

## RECRUITMENT CONTROL BUSINESS CASE PROFORMA

Please complete this proforma to provide brief details of the vacancy you are proposing to fill. It will be used by the Recruitment Approvals Panel to:

1. Review steps taken to fill this vacancy within your directorate
2. Confirm funding and headcount were agreed as part of your directorate business plan and provide the evidence to support this.
3. As the basis of their decision to allow a recruitment exercise to go ahead

1) Directorate	SER	
2) Work Area	Morecambe Bay Investigation	
3) Post	Evidence Support Assistant	
4) Grade	AO	
5) Full Position Name (from BMS) <sup>1</sup>	Non EBR	
6) Location (for regional office, please specify location in text box)	Regions Preston	
7) Please briefly explain how this post fits/support the Coalition Agreement and/or the stated Ministerial priorities?	Ministerial Priority - Secretary of State's establishment of an independent investigation, chaired by Dr Bill Kirkup CBE, into high numbers of serious untoward incidents in maternity and neonatal services in the University Hospitals of Morecambe Bay Trust (UHMBT) between January 2004 and June 2013.	
8) How do you intend to advertise/recruit?	Agency Worker - new	
9) Please confirm proposed employment status:	Agency Worker	
10) For new/extension of non permanent DH staff, please provide (as applicable)	Parent Department/ Organisation details	Start date & end date of current contract
	N/A	May 2014 August 2014
		Start date & end date of proposed extension
11) For new/extension of non permanent DH staff, please provide budgeted costs (inclusive of on-costs or VAT as applicable) for the duration of the requirement/extension sought		
12) Please confirm that the proposed recruitment has been approved by the DG, is affordable and adequate re-prioritisation has taken place in your directorate	Please select	
13) If the post is not permanent, how long will it be required for?	From May 2014 to June 2014 with a possible extension to August 2014	

<sup>1</sup> A position name is only required when the funding stream is RFR2 (Admin)

**14) What adjustments have been considered to open the role to others in the Directorate?**

Details should cover:

- whether reasonable consideration been given to changing the grade or working pattern of the post
- how far resources could be deployed differently across more than one team (for example, moving another individual from a lesser priority area to the vacancy)
- confirmation of other staff at the same grade in the Directorate?
- whether displaced staff and returning secondees were considered and details of why they were not deemed as suitable;

This is a short term requirement for an AO based in Preston, it is not a suitable opportunity for a member of the Department due to the grade, short term nature and location of the post.

**Please note – If the Panel approve a post for advert, you will be required to consider displaced and returning staff from across DH before a post can be advertised.**

**17) What are the risks of leaving this post unfilled and how could they be managed if the post were not to be filled?**

If this posts remain unfilled the investigation will not be able to run to the publically announced timetable of reporting by Autumn 2014. The investigation needs to maintain momentum to retain the support of the families involved and credibility, which is key to the investigation's work.

**18) For recruitment outside of DH only –  
Why is it considered necessary to advertise this post outside DH?**

Why specialist skills or experience is not available in DH?

**19) Please give details of any other vacancies in the section/team related to the post you now want to fill.**

NA

**20) Have you attached a JD for this post?  
(Please note that the RCP will be unable to consider cases without a robust JD)  
If helpful and available, please provide an Org Chart for the team;**

Yes

**21) In completing and signing this form, I confirm that the proposed recruitment has**

<b>PSG career grouping</b>	Core AO		
<b>Closing date</b>		<b>Reference</b>	
<b>Job title</b>	Evidence Support Assistant		
<b>Grade</b>	AO	<b>Number of posts</b>	1
<b>Job type</b>	Generalist		
<b>Directorate</b>	Strategy and External Relations		
<b>Division/Team</b>	Morecambe Bay Investigation		
<b>Location</b>	Preston	<b>Flexible working (give details)</b>	DH policies apply
<b>Travel requirements</b>	This post is regionally based in Preston.		
<b>Recruiting manager</b>	Oonagh McIntosh	<b>Room/ Building Telephones</b>	11N15, OH ext [REDACTED]
<b>Arrangements for interviews</b>	w/c 12 May 2014		

[Maximum of 300 words –The Job Summary should be no more than on page of A4 ]

**Overview of the post/area of work**

The postholder will support the Documents and Evidence Team with the collation and logging of evidence received by the Investigation.

