

## GPCG Human Resources Update

December 2016



### Widening Access Training Scheme

The Widening Access to Training Scheme [WAT] enables people to receive tax relief on salary when attending certain types of full time training. We have been advised that WAT covers Health Visiting trainees and have been applying the tax relief to relevant employees via our payroll provider. This includes people currently training and also people who have been on our Payroll since May 16 and were on HV training when transferring to the Care Group. The arrangements will take effect in December and January.

Any claims for WAT rebates prior to May 16 should be addressed to your employer at the time.

**ID BADGES— we are now issuing staff ID badges again! To receive yours please email a picture to your manager who will send it to HR admin with your details so the badge can be produced. We will contact you when your badge is ready.**

**Remember, it is important that you have an ID badge to present when required so please request one today if you do not already have one from the Care Group.**

To remove your name from our mailing list, please contact [Gareth.Lehner@nhs.net](mailto:Gareth.Lehner@nhs.net)

### December Payday

**December pay day will be Thursday 22nd.**

### Three yearly DBS checks

We will be commencing three yearly DBS checking this month. When your recheck is due you will receive an email from HR Admin requesting that you log in to complete the DBS application on line.

This is a quick and simple process so please respond promptly. If you have any difficulties with the recheck please let us know.

### General Queries

For general queries you can email HR Administration at **[thgpcg.hradmin@nhs.net](mailto:thgpcg.hradmin@nhs.net)**