



Glasgow City Health & Social Care Partnership
Commonwealth House
32 Albion Street
Glasgow
G1 1LH

www.glasgow.gov.uk
www.nhsggc.org.uk

Dear

Job Title: Care Partnership Intern
Job Family: People, Care & Support
Role Profile: PCS2
Grade/Pay Point Grade 3, Entry Level
Service: Glasgow City Health & Social Care Partnership

I am pleased to offer you the position of Care Partnership Intern effective from Monday 26th August 2024.

The attached Statement of Particulars details the Terms and Conditions (T&C) that apply within Glasgow City Health & Social Care Partnership. For this position, the T&C have been modified by the contents of this letter to provide details of the specific arrangements that will persist during your Intern placement. Here are the main areas for attention.

Intern Agreement

The agreement with Clyde College and Glasgow City Health & Social Care Partnership will commence on Monday 26th August 2024 until Friday 24th January 2025 (inclusive).

- **College placement**

Your college placement will commence on Monday 26th August 2024

You will attend Clyde College, Cardonald Campus, 690 Mossspark Drive, Glasgow, G52 3AY, Monday to Wednesday each week (except week 1 – Tuesday and Wednesday).

You should report to xxxxxx, Lecturer and Guidance Tutor.

Start and finish times will be notified to you by the College.

- **Work placement**

Your fixed term work placement will commence on Thursday 5th September 2024.

Details of your work placement are contained within the Statement of Particulars below. **NB. On the first day of your work placement you should report at 9am.**

If for any reason you are unable to attend work, you must comply with Glasgow City Health & Social Care Partnership arrangements for reporting absence. This will be advised to you at your placement and with whom contact should be made.

I trust that you will find the Internship advantageous and that it will support your career. In the meantime, welcome to this new initiative within Glasgow City Health & Social Care Partnership.

Enclosed with this offer letter are:

- **Role Profile** - You may have seen this already. It explains the purpose of the job and lists the main activities you will carry out. Your line manager will discuss this with you in more detail, once you start.
- **Statement of Particulars** - This provides more information about this position and conditions of service, which you can discuss in detail with your line manager.

As a local government authority we have a duty to protect public funds, one of the ways we do this is by adherence to the Bribery Act 2011. As an employee of the council you are required to familiarise yourself with the Bribery Act and all other subject matters as detailed in our [Code of Conduct](#).

You will need to sign and return one copy of the Statement of Particulars. Please keep the other copy for yourself.

Please return the signed Statement to: SocialWorkRecruitment@sw.glasgow.gov.uk

Unless you hear differently from us, you should report to XXXXX at 9am and ask for XXXXXX

Finally, I'd like to congratulate you on your appointment.

Yours sincerely

Yours sincerely

xxxxxxx
Principal HR Officer
HR Operations Team
On behalf of Glasgow City Council

STATEMENT OF PARTICULARS OF EMPLOYMENT

EMPLOYER: Glasgow City Council
EMPLOYEE:
DATE OF ISSUE OF THIS STATEMENT:
DATE OF APPOINTMENT: 05/09/2024
JOB TITLE: Care Partnership Intern
JOB FAMILY: People, Care & Support
ROLE PROFILE: PCS2

PLACE OF EMPLOYMENT

Your normal place of work/administrative centre will be XXXXXXXX but the Head of Service has the discretion to place you in any establishment within his/her control.

You will not be required to work outside the UK for a period of more than one month during the term of your employment.

DATE OF COMMENCEMENT WITH CURRENT EMPLOYER: 05/09/2024
(for the purpose of statutory entitlements)

DATE WHEN CONTINUOUS EMPLOYMENT BEGAN: 05/09/2024
(for the purpose of calculating service for redundancy purposes)

No employment with a previous employer counts as part of a period of continuous employment.

You will be employed in a fixed term capacity until 24th January 2025 (inclusive) at the latest and on termination of the appointment you will not be entitled to any extension or renewal of the appointment.

The appointment shall commence on the commencement date and shall continue, subject to the remaining terms of this agreement, until 24th January 2025 (inclusive) without the need for notice unless previously terminated by either party giving the other not less than 1 week(s) notice in writing.

TOTAL CONTRACTED PAY: XXXXXX per annum, effective from 05/09/2024

GRADE: Grade 3
PAYPOINT: Entry
SALARY: £XXXXXX
Working Context & Demand (WCD): £XXXX

PAY FREQUENCY

You will be paid 4 weekly by credit transfer.

DAYS AND HOURS OF WORK

Your normal hours of work will be 12 hours per week. Thursday and Friday, 8am to 2.30pm with a half hour unpaid break. **NB. On the first day of your work placement you should report at 9am.**

These hours and days are not subject to change. If any variation is required to this work pattern appropriate notice will be given.