**Key accountabilities for the role**

[describe top four/five accountabilities for the role/s in bullet form]

- Organisation
- Accuracy under pressure
- Keen eye for detail
- Understanding of confidentiality
- Working autonomously
- IT skills – working knowledge of Excel

**Key requirements for the role**

[describe key competencies for the role – policy development, communications skills, analysis, management]

[Should draw on the relevant new Civil Service Competency Framework 2012 – 2017. A minimum of one competency should be picked from each cluster. For specialist posts, add further specialist competencies in at the end for candidates to evidence against

[Recruiting managers should keep in mind that you will to give feedback to any unsuccessful candidate that is objective and disclosable].

been approved by the DG (either DG or SCS2 with delegated authority, or Directorate Business Lead), and is financially affordable for the duration requested

22) Signed and Date

Please complete the attached job description template and forward to:  
[REDACTED]@dh.qsi.gov.uk

**Points to note**

- Recruiting Managers should assume all jobs to be advertised as London or Leeds opportunities, and where there are genuine and strong reasons for not being able to do so (i.e. PA roles, jobs in Private Office, regional jobs) the Recruitment Team will ask Managers to provide robust evidence to this effect, before jobs will be advertised.
- DH Policies apply for any flexible working, and specific arrangements should be discussed with the recruiting manager for the post/s.
- Recruiting Managers must supply the establishment baseline review (EBR) number for the post they want to advertise. This will be checked with the HR Business Partnering team to ensure that this is a permanent enduring role



# Department of Health

## JOB DESCRIPTION (Over Establishment Posts)

Reason for vacancy	New recruitment		
Business Lead sign off,	[REDACTED]		
HR Business Partner sign off	Yes		
Closing date	HR Use Only	Reference number	HR Use Only
Job title	MBI Support Assistant		
Grade	AO	Number of posts	1
Job type	Administrative Support		
Directorate	S&ERD		
Division/Team	Morecambe Bay Investigation		
Location (if regional post, please specify in text box)	Please select Preston	Flexible working	DH Policies Apply
Travel requirements	Occasional travel to Leeds, London or within region		
Recruiting manager	Paul Roberts	Room/ Building Telephone	East Cliffe, Preston 01772 536401
Arranger details for interviews	TBC		
Job summary			



# Department of Health

## RECRUITMENT CONTROL BUSINESS CASE PRO-FORMA

Please complete this pro-forma to provide brief details of the vacancy you are proposing to fill.

1) Directorate	S&ERD
2) Post	MBI Support Assistant
3) Grade	AO
4) Location (for regional office, please specify location in text box)	Choose an item. Preston
5) Please briefly explain how this post fits/support the Coalition Agreement and/or the stated Ministerial priorities?	Ministerial Priority - Secretary of State's establishment of an independent investigation, chaired by Dr Bill Kirkup CBE, into high numbers of serious untoward incidents in maternity and neonatal services in the University Hospitals of Morecambe Bay Trust (UHMBT) between January 2004 and June 2013.
6) Why has the need for an exception arisen?	The role is short term and based in Preston, therefore not appropriate for a permanent member of DH staff
7) How do you intend to advertise/recruit?	Agency
8) Do you plan to recruit via a fair and open competition process	N
9) If no, why is fair and open competition not feasible?	We will request CV's from the agency but the requirement is immediate
10) If not fair and open competition then what type of exception is being proposed? (See annex B)	1. Short term appointments up to maximum of two years
11) If not fair and open competition, who is proposed for appointment and how have they been identified?	Not yet identified, will request CV's once approval is secured.
12) Please confirm proposed employment status:	Agency
13) For new/extension of non-permanent DH staff, please provide (as applicable)	Start date & end date of current contract May - December  Start date & end date of proposed extension
14) If this is an extension request, will the extension period requested take the original agreement over 2 years? Any	Will the extension period requested take the original agreement over 2 years? NA

extensions beyond 2 years require a further case to CSC (Civil Service Commission) for exception approval. CSC will require at least 4 months' notice in these cases.

15) For new/extension of non-permanent DH staff, please provide budgeted costs (inclusive of on-costs or VAT as applicable) for the duration of the requirement/extension sought

£19195.86

16) Please confirm that the proposed recruitment has been approved by the DG, is affordable and adequate re-prioritisation has taken place in your directorate

17) What adjustments have been considered to open the role to others from within the Directorate? Why specialist skills or experience are not available in DH?

This is a short term requirement for an AO based in Preston, it is not a suitable opportunity for a member of the Department due to the grade, short term nature and location of the post.

