

## Appendix 2 – Proposed Key Conditions of the Refer a Friend Incentive Scheme

- People referring must be Surrey County Council (SCC) staff. Agency staff are not eligible
- A referral can be made at any time and does not have to be in relation to a specific advert. Individuals can be 'matched' to vacancies as they arise
- Previous members of SCC staff can be referred providing there has been a minimum of six month break in their employment with SCC
- The posts referred to must be qualified Social Work or Occupational Therapy roles within Adult Social Care
- The referred applicant will be required to go through the established recruitment process
- The first £500 recognition payment will only be paid after six month probation has been successfully completed
- The second £500 recognition payment will only be paid after one year of continuous employment in the role appointed to
- The payments will be made into the referrers bank account or in vouchers
- Once payment has been made it will not be reclaimed unless it is determined that the payment was made in circumstances contravening the key conditions.

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