ANNUAL LEAVE ENTITLEMENT

Full-time employees, working five day working patterns, will be entitled to 26 days (or 182 hours) paid annual leave each year, rising to 29 days (or 203 hours) after the completion of 5 years' service. The leave year runs from 1 January to 31 December. For alternative working patterns, an equivalent annual leave entitlement will be calculated. For part-time and/or part year employees, annual leave entitlement is calculated on a pro-rata basis.

Glasgow Family Employees who were entitled to 28 days annual leave, or pro-rata equivalent, prior to 1st April 2016 will retain their higher leave entitlement, now 29 days (or 203 hours). In such circumstances, annual leave entitlement for part-time and/or part year employees is calculated on a pro-rata basis.

If your employment commenced or terminates part way through the holiday year, your entitlement to annual leave during that year will be calculated on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement. You will be entitled to payment in lieu of leave accrued but untaken as at the date of termination of employment.

Annual leave entitlement unused at the end of the year must be taken by 31st January of the following year. In exceptional circumstances the Head of Service has the discretion to extend this beyond 31st January or to make payment in lieu of outstanding leave.

Click [here](#) to gain more information on our Leave Section of our Conditions of Service.

PUBLIC HOLIDAY ENTITLEMENT

Full-time employees working five day working patterns will be entitled to 12½ days (or equivalent hours) paid public holidays each year. For alternative working patterns, the equivalent public holiday entitlement will be applied. The leave year runs from 1st January to 31st December.

Public holidays are accrued as they fall during the leave year, in accordance with the public holiday schedule detailed in the Leave Section of the Conditions of Service, which can be found [here](#).

Part-time employee entitlement will be calculated on a pro-rata basis. Deductions from final salary will be made on termination of employment in respect of any public holidays taken in excess of entitlement.

PENSION

As your contract of employment is for more than three months you will be contracted in automatically to the Local Government Pension Scheme (LGPS) but you do have the option to join the LGPS by completing a membership opt-in form. This is a contributory scheme established under statute, where benefit levels are set by legislation. You should contact your Service HR representative to make the necessary arrangements.

A contracting-out certificate under Part III of the Pension Schemes Act 1993 is in force in respect of this employment.

Full details of the Local Government Pension Scheme (LGPS) are available [here](#).

SICKNESS ABSENCE

The Council policy on [Maximising Attendance](#) aims to support our employees to maintain high levels of attendance, thereby minimising the detrimental effects of sickness absence on our service provision, our citizens and colleagues.

Employees unable to attend work due to sickness absence must follow the guidance, set out in the [Council's Conditions of Service for Sickness Absence, Leave and Pay](#) and subject to the qualifying conditions, employees shall normally be paid sickness allowance.

For full details of our Conditions of Service click [here](#).

OTHER PAID LEAVE

We have a generous range of paid leave provisions in place to support all our employees balance their work and home life, which include the following; adoption provisions, maternity provisions, maternity/paternity support leave, fostering, shared parental leave, time off to care for dependants, bereavement leave, parental bereavement leave and volunteering as examples of some of our arrangements.

This list may be revised from time to time in line with Council and/or legislative requirements. For our full leave arrangements and their detail you can access the leave section of our Conditions of Service click [here](#).

OTHER NON-CONTRACTUAL BENEFITS

There are several other non-contractual benefits available to you through your employment with Glasgow City Council including our Employee Assistance Programme, discount at Glasgow Museum shops, negotiated daily parking rates with City Parking (Glasgow) LLP and facilities to make payments directly from your salary to some organisations. To find out more about these click [here](#).

We may replace or withdraw such benefits or amend the terms of such benefits with reasonable notice to you.

WORKPLACE EQUIPMENT

Subject to the specific role you will be carrying out with the Council, there will be a variety of tools, devices or equipment that you may be issued with and required to use to carry out your role for example; personal protective equipment, a uniform, or a mobile device. Your manager will issue these and arrange for the appropriate work-based training. All equipment issued to you remains the property of Glasgow City Council and must be returned if you are asked or if you cease employment with the Council.

TRAINING AND DEVELOPMENT

We provide essential induction training to support you in settling into your new role and the organisation. Essential health and safety core programmes and job specific training will be given. These courses and any updates will be completed in your working time and will be paid fully.

The Council is committed to the development of our workforce in meeting current and future business needs. Our performance and development frameworks ensure employees are supported with appropriate development opportunities during work – as approved with your line manager. Click [here](#) to gain more information on our Organisational Development framework.

ESSENTIAL QUALIFICATIONS

No applicable to this post.