18) What are the risks of leaving this post unfilled and how could they be managed if the post were not to be filled?

If this posts remain unfilled the investigation will not be able to run to the publically announced timetable of reporting by Autumn 2014. The investigation needs to maintain momentum to retain the support of the families involved and credibility, which is key to the investigation's work.

19) Confirm JD is attached for this post? Yes  
(Please note that the Richard Douglas will be unable to consider cases without a robust JD). See annex A

20) Business Lead sign off

21) Finance Business Partner sign off

22) HR Business Partner sign off

23) In completing and signing this form, I confirm that the proposed recruitment has been approved and is financially affordable for the duration requested:

Signed

Date

Please complete the attached job description template and forward to: [redacted]

[redacted]@dh.qsi.gov.uk



Annex A



Department  
of Health

**JOB DESCRIPTION (Over Establishment Posts)**

<b>Reason for vacancy</b>	New requirement		
<b>Business Lead sign off</b>			
<b>HR Business Partner sign off</b>			
<b>Closing date</b>	HR Use Only	<b>Reference number</b>	HR Use Only
<b>Job title</b>	MBI Support Assistant		
<b>Grade</b>	AO	<b>Number of posts</b>	1
<b>Job type</b>	Administrative Support		
<b>Directorate</b>	S&ERD		
<b>Division/Team</b>	Morecambe Bay Investigation		
<b>Location (if regional post, please specify in text box)</b>	Please select Preston	<b>Flexible working</b>	DH Policies Apply
<b>Travel requirements</b>	Occasional travel to Leeds, London or within region		
<b>Recruiting manager</b>	Paul Roberts	<b>Room/ Building</b> <b>Telephone</b>	East Cliffe, Preston 01772 536401
<b>Arrangements for interviews</b>			
<b>Job summary</b>			

[Maximum of 300 words –The Job Summary should be no more than on page of A4 ]

#### **Overview of the post/area of work**

The post holder will support the team with scanning and recording evidence received. They will provide general administrative support across the team as necessary.

#### **Key accountabilities for the role**

[describe top four/five accountabilities for the role/s in bullet form]

- Organisation
- Accuracy under pressure
- Keen eye for detail
- Understanding of confidentiality
- Working autonomously
- IT skills – working knowledge of Excel

#### **Key requirements for the role**

**Making Effective Decisions** – ask questions when unsure what to do, investigate and respond to gaps, errors and irregularities in information

**Collaborating and Partnering** – proactively contribute to the work of the whole team, be open to taking on different roles

**Managing a Quality Service** – actively seek information from customers to understand their needs and expectations, take ownership of issues, focus on providing the right solution and keep customers and delivery partners up to date with progress

#### **Points to note**

- Recruiting Managers should assume all jobs to be advertised as London or Leeds opportunities, and where there are genuine and strong reasons for not being able to do so (i.e. PA roles, jobs in Private Office, regional jobs) the Recruitment Team will ask Managers to provide robust evidence to this effect, before jobs will be advertised.
- DH Policies apply for any flexible working, and specific arrangements should be discussed with the recruiting manager for the post/s.

## Annex B

### EXCEPTIONS TO SELECTION FOR APPOINTMENTS ON MERIT ON THE BASIS OF A FAIR AND OPEN COMPETITION

The Commission accepts certain appointments from the requirement of appointment on the basis of fair and open competition where it believes this is justified by the needs of the Civil Service or to enable the Civil Service to participate in a government employment initiative that major employers have been asked to participate in.

Departments and Executive Agencies of departments may apply (at the point at which an appointment is made) the exceptions listed below for staff below SCS Pay Band 2. The Commission's specific approval is however required for the use of these exceptions for appointments to the Civil Service at Permanent Secretary and SCS paybands 3 and 2.

So that compliance monitoring data for the whole of April 2014-March 2015 is comparable we are asking departments, as an interim measure, to continue to use the (2012) exceptions shown below but to record them using the new exceptions numbers shown in red. If an exception number is shown in black text that is because the old (2012) exception and the equivalent new (2014) exception use the same number.

For example, short term appointments and those appointed to provide specialised skills should both be recorded as exception 1.

Any appointments to Extended Ministerial Offices should be recorded as being made under exception 4.

