

## **Children's Social Care – 'Refer a Friend' Scheme (v1)**

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### **Summary of Scheme**

The Children's Social Care 'Refer a Friend' Scheme is intended to encourage existing County Council employees to recommend employment with the County Council to their friends in order to improve recruitment and retention to qualified Social Worker, Practice Manager and Team Manager posts within Children's Social Care (CSC).

Should an existing employee refer a friend who is then successful at securing a qualified Social Worker, Practice Manager or Team Manager post within CSC, they will receive a one-off payment of £500.

### **Scheme Conditions**

- Only existing Lancashire County Council (LCC) employees can refer a friend.
- The £500 payment relates to qualified Social Worker, Practice Manager and Team Manager posts in CSC only. It does not apply to support worker posts or any other posts within CSC or anywhere else within LCC.
- The scheme excludes candidates already working within LCC and candidates with less than 12 months experience in a children's social care setting.
- Referrals can only be made via the online recruitment application form at the point of submission. Referrals received any other way will not be eligible for the payment.
- Referrals made at a later stage of the recruitment process, i.e. after the candidate has applied will not be valid.
- The referring employee must claim their payment within 3 months of the referred person starting employment with LCC.
- It is the responsibility of the referring employee to claim the payment.
- The referred person must have started work for LCC CSC on a permanent basis before the payment can be made.
- Referrals can only be accepted for people eligible to work in the UK;
- No alternative to the £500 is available.
- Lancashire County Council's decision is final about who receives the £500 payment.

## Process Guidelines

1. The referred friend **must** indicate on the online recruitment application form that they have been referred by a friend and **must** give that employee's name on the form in the free text box available. See below:

Source

How did you hear about this position? \*

Refer a Friend Scheme ▼

Refer a Friend Scheme - Please note only Social Worker, Practice Manager and Team Manager Positions within Children's Social Care are eligible for this scheme.

If applicable under 'Refer a Friend Scheme' please specify the name of the LCC employee who has recommended this position to you \*

2. At the end of the recruitment process for qualified Social Worker, Practice Manager and Team Manager posts within CSC services only, BTLS Recruitment Team will provide the 3x Heads of Service for CSC (North, Central, East) with names of any employees who have referred successful applicants.
3. The employee submits a claim for the payment (£500) when they know their friend has started work at LCC using 'LCC Employee Self-Service' on Oracle.
4. The employee should claim via the options, 'Self Service Payment Claims' → 'Online Claims – Casual/Fees/Additional Casual Work' → element 'Refer a Friend Scheme'. The payment is subject to tax and National Insurance, as it is considered as 'earned income' by the Inland Revenue.
5. The line manager must check with the relevant Head of Service that the claim can be authorised.
6. The Head of Service **must** confirm to the line manager that the person who was referred has commenced employment and that the name of the referring employee corresponds with the details provided by the BTLS Recruitment Team (see point 2 above).
7. If the Head of Service is unable to confirm the details required at point 6 above, they will instruct the line manager to discuss this with the claimant and, potentially, reject the claim.
8. If the Head of Service is able to confirm the details required at point 6 above, they will instruct the line manager to authorise the claim.