

***A warm welcome to employment with the Lead Employer Trust (LET)***

***hosted by Northumbria Healthcare*** ***NHS Foundation Trust***

As a doctor or dentist in training within NHS England Education North East (formally HEENE) the Lead Employer Trust (LET) employ you. You will receive one contract of employment and it will remain unchanged as you rotate throughout placements within our region to fulfil your training programme. Please click the following link to visit our website, where you can discover all the necessary details for working with the LET, including policies, forms, payroll, occupational health, joining the LET bank, and contacts.

[http://www.nenc-leademployertrust.nhs.uk/](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nenc-leademployertrust.nhs.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Cdf4788321c2943e3db7808db92ae5fb4%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638265049840646757%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RPB%2Fg8KVzOZHv1Dczju%2FbEKxF8Pe7b%2FUo4%2BU7np0so4%3D&reserved=0)

**What you need to know about being employed by the LET**

[About | Lead Employer Trust (nenc-leademployertrust.nhs.uk)](https://www.nenc-leademployertrust.nhs.uk/about)

You will be employed by the LET for the duration of your training time with NHS England Education Northeast and will be hosted by the Trusts within the region which you work in. Each NHS Trust has an ESR system as you will be employed by the LET you will have an account with us. Your username for the LET will begin 441 here you will have access to employment details, payslips, and eLearning. It is possible that your host trust will assign you a learning platform. (Kallidus or ESR with username beginning with a different number) As the learning platforms are not linked, the knowledge will not be transferred. However, if you send proof of completion, I can update your LET eLearning.

**Electronic Staff Record (ESR) Self Service:**

It is recommended that you use Internet Explorer or EDGE as an internet browser. The link you need is [https://my.esr.nhs.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.esr.nhs.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726411149%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uak9v3keuRczsd7Wnqe7lV6HRyMxEyk5LowqxbhhH%2B0%3D&reserved=0)

**Statutory and Mandatory Training:**

Please view the LET e-learning [policy](https://www.nenc-leademployertrust.nhs.uk/policies) gives details of all modules you must complete with renewal periods. Please view your account through the above ESR Self Service access to ensure you are compliant prior to your start date and every rotation of placement you do. **You will receive reminders through ESR and from the LET when your e-learning is due to expire**. Please note, you do not have to duplicate this e-learning with your host organization or prior to your renewal date, if you asked to do so, please contact the LET.

Once your pre-employment checks are completed and you have been hired on the system, your ESR profile will change to employee.

Within your LET Employee ESR account this you can:

* View and complete any outstanding e-learning.
* Amend your personal details.
* Amend your bank details.
* Amend your ED&I information.
* Access and view your monthly pay slip (you will not receive a hard copy)
* Access and view your annual P60 (you will not receive a hard copy)
* View your absence history.

Please visit [here](https://www.nenc-leademployertrust.nhs.uk/_files/ugd/d5a70e_602e39e2a8004f98a62e97f743bc50db.pdf) for further information and instructions on accessing your account and amending your details.

**National Insurance Number:**

It is essential that all prospective employees of the Trust have a National Insurance number. If you do not have an NI number, it is essential that you apply for this as soon as possible. Please visit [https://www.gov.uk/apply-national-insurance-number](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fapply-national-insurance-number&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726567384%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jt%2BI%2FwFhkWx%2Ba5fcqWshvhoNrDPGyhrr%2FTxZ%2FPzqYwo%3D&reserved=0) to help you with your application.

**Pension Information:**

Please click [here](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsbsa.nhs.uk%2Fmember-hub%2Fjoining-scheme&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726723631%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nNPICvYRK1j5vT7FFpn3Kypb7Rmm06mC2cQP3WT%2BBFw%3D&reserved=0) to access your guide to the NHS Pension Scheme. If you would like to transfer pension benefits from another scheme, please click  [here](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nhsbsa.nhs.uk%2FPensions%2F4192.aspx&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=velHJV2LrTxB5d28HR%2BIJA38cPRM24jHft2gW8IEjjk%3D&reserved=0) for further information. If you have an Added Years contract in place, please advise your Payroll Officer at once to ensure deductions can begin.

**Salary and Payment details:**

You will receive your monthly salary from the **LET on the 28th of each month** *(please note this may differ in December & January).* Where the 28th is not a working day (weekend or public holiday) you will be paid on the latest working day.

Pay dates for 2024-25:

|  |  |  |  |
| --- | --- | --- | --- |
| 28-May-24 | 28-Aug-24 | 28-Nov-24 | 26-Feb-25 |
| 28-Jun-24 | 27-Sep-24 | 23-Dec-24 | 28-Mar-25 |
| 26-Jul-24 | 28-Oct-24 | 24-Jan-25 |  |

**Wagestream**

The LET launched Wagestream in February 2024. Wagestream allows you as a LET employee to access financial support including:

**Streaming** – use flexible pay to access up to 15% of your basic salary prior to pay day.

**Build Pot** – put money aside for your future straight from your wages with a competitive interest rate (5% interest from 1st June 2024).