The exceptions are:

1. Short term appointments up to maximum of two years to provide managers with the flexibility to meet short-term needs, and to enable departments to appoint individuals who are eligible for support under government programmes to assist the unemployed. Any proposal to extend an appointment made under this exception beyond two years requires the approval of the Civil Service Commission.
10. Permanent appointments to administrative (i.e. old style AA and AO) and industrial grades of individuals who have been appointed through exception 1 at or after 12 months of that appointment on the basis of a fair and objective process approved by the Commission and subject to its audit.

1. **Appointments of individuals with highly specialised skills and experience for up to two years to allow highly specialised people to be brought in without a competition for a particular one-off job on the basis that such a process would be a mere formality. Any proposal for a longer appointment at the outset or to extend an appointment made under this exception beyond two years requires the approval of the Civil Service Commission.**

3. **Secondments of up to two years to facilitate interchange between the Civil Service and other employers. Any proposal for a longer secondment at the outset, or to extend the appointment beyond two years requires the approval of the Commission.**

5. **Re-appointment of former civil servants to enable an individual who was previously a civil servant, within a maximum of the last five years, by virtue of an appointment on merit through fair and open competition or by a process approved by the Commission, and who meets the competences required for the new post, to re-enter the Civil Service at their previous substantive (or a lower) payband.**

8. **Transfer of an organisation into the Civil Service to enable departments and agencies to gain or retain the expertise of its staff. (If the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) applies staff have an automatic right of transfer.)**

7. **Transfers of individuals into the Civil Service to enable departments and agencies to make use of their expertise. Transfers of staff from another Civil Service in the United Kingdom may take place freely provided they were appointed on merit through fair and open competition. Transfers of staff from other public bodies (e.g. non-departmental public bodies) need the approval of the Commission if the organisation is not currently accredited<sup>1</sup> by the Commission.**

2. **The recruitment of disabled people who are in a government scheme to promote the employment of disabled people (currently entitled "Work Choice") or to sponsor internships for disabled people.**

The Commission may also, in exceptional circumstances, agree with a department or agency to except certain other appointments from the requirement for selection on merit on the basis of fair and open competition, where it believes this is justified by the needs of the Civil Service.

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<sup>1</sup> Accreditation is awarded by the Civil Service Commission to NDPBs whose recruitment policies comply with the Recruitment Principles and accreditation must be renewed every three years

**NEW - EO Development Opportunity in the Morecambe Bay Investigation - Lateral Move or Temporary Promotion - Expressions of interest by Monday 23rd June 2014.**

We are seeking expressions of interest for two EO positions to work with the Documents and Evidence team of the Morecambe Bay Investigation in Preston.

This is an exciting opportunity to join a small but busy team working on a high profile independent investigation established by the Secretary of State. The posts offer excellent opportunities to experience work within an independent investigation and to develop skills within a multi-disciplinary team.

The Morecambe Bay Investigation was established by the Secretary of State in July 2013 and is an independent investigation into the management, delivery and outcomes of care provided by the maternity and neonatal services of University Hospitals Morecambe Bay Foundation Trust from January 2004 to June 2013. The Investigation is under the chairmanship of Dr Bill Kirkup CBE. He is supported by a Panel of expert advisors and will be reporting to the Secretary of State in Autumn 2014.

The advertised position is open to substantive staff who are either at EO level or who wish to be considered for the post on a temporary promotion basis (see below).

The Secretariat Support Assistants will be required to work effectively in a small but well established team and provide support to, and for, colleagues in their absence. On occasions the post holders will be required to liaise directly with witnesses to the Investigation and it will therefore be helpful if they have had experience of dealing directly with members of the public. They should be flexible and responsive to changing priorities and be sensitive to the requirements of witnesses to the Investigation.

The successful applicants must be well organised, experienced at prioritising their work effectively, resourceful, adaptable and have a keen eye for details. They must have well developed interpersonal and communication skills as well as proven experience of using IT to deliver objectives. The Investigation is high profile and is dealing with highly sensitive material. Maintaining confidence and independence from the Department of Health is an essential element of all Investigation posts.

This opportunity will last until the end of November 2014.

We are looking for individuals who have the ability to effectively manage a quality service, an ability to see the big picture whilst maintaining confidentiality, as well as the ability to deliver at pace and create and maintain positive working relationships with partners and stakeholders.

The Morecambe Bay Investigation is based in Preston. The team supports flexible working patterns and is committed to creating a supportive and developmental working environment.