PROFESSIONAL REGISTRATIONS

This position is subject to membership of the Protection of Vulnerable Groups (PVG) Scheme, the council will pay for this.

COLLECTIVE AGREEMENTS

The Scottish Joint Council (SJC) for Local Government Employees negotiates terms and conditions nationally, some of which have been adopted by Glasgow City Council, for example pay awards.

Our terms and conditions of employment are agreed between Glasgow City Council and the trade unions recognised by us for collective bargaining purposes.

These agreements will be regarded as part of your terms and conditions during the period that they are operative and may be amended from time to time. These will be communicated to all employees and where applicable our conditions of service and policies will be updated accordingly.

For full details of our Conditions of Service click [here](#).

HEALTH AND SAFETY

As an employee, you have a duty while at work to take reasonable care for the health and safety of yourself and other persons. For more information on the organisation's Health & Safety at work statement please click [here](#).

DISCIPLINARY PROCEDURE

The Discipline and Appeals Procedure has been designed to promote fairness and consistency in the treatment of all employees. The procedure seeks to ensure that satisfactory standards are maintained and provides a fair method of dealing with any shortcomings but gives Heads of Service the right to warn, dismiss, suspend with loss of pay, withhold sickness allowance, where appropriate withhold increments, or demote employees, subject to the right of appeal against disciplinary action.

If you wish to appeal against a disciplinary decision – short of dismissal – you may apply in writing to the Head of Service, within 14 days of receiving the letter confirming the disciplinary decision.

For Grades 9-11 appeals against verbal and written warnings, given by the Head of Service, may be made to the Chief Executive within 14 days of notification.

If you wish to appeal against dismissal you may appeal in writing, either individually or through a trade union, to the Director of Corporate Governance and Solicitor to the Council within 14 days of receiving the letter confirming dismissal setting out the grounds for appeal.

The [Discipline and Appeals Procedure](#) is available on the Council's intranet 'Connect' or for inspection from your service HR representative.

GRIEVANCE PROCEDURE

The [grievance procedure](#) applicable to your employment is available on the Council's intranet 'Connect' or for inspection from your service HR representative. If you have a grievance regarding your employment you should raise the matter in the first instance with your designated supervisor or line manager.

USE AND DISCLOSURE OF INFORMATION UNDER THE DATA PROTECTION ACT 2018

The Council is a Data Controller in terms of the Data Protection Act 2018. The Council will make use of your personal data on the legal basis of fulfilling a contract. Specifically, Glasgow City Council will use your personal information to effectively manage your employment relationship and to meet its obligations as an employer.

The Council has a statutory duty to safeguard public funds. Accordingly, your data may be used to identify and assist in the recovery of monies owed to the Council. It may also be used to prevent and detect fraud and may be shared for the same purpose with public bodies or other organisations, which handle public funds.

Further explanation of the use of personal data is contained within Glasgow City Council's Employee Handbook under the section "Employee Privacy Statement". This is available on the Council's intranet 'Connect'. Alternatively, the privacy statement is available on the Council's website:

<https://www.glasgow.gov.uk/index.aspx?articleid=22568>.

Our head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address or by email at: dataprotection@glasgow.gov.uk.

CONFIDENTIALITY

The Council is committed to ensuring that all data in whatever form, which is collected, held or obtained under its control, is dealt with in an ethical and legally responsible manner. In order to ensure the Council meets this commitment, employees are required to adhere to the Code of Conduct for Employees regarding disclosure of information.

You may be required to sign a confidentiality or non-disclosure agreement.

NOTICE

The length of [notice](#) required from you or the Council to terminate your employment is 4 weeks' notice within the first 4 years of continuous service. Thereafter, the notice entitlement increases by 1 week for each complete year of continuous service, up to a maximum of 12 weeks' notice.

The Council shall be entitled to dismiss you at any time without notice or payment in lieu of notice in the event of gross misconduct or if you commit a serious breach of your obligations as an employee or if you cease to be entitled to work in the UK.

PAY ADJUSTMENT

In the unlikely event of any overpayment being made to you, this will be recovered directly from your pay, after consultation with you, and if necessary, your trade union. Similarly, any underpayments will be repaid directly into your pay. It is incumbent on you, however, to notify your supervisor immediately if you suspect any errors in payment, whether these be under or overpayments.

On termination of your employment, you agree to the Council deducting from your final salary or any other outstanding payments due to you, any money owed to the Council by you. This applies notwithstanding the terms of any earlier agreement for repayment.

GENERAL

The Conditions of Service Policies and Procedures are available [here](#) and can be discussed with your Service HR representative. The Council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

ACCEPTANCE

I hereby accept the terms and conditions set out above.

..... (Signature)
(PRINT NAME)

..... (Date)