**Benefits Checker** – understand if you’re entitled to government support.

**Everyday Savings** – discounts and savings available to you.

**Learning & Resources** – articles to increase your financial confidence.

To use the app and register for Wagestream please visit [https://wagestream.com/en/app-download](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwagestream.com%2Fen%2Fapp-download&data=05%7C02%7Cdonna.gould2%40nhs.net%7C84c27d8fd2a4492da59d08dc81666c6a%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638527524119898186%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=my8i1cfDICIO72ff99FEVmDw85OqqFdn76adb224JOk%3D&reserved=0)

**Travel Claims and Study Leave Expenses:**

You will need to register on the EASY system, please see below:

The LET runs an electronic system to let you send your claims and be paid promptly for these expenses. Please use the following link to access the system [https://let.easy.giltbyte.com](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flet.easy.giltbyte.com%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Rr3zU1ydUMe%2FNeXZR1T0cGTZNL6MngUvMYWz5Ro9OJM%3D&reserved=0) Select ‘Register Here’ when using the system for the first time. Prior to making a travel claim please ensure you have completed the ‘Agreed nominated Base form’ which can be found [here](https://www.nenc-leademployertrust.nhs.uk/_files/ugd/d5a70e_0cd84636972441fd8d628c8dcdf3c117.pdf) You will need to complete the 'nominated base' form and return it to [england.letexpenses.ne@nhs.net](mailto:england.letexpenses.ne@nhs.net)

***Please note, once you agree a nominated base and claimed expenses you are unable to change your nominated base.***

You must also register your vehicle and upload a copy of your driving license and your ***business use insurance documents***prior to making your first claim. For further information relating to this, please find Travel Expense [Policy](https://www.nenc-leademployertrust.nhs.uk/_files/ugd/18e1e3_edb79854e8bf4f4db82345bf75e1116d.pdf) . You must include business insurance coverage with your travel claim, it will not be approved until all supporting documentation has been uploaded. Please make sure that the EASY system receives travel claims every month. Our trust travel policy states that all claims must be sent within the rotational appointment and that reimbursement cannot be granted in retrospect for a period that exceeds three months. For any further information, contact the expenses team via e-mail [england.letexpenses.ne@nhs.net](mailto:england.letexpenses.ne@nhs.net)

You may find the [LET Payroll Useful Guides](https://www.nenc-leademployertrust.nhs.uk/payroll) helpful.

**Revalidation:**

For Revalidation purposes, you must ensure you connect to the correct designated body via your GMC (General Medical Council) online account, but do not connect until you take up your new post. All trainees employed by the Lead Employer Trust your designated body (DB) is **NHSE Education North East** and your Responsible Officer is (RO) is the Postgraduate Dean, Professor Namita Kumar. If you have any queries, please contact the Revalidation team.

[england.traineerevalidation.ne@nhs.net](mailto:england.traineerevalidation.ne@nhs.net)

**Junior Doctor Forum and Exception Reporting:**

Within your host Trust you will report all exceptions to the Guardian of Safe Working (GOSW), you will receive information on exception reporting systems at your host Trust induction. Your host Trust will also have a Junior Doctor forum which we encourage you to attend where possible.

If you are a GP (General Practice) Trainee based in Practice, a Public Health trainee or a Palliative Medicine trainee not working within an NHS Trust you report exceptions to LET GOSW Dr Jane Weatherstone. You will have received a login for the Allocate System, which lets you raise exception reports to Dr Weatherstone.

The LET holds a Junior Doctor Forum for GP, Palliative Medicine and Public Health trainees every three months, details of this forum will be emailed.

**Salary Sacrifice Schemes:**

The LET offers two salary sacrifice schemes including Home Electronics and Fleet Cars. Please visit [https://www.homeelectronicsolutions.co.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.homeelectronicsolutions.co.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uq1nOfpVDGW8SdTmMio2GjUDhLOSGSiuIY%2Bq2u2xKUI%3D&reserved=0) [or https://www.nhsfleetsolutions.co.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsfleetsolutions.co.uk%2F&data=05%7C01%7Cdonna.gould2%40nhs.net%7Ccd931cc8ea9d46ea51a808dae83d6a1c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638077647726879867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rmlaXRdZr2H5m40uQ8VDf2Mm%2BgBi9fEsO2JK7WvsYmg%3D&reserved=0)  Your VPD number to apply for these schemes is **441**.

**Regional Collaborative Locum Bank:**

The LET manages a Locum Bank for Junior Doctors across the Northeast & North Cumbria. If you would like to work locum shifts within the region, please find the [Staff Profile Data Registration Form](https://www.nenc-leademployertrust.nhs.uk/regional-bank)

If you have any final questions which I have not addressed above, please email our helpdesk on

[england.lethelpdesk.ne@nhs.net](mailto:england.lethelpdesk.ne@nhs.net) or telephone 0191 2754782.

Many thanks and we look forward to you working with us.

The LET team.

**LET Contact Details**

|  |  |
| --- | --- |
| **Payroll** | [England.letpayroll@nhs.net](mailto:England.letpayroll@nhs.net)  [England.letexpenses.ne@nhs.net](mailto:England.letexpenses.ne@nhs.net) |
| OLM (Oracle Learning Management) – E-learning | [england.letelearning@nhs.net](mailto:england.letelearning@nhs.net) |
| **People Services**  Medicine, Radiology, Dental | [england.letmedicine@nhs.net](mailto:england.letmedicine@nhs.net) |
| **People Services**  Foundation, Paediatrics, O&G | [england.letfoundationog@nhs.net](mailto:england.letfoundationog@nhs.net) |
| **People Services**  General Practice, Academics | [england.letgpacademic@nhs.net](mailto:england.letgpacademic@nhs.net) |
| **People Services**  Surgery, Anaesthetics, Public Health, Psychiatry | [england.letsurgeryfamily@nhs.net](mailto:england.letsurgeryfamily@nhs.net) |