If you are interested, please discuss with your line manager and with Jo Fenlon or Paul Roberts in the Morecambe Bay Investigation Documents and Evidence team.

Expressions of interest should be made on a statement of suitability form and send by email to the Documents and Evidence Manager, Paul Roberts, copied to Jo Fenlon and your line manager, by close on Monday 23<sup>rd</sup> June 2014.

To ensure that our approach is fair and open, the process will work as follows:

- individuals submit their expression of interest, to the recruiting manager including a short statement of suitability, providing evidence against the key requirements for the role.
- the recruiting manager will invite applicants to an informal discussion, where they will be asked to demonstrate how they meet the requirements of the post as outlined in the job description.

Please note:

Successful applicants will need agreement from their line manager and director to take up this opportunity and a commitment that their substantive post will be kept open for them to return to at the end of this posting.

Only substantive EOs and AOs (wishing to be considered for the post on a TP basis) are eligible to nominate themselves for the EO roles.

- Nominees must discuss their nomination with their line manager before sending it through and must copy their manager into the email they send to the recruiting manager.
- The recruiting managers will only accept nominations which have the nominee's line manager copied into them.

The Job Description is attached below.

# **THE MORECAMBE BAY INVESTIGATION**

Chaired by Dr Bill Kirkup CBE

Third Floor  
Park Hotel  
East Cliff  
Preston  
PR1 3EA

T 01772 536376  
E Oonagh.McIntosh@dh.gsi.gov.uk

PERSONAL

Our reference:

Address

27 November 2013

## **THE MORECAMBE BAY INVESTIGATION – EXPERT ADVISORY ROLE ON [INSERT SPECIALTY]**

Thank you for accepting the invitation to be an expert advisor working alongside Dr Bill Kirkup, Chairman of the Morecambe Bay Investigation.

This letter sets out the necessary governance and assurance arrangements the Investigation should adhere to. In addition it explains the practical arrangements the Investigation has put in place to ensure that your contribution to its work can be provided as effectively and as efficiently as possible bearing in mind other commitments and responsibilities you may have.

You will be accountable to the Investigation Chairman in respect of your expert advisory role and will work closely with me, the Secretary to the Investigation, regarding all administrative, remuneration and procedural matters.

### **Remuneration\payment of expenses**

The Investigation is being funded by the Department of Health and all budgetary matters will be managed in accordance with the Department's financial policies and procedures. The Department is meeting the costs of the Investigation and therefore fees, travel and subsistence plus any other reasonable expenses incurred by you or your employer (see below for the process by which "any other reasonable expenses" should be agreed) whilst undertaking your expert advisory role on [insert specialty] will be reimbursed to you directly by the Department.

The Investigation understands that your employer will not be making a claim for reimbursement for the time you are engaged on Morecambe Bay Investigation work. However, should your employer have to make arrangements to provide professional cover for any clinical session(s), you cannot attend because you are engaged on Investigation work, and reimbursement is sought, then your employer may wish to liaise with the Investigation about this. Queries from your human resources or finance department should, initially, be directed to the Investigation's Deputy Secretary, Tom Bacon via e-mail [Tom.Bacon@mbinvestigation.org](mailto:Tom.Bacon@mbinvestigation.org).

I confirm that you will be reimbursed, at Departmental standard rates, for any travel and subsistence expenses that you incur in attending meetings and other activities on behalf of the Morecambe Bay Investigation that are connected with your appointment.

A day, for subsistence purposes, is 8 hours (anything less than an overnight stay and starting work for the Investigation again the next morning counts as a single day).

Unless your employer is claiming the reimbursement on your behalf, you will need to supply the Investigation with details of your bank account, branch, sort code and the name of the account holder. If you claim expenses via a limited company the details of this should also be provided. Please send these details to Tom Bacon.

The payment of a fee means that, for tax and NI purposes, you are classified as an "office holder". This means that, unless advised otherwise by HM Revenue & Customs (HMRC), the Department has to pay your fee in accordance with Schedule E PAYE rules and, where applicable, deduct tax and Class 1 National Insurance contributions.

In addition, as an office holder, the reimbursement costs of your travel to and from your home to the Review's meetings and any hotel costs involved would also be subject to tax and NI. In the case of these expenses, however, the Department has agreed with HMRC to meet all tax and NI liability. In doing so the Department must obtain a declaration from you (see the tax relief declaration form attached at the end of this letter) that, in effect, simply prevents the refunding of any tax paid under the arrangement. You may of course opt to have your expenses taxed and in that case the Department will declare them on its annual P11D tax return to the Revenue.

