

<u>Retention Element</u>	<u>Who is Eligible?</u>	<u>Criteria Applied</u>	<u>When is it paid?</u>
<p>1. Annual Retention Supplement</p> <p>a) £1500</p> <hr/> <p>b) £2000</p>	<p>a) Employees who hold a 'social worker' post and are social work qualified and HCPC registered in the following teams: Adoption Fostering Leaving Care Looked After Children Multi-Disciplinary Adolescent Service Referral and Assessment Safeguarding and Care Planning</p> <hr/> <p>b) Employees who hold a 'senior practitioner' or 'deputy manager' post and are social work qualified and HCPC registered in the following teams: Referral and Assessment Safeguarding and Care Planning</p>	<p>All payments are made subject to:</p> <ol style="list-style-type: none"> Satisfactory performance This means that the employee has not been through formal evidenced performance management procedures during the preceding year. Satisfactory attendance and sickness record Each case will be considered on its merits but generally this would be taken to mean that the employee has a good attendance record during the preceding year and has not met the absence threshold for formal management action. <p>The decision on who will receive the payment is made by the Assistant Director for the division (who may decide to delegate this), and each case is considered on its own merits e.g. disability related absences; maternity leave</p> <p>Payments are made pro-rata for part-time staff.</p>	<p>Payments are made on the anniversary of the employee's start date to their current post.</p> <p>Therefore, if an employee has been promoted during the year, they will become eligible for the higher supplement after completing 12 months service in the new post.</p> <p>If an employee is promoted part-way through the year to a post eligible for the retention supplement, a pro-rata payment will be made for the part of the year they have completed in their eligible post, then the date of promotion will be taken as the anniversary date, and their year will begin again.</p> <p>If an employee is promoted part-way through the year into a post that is not eligible for a retention supplement, a pro-rata payment will be made for the part of the year they have completed in their eligible post.</p>
<p>2. Market Supplement Increments</p> <p>a) Extended Salary Scale by 2 additional increments</p> <p>b) Extended Salary Scale by 4 additional increments</p>	<p>a) Job title 'Social Worker' in the following teams: Referral and Assessment Safeguarding and Care Planning</p> <p>b) Job title 'Senior Practitioner' and 'Deputy Manager' in the following teams: Referral and Assessment Safeguarding and Care Planning</p>	<p>Subject to annual market review on 1st April.</p>	<p>Existing employees automatically continue to increment in April into the additional increments until they reach the maximum spinal column point of the extended scale.</p>
<p>3. Golden Hello £1000</p>	<p>£1000 payment to all new recruits who take up a first appointment in LBB Children's Social Care division in a post that requires a social work qualification.</p> <p>Those not eligible:</p> <ul style="list-style-type: none"> 'Grow Your Own' candidates who take up a qualified posts after completing degree sponsored by the Council Employees in YOT 	<p>The Golden Hello is recoverable in full:</p> <ol style="list-style-type: none"> If the employee resigns within the first six months of service If the employee fails their probation period 	<p>Paid automatically through payroll with the first salary payment.</p>
<p>4. Finders Fee £250</p>	<p><u>Any</u> member of staff who introduces a person who is successfully recruited to a qualified social worker post in Bromley in one of the following teams: Adoption & Fostering Leaving Care Looked After Children Multi-Disciplinary Adolescent Service Referral and Assessment Safeguarding and Care Planning</p>	<ul style="list-style-type: none"> Introducer to inform Head of Service CVs can be accepted in the first instance, with an application form to be completed at a later date Managers then notify HR that they will be interviewing a candidate under this provision. Managers interview in the normal way If appointed, the manager should confirm to HR that 'x' introduced 'y' HR issue the vouchers The vouchers are not recoverable if the recruit leaves. <p>* The Finders Fee does not apply to managers who convert a locum in their team to a member of LBB staff.</p>	<p>Paid through vouchers to the value of £250 upon the successful candidate starting employment with Bromley and once HR has confirmation from the department of who introduced the candidate.</p>
<p>5. Continuing Professional Development days 3 days per annum</p>	<p>All employees who hold a post requiring a social work qualification and HCPC registration within the following teams: Adoption & Fostering Leaving Care Looked After Children Multi-Disciplinary Adolescent Service Referral and Assessment Safeguarding and Care Planning Emergency Duty Team CAMHS Quality Assurance</p>	<ul style="list-style-type: none"> The 3 days should be used between 1st April and 31st March of the following year. Days cannot be rolled over from year to year Days are used as time out for personal, professional study as agreed with their line manager The line manager is to confirm with the employee if it is a valid use of the day Dates are to be subject to the needs of the service Managers should record and sign off the development days on the bottom of employee's annual leave card, indicating clearly that it is a development day. Managers should keep their own records of when the days are being taken, HR will not keep a record The days can be withdrawn if they are misused 	

- This package does not apply to employees who have a social work qualification but who are not in social work practicing posts.
- All additional payments under this package are pensionable excluding the Finders Fee.
- All other recruitment and retention packages are now null and void.
- Members, CYP management and HR will be monitoring the effectiveness of the package and reviewing the scope and application of all of these measures, which are subject to change.
- In case of any doubt the Assistant Chief Executive (HR) will be responsible for interpretation of any aspect of the package.

Appendix B Chart A – Recruitment & Retention Package chart