any further queries, please do not hesitate to contact [name] on [tel. no.].

Yours sincerely

[Name]  
[Position]

Enclosures:

Guide to NHS Pension Scheme

Car Parking Permit Application Form and Guidance to Salary Sacrifice Scheme

[Uniform Request Form (Alex)]

I have read, understood and accepted the Terms and Conditions of Employment as stated in this document relevant to my employment with Worcestershire Acute Hospitals NHS Trust.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_