Should you have any questions on tax and National Insurance matters please contact the Department's HMRC liaison contact on [REDACTED] or queries about the payment of your expenses, in the first instance, please Tom Bacon.

#### **Travel and subsistence rates**

The Department's travel and subsistence rates are as follows:

##### Expenses for overnight stays

For each full 24 hours a meal allowance of up to £22.50 with receipts can be claimed. Alternatively if you stay anywhere other than in a hotel or guest house (eg staying with friends or relatives) you may claim a meal allowance of up to £25.00. A receipt is not required for this but details of the address you stay at may, later, be requested.



In addition to the above up to £5.00 per day receipted expenses can be claimed for incidental expenses (eg tea/coffee) where you have actually spent the money while on a business trip.

The Investigation will book any hotel accommodation you require but should you, or your employer, wish to make the reservation, the reimbursement cannot exceed £85 for bed and breakfast.

#### Expenses for time away from your usual place of work/office

If you do incur an expense in addition to your normal daily personal expense for lunch or refreshments for example, you may make a claim for subsistence depending on the length of time away from the office

Over 5 hours -	one receipted meal up to a ceiling limit of £5
Over 10 hours -	two receipted meals up to a ceiling limit of £10
Over 12 hours -	two receipted meals up to a ceiling limit of £10 and cost of a third late evening meal taken up to £15.00

#### Travelling by car

Staff who own their own vehicle and have insured it for business use may be reimbursed:

45p per mile for the first 10,000 miles in any tax year (starting 6 April), and  
25p per mile for subsequent miles.

Supplements for official passengers:

4p per mile for the first  
2p per mile for each additional.

The Investigation Secretariat is content to make any necessary travel and/or accommodation arrangements for you should that be helpful. All requests should be directed to [correspondence@mbinvestigation.org](mailto:correspondence@mbinvestigation.org).

All claims for payment of travel and subsistence should be addressed for my attention and should clearly indicate the dates on which you undertook work for the Investigation, a brief description of what that work was and the hours/days and amount for which you are submitting a claim.

#### **Confidentiality undertaking**

Everyone working for, contracted or engaged by the Investigation who will have any access to either evidence or details of how its work is being undertaken, is required to sign and return the attached confidentiality undertaking.

#### **Panel meetings**

These will be held at the Investigation's office in Preston and are currently being scheduled monthly from November 2013 – July 2014. The Panel meetings will be in addition to any oral evidence sessions the Investigation may determine are required.

The Investigation's Secretariat will liaise directly with you, or your office, regarding your availability.

#### **Access to Investigation papers and evidence**

The Investigation is currently making arrangements for evidence to be stored securely on a database that you will be able to access via the internet. Details of the database, the necessary security arrangements and how the database will operate will be provided as soon as possible.

#### **Role of and communication with the Investigation Secretariat**

At the first Panel meeting the Chairman and I will discuss in greater detail how we anticipate the Investigation will operate and how the Secretariat can support you over the coming months.

It would assist me to manage the flow of work, and to be able to respond to your needs as an expert advisor to the Investigation, if you would channel any queries and work requests through me. My direct line at the Investigation is 01772 536 381 and my mobile number is [REDACTED]

I hope this is helpful but should you have any queries please do not hesitate to contact me.

You are required to indicate, in writing, that you accept the terms of the arrangement and then supply the Investigation with the information I have requested.

I look forward to working with you.

Yours sincerely

**OONAGH McINTOSH  
SECRETARY TO THE INVESTIGATION**

To:  
HM REVENUE AND CUSTOMS  
INSPECTOR OF TAXES  
PUBLIC DEPARTMENTS  
TY-GLAS ROAD  
LLANISHEN  
CARDIFF

I am writing to let you know that :

- (a) I wish the Department of Health to pay the tax due on the travelling and subsistence expenses I receive, together with any further liability arising as a consequence of this agreement;
- (b) I understand that I will not be entitled to receive repayment of the tax paid on my behalf in any circumstances;
- (c) I will write to let you know if I wish to withdraw from this agreement. I understand that in those circumstances the agreement will cease from 6 April following your letter to me confirming your agreement of my withdrawal.

Signed..... Date:.....

Name (in capitals letter).....

National Insurance Number:.....

Home Address:.....

.....

.....

.....

Postcode:.....