

# Lead Employer Trust

## (LET)



The LET would like to extend warmest wishes to you and your family over this holiday period and throughout the new year.



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### December Pay Date

The LET usual pay date is the 28<sup>th</sup> of the month (or the latest working date if this is a weekend/public holiday). For December we always pay LET employees earlier and this year is no exception. The LET pay date for December will be **Friday 22<sup>nd</sup> December**.

Please note, January 2024 pay date falls on a weekend therefore pay date will be **Friday 26<sup>th</sup> January 2024**.

### February 2024 Rotation Work Schedules

The next large rotation of LET employed Doctors in Training will take place on 7<sup>th</sup> February 2024. The LET have worked closely with Local Education Providers (Trusts) to ensure work schedules are received by the LET and issued. If you have not received your work schedule now please make contact with the LET and we can update you.

### Industrial Action

We know current situations with Industrial Action across the NHS is difficult and will be impacting you. The LET have a system in place whereby Host Training site confirm Industrial Action taken and the LET make the required deductions to employees salaries. We are aware this process has generated a large amount of queries and pay issues and therefore the LET have introduced a new process to confirm with you the deduction being made. This is only possible where time allows.

Further Industrial Action will take place from 7am on 20 December 2023 until 7am on 23 December 2023 and then from 7am on 3 January until 7am on 9 January 2024. **All deductions for any Industrial Action you choose to take will be made from your January 2024 pay.**

Regulation 7 covers the conduct of employment agencies and the legislation with respect to agency workers covering Industrial Action gaps. To confirm, if you are covering a gap to support service during the Industrial Action periods you must not work this shift via the LET Flexishift bank. Any work of this nature must be completed via a local Trust locum bank.

## Employee Staff Record (ESR)

Please ensure you have accessed your ESR record (username starts with 441) recently and reviewed your details. You must ensure your details are up to date including:

- personal details (address, phone number etc)
- your emergency contacts
- your e-learning record
- your ED&I information

Guidance on accessing your ESR account can be found [here](#).

## Claiming Study Leave expenses in advance (Reminder)

Did you know you can claim your expenses incurred for Study Leave prior to taking the Leave? The LET introduced this a few years ago and it is detailed in the NHS England Education (formally HEENE) policy.

## LET Policies

A number of LET policies have recently been updated in line with renewal processes. Please view any policy you are using on our [website](#) to ensure you have the most up to date version.

## UKVI Government Announcements

### E-Visa Update

The government is in the process of finalising its plans to roll out E-visa's, replacing BRPs and vignettes from early 2024. NHS Employers international recruitment team has written an article on this [UK government to roll out eVisas over 2024 | NHS Employers](#) explaining that applicants will need to register for a UKVI online account and UKVI will be contacting visa holders to register. The process is gradual so please do not worry if you haven't been contacted yet. The UKVI hopes the new process will be more secure and quicker due to all documents being electronic.

## European Union Settlement Status

In September the government announced that people with pre-settled status under the EUSS will automatically have their status extended by two years before it expires. Individuals will be notified of their extension directly by UKVI. The Home Office will also be taking steps to automatically convert as many eligible pre-settled status holders to settled automatically without them needing to make an application.

For further information you can read the NHS Employers article [Right to work checks standard | NHS Employers](#).

## Junior Doctor Forum

The LET run a Junior Doctor Forum on a quarterly bases and have a Guardian of Safe Working for all trainees who are not based within a Local Education Provider (Trust). This includes GP trainees based in Practice, Palliative Medicine trainees based in Hospices and Public Health trainees based in local authorities/other NHS providers.

The next Junior Doctor Forum will be held on Wednesday 3<sup>rd</sup> January 2024 . You can join via Teams by contacting [laura.dodds5@nhs.net](mailto:laura.dodds5@nhs.net) Attendance at the forum is poor, the LET would welcome suggestions to improve your attendance at this forum. Please send any suggestions to [laura.dodds5@nhs.net](mailto:laura.dodds5@nhs.net)

**We know the holiday period can be difficult for some and we want to ensure you feel supported during this time if you need to reach out. Please use our app below to access a range of support services.**

The graphic is a promotional poster for the PAM Assist Wellbeing App. It features a dark blue background with white and orange text. At the top left is the PAM Assist logo. The main title 'PAM Assist Wellbeing App' is in a white box. Below it, text instructs users to follow simple steps to download the app. A hand holding a smartphone with a QR code is shown. At the bottom left is a '24/7' icon. On the right, a list of five simple steps is provided, with the second step showing the organisational code 'HEENE' in a grey box.

**PAM Assist Wellbeing App**

Follow the simple steps opposite to download the **PAM Assist Wellbeing App**

**24/7**

**5 Simple Steps**

- 1 Go to [pam-assist.co.uk](http://pam-assist.co.uk)
- 2 Insert your organisational code: **HEENE**
- 3 Create your login account details using your **work email address** and use a secure password
- 4 **Validate** your account via the notification email
- 5 **Login** using the email address and password created when registering