

BC AL/336/30/23

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THE MIDDLESEX HOSPITAL  
MORTIMER STREET  
LONDON W1N 8AA

*With the Compliments of*

*Mr Hay*

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NORTH-EAST DISTRICT (TEACHING)  
KENSINGTON AND CHELSEA AND WESTMINSTER AREA HEALTH AUTHORITY (TEACHING)

## TERMS AND CONDITIONS OF EMPLOYMENT:

1. This Statement of Terms and Conditions of Employment is in accordance with the relevant statutes. It will be amended to comply with any future legislation and to incorporate personal changes of post or grade.
2. Conditions of service are negotiated at national level and are contained in full in the Whitley Council handbooks and circulars. Copies of these can be seen in the Area and District Personnel Departments or the Administration Office in your place of employment.
3. Your duties and working conditions, including locations, will be outlined to you at interview and in your Job Description, and any subsequent alterations will be agreed with you.
4. If you are sick or absent for any other reason your Head of Department must be notified on the first day of your absence. If your absence continues after the third working day a medical certificate must be submitted within the next three days, and at intervals coinciding with the issue of further medical certificates until you receive a final certificate. The Authority may require a medical certificate for shorter periods of absence and may require medical examination during employment. Conditions relating to sick pay are contained in the Whitley Council agreements.
5. The provisions of the National Health Service (Superannuation) Regulations apply as follows:  
Full time staff – 6% rate of deduction from annual salary by monthly or weekly instalments.  
Ancillary staff – 5% rate of deduction after completing two years' service.  
Part-time employees – participation in the scheme is optional.  
An explanatory booklet is available from the Area and District Personnel Departments or the Administration Office in your place of employment.
6. Employees are statutorily entitled to the following minimum periods of notice:  
Between four weeks' and two years' continuous service in the NHS – one week.  
Two years' continuous service or more – one week's notice for each year's service, up to a maximum of twelve weeks' notice after twelve years' service.
7. All staff in the Authority's employment are encouraged to join a staff organisation. A statement in support of this is contained in the General Whitley Council Handbook.
8. It is a condition of employment that qualified nurses, midwives and staff in the professions supplementary to medicine and speech therapy will produce evidence of state registration. In some cases this may have to be confirmed annually.
9. The Authority advises its staff that responsibility is not accepted for articles lost or damaged on the Authority's premises, whether by fire, theft or otherwise; with the exception of money or valuables which have been handed over to the Authority for safe custody and for which a receipt has been given.
10. The Authority advises its staff of their own duties under Section 7 of the Health and Safety at Work etc. Act 1974 to take care for their own safety and that of other employees, and to co-operate with the Authority so as to enable it to carry out its own responsibilities successfully. A full statement in support of this is contained in the Authority's Health and Safety Policy Statement.
11. The Authority has an agreed grievance, disciplinary and appeals procedure, copies of which are available from the District, Sector and Unit Administrator, Personnel Officer and Heads of Departments.  
If you have any grievance relating to your work, this should first be raised with your immediate superior. If the matter is not resolved the agreed grievance procedure must be followed.  
The disciplinary and appeals procedures give details which must be followed when it is necessary to issue a written warning or to dismiss a member of staff. Details of the right of appeal against warnings and dismissal will be contained in the official letter that will be issued to you, should disciplinary action be taken against you, and are also contained in the disciplinary and appeals procedure.

**KENSINGTON AND CHELSEA AND WESTMINSTER AREA HEALTH AUTHORITY (TEACHING)  
STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Appointment of:** \_\_\_\_\_

This appointment is subject to satisfactory reference, medical examination and to the terms and conditions agreed by the General and \_\_\_\_\_ Whitley Council agreements. Copies of these agreements can be seen in the Area and District Personnel Departments or in the Administration Office in your place of employment.

**District:** \_\_\_\_\_ **Base:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Starting Date:** \_\_\_\_\_

\*By virtue of paragraph 9 or 10 Schedule 1 to the Contracts of Employment Act 1972, your previous employment, provided there has been no break in service (as defined by the Whitley Council agreements), counts as part of your continuous period of employment in the National Health Service and commenced on \_\_\_\_\_

\*Your employment with your previous employer does not count as part of your continuous period of employment in the National Health Service.

Resident/Non-Resident \_\_\_\_\_

**PAY:**      **Grade:** \_\_\_\_\_  
                  **Weekly Wage or Salary Scale:** \_\_\_\_\_      **Rate per session:** \_\_\_\_\_  
                  \_\_\_\_\_      **Starting Salary:** \_\_\_\_\_  
                  **London Weighting:** \_\_\_\_\_      **Incremental Date:** \_\_\_\_\_  
                  **Additional Allowances:** \_\_\_\_\_

**Special Deductions:** \_\_\_\_\_

Ancillary staff are paid weekly in arrears; other staff are paid monthly in arrears by credit transfer.

**Hours of duty per week:** \_\_\_\_\_ **Distribution of hours:** \_\_\_\_\_  
 (exclusive of meal breaks)

**Annual leave entitlement**      days, excluding Public and Statutory Holidays  
**Current year entitlement**      days, based on leave year \_\_\_\_\_

Ancillary staff are not entitled to annual leave until 1 April following the date of their appointment.

**Period of Notice**      weeks/month(s) in writing on either side (and see overleaf)

**Special Conditions:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_



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Starting Salary: \_\_\_\_\_  
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**Special Conditions:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

I confirm that the person named above commenced duty in this Department on:  
Signed: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_

\*delete whichever is not applicable



