



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Dear [REDACTED]

Request for Information

I write further to your request FOI ID 33106 under the Freedom of Information Act 2000 regarding:-

New starter bonus

Your request is set out below:

1. What date did KMPT introduce the new starter bonus?

2015

2. How much was the new starter bonus when it was introduced? Has it been increased since its introduction? Please provide amount and dates if it has been increased to current date. What date did it become a pro-rata payment?

£1,200. NOTE: New hires to part time roles will receive a pro rata bonus

3. What date were Occupational Therapists (band 5 & band 6) eligible to receive a new starter bonus?

Applicable to Band 5&6 Frontline nurses

4. What are the inclusion criteria to be eligible for a new starter bonus?

New hires to KMPT who join in a permanent registered front line nursing role at band 5 or 6 during the period KMPT offer the bonus.

5. What are the exclusion criteria to not be eligible for a new starter bonus?

Staff that are hired on a fixed term contract will not be included.

6. What is the timeframe within which KMPT should award a new starter bonus?

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Helen Greatorex

The bonus will be applied to 'Front Line' Nursing roles at band 5 & band 6 which were open for applications on or after 01 September 2014.

7. How is a new starter bonus paid?

Payment will be made to the new hire in their first salary following appointment.

8. Which member of staff or team is responsible for authorising a new starter is eligible for a new starter bonus?

Reviewed by recruitment officers, and signed off by recruitment manager. Then sent to Workforce Information Team to Process

9. Which member of staff or team is responsible for ensuring a new starter bonus is paid to an eligible new starter?

Paid via payroll once authorised form is received

10. If an eligible new starter never received their new starter bonus from KMPT, what is KMPTs procedure as to who will action the payment of a missed/late payment of a new starter bonus?

All payments are made through payroll so we would process a payment, as long as we have the paperwork to state that the new hire bonus is to be paid.

Attached is the terms and conditions for New Hire Bonus. KMPT have been unable to provide when it was actually implemented or if any changes to the amount paid.

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department