**Terms & Conditions for the ‘Golden Hello’ for Adult Services Front Line Carers 22/23**

**Purpose**

To attract applicants that are either new to care, or that have previously worked in the care sector, a ’Golden Hello’ payment has been introduced. This payment is possible due to additional grant funding to front line care. This payment will only be paid to applicants that meet the qualifying criteria, and commence employment between 1 October2022 – 31 March 2023 and remain in the Council’s employment.

A one off payment of £2,000 (Two Thousand Pounds) will be made to new recruits who qualify, subject to the following terms being accepted.  **This payment will be pro rata for part time roles.**  The payment cannot be deferred or made retrospectively.

**Eligibility**

1. To be eligible for payment your post must be within Adult Services and be employed as a Grade D front line carer (‘the qualifying post’). The qualifying posts are defined as follows:
* Home Carer
* Reablement Support Worker
* Support Worker (Day Services & Short Breaks)
* Care Assistant
1. An applicant new to care is defined as an individual who has not ever worked in a comparable or similar role to the qualifying posts, within an adult care setting.
2. A returning to care applicant is defined as an individual who has previously worked in a comparable or similar role to the qualifying posts, within an adult care setting, but has not done so on either a permanent or fixed term contract, or on a casual/zero hour contract basis since 30 September 2021.
3. An applicant must be able to provide their full employment history during the recruitment process, and satisfactory references must be obtained as part of the pre-employment checks to evidence that they meet the qualifying criteria for the ‘Golden Hello’ payment.
4. An applicant will need to have attended and successfully completed the respective services carer induction programme before a ‘Golden Hello’ payment is made.

**Repayment**

1. You must remain employed in a qualifying post for a period of 1 year within Adult’s Services at Milton Keynes City Council. If for any reason you leave the Councils employment or transfer to a non-qualifying post or Service prior to completing 1 years service, you will be required to repay the ‘Golden Hello’ as follows:
* In full if you leave within the first 6 months from the date of your appointment.
* 75% of the sum paid if you leave between 6 - 9 months from the date of your appointment.
* 50% of the sum paid if you leave between 10 - 12 months from the date of your appointment.
1. The ‘Golden Hello’ payment may be made to Carers who have previously worked for the Council, whether through an agency or direct employment if they meet the qualifying criteria.
2. The payment will not apply to those changing roles internally, or to those who leave the Council and seek to re-join the Council within a period of 2 years.
3. A ‘Golden Hello’ payment will only be paid once.
4. Under normal circumstances, if you are subject to any of the following situations before the end of the 1 year period, then the requirement to repay the ‘Golden Hello’ will be waived:
* Compulsory Redundancy
* Enforced transfer to a non-qualifying carer role
* Death in Service
1. You will be required to repay the ‘Golden Hello’ payment in full should employment be terminated via the Council’s *Supporting New Colleagues Policy*.
2. Where the employee is dismissed outside of the *Supporting New Colleagues Policy* for reasons of misconduct within 1 year of their appointment, the ‘Golden Hello’ payment will normally be reclaimed by the Council in full. Where the Carer is dismissed for reasons of competence or attendance, a proportion of the ‘Golden Hello’ payment will normally be reclaimed in line with the timeframes outlined at point 6, though a full repayment could be claimed.
3. No repayment will be required where a Carer is dismissed for reasons of permanent ill health.
4. Failure to complete the carer certificate within three months of your appointment and remaining up to date with mandatory training may invoke repayment of the ‘Golden Hello’ payment.

**Payment**

1. To be eligible to receive payment, you are required to sign your acceptance to the agreement in advance. This includes giving permission for any repayment of the ‘Golden Hello’ required under this scheme, to be deducted from monies owed to you by the Council, including from your salary.
2. Any remaining balance will remain due and owing to the Council and shall be recoverable.
3. To initiate the ‘Golden Hello’ it is your responsibility to ensure that the signed agreement has been returned to your line manager.
4. The ‘Golden Hello’ will be paid with your first normal monthly salary, provided that a copy of the signed agreement has been received by Human Resources, and all requirements of the Terms & Conditions for the ‘Golden Hello’ for Adult Services Front Line Carers have been satisfied. This payment will be processed in line with Payroll’s monthly deadlines.
5. The ‘Golden Hello’ payment will not be consolidated into salary.
6. The ‘Golden Hello’ payment is subject to deductions i.e. tax and national insurance but is non-pensionable.

**General Points**

1. The Council will take disciplinary action under its agreed procedures in all cases where the payment of allowances is abused in any way.
2. These terms and conditions will be reviewed regularly and may be changed by the Council without notice with no obligation to employees or applicants who have not been formally notified that they will receive an allowance.

**Declaration of Acceptance**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the terms and conditions relating to the ‘Golden Hello’ payment and wish to claim payment. I also accept that this agreement forms part of my contract of employment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree that in consideration of my receiving the ‘Golden Hello’ payment, I will continue to occupy a qualifying post within Adult Services at Milton Keynes City Council for a period of 1 (one) year. Should this not be the case, I undertake to repay the ‘Golden Hello’ payment in accordance with the *Terms & Conditions for the ‘Golden Hello’ for Adult Services Front Line Carers.*

For the purposes of the ‘Golden Hello’ payment only, no previous employment may be taken into account when calculating the 1 year period.

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**Signed**

 **Date**

**Name (in capitals)**

**Approved by:**

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**Head of Service** **Date**

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**HR Business Partner** **Date**