



HR POLICIES & PROCEDURES (HR/E02)

Pre-employment Checks Procedure

DOCUMENT INFORMATION	
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1. INTRODUCTION

- 1.1 South Central Ambulance NHS Foundation Trust recognises and accepts its responsibilities to provide good standards of care and treatment to patients, by appropriately qualified and statutory registered professional practitioners.
- 1.2 SCAS has adopted the NHS Employment Check Standards published by NHS Employers. These standards include those checks that are required by law, those that are Department of Health Policy.
- 1.3 SCAS is also compliant with CQC Guidance and the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 to ensure safer recruitment.

2. PURPOSE

- 2.1 The aim of this procedure is to:
 - Describe the types of checks that must be completed, prior to candidate start dates and the standards which are measured against.
 - Ensure that the responsibilities for pre-employment checks are appropriately assigned and understood.
 - Define the action required where candidates fail to satisfy the checks.
 - Describe the arrangements for monitoring the completion of pre-employment checks.

3. SCOPE

- 3.1 The standards apply to all applicants as appropriate to the position. This includes permanent and directly-employed temporary and seconded staff, staff on fixed-term and bank contracts, volunteers, students, and trainees.
- 3.2 All external agencies that supply staff to the Trust will provide assurance that recruitment checks are carried out in line with this procedure and with NHS Buying Solutions standards. The assurance is to be provided by the agency prior to their being approved as an agency used by the Trust.
- 3.3 There are separate policies for Registration Checks and DBS Checks.

4. EQUALITY STATEMENT

- 4.1 The Trust is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of the post.
- 4.2 By committing to a policy encouraging equality of opportunity and diversity, the Trust values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary healthcare service. The Trust is committed to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.
- 4.3 The Trust will therefore take every possible step to ensure that this procedure is applied fairly to all employees regardless of race, ethnic or national origin, colour or

nationality; gender (including marital status); age; disability; sexual orientation; religion or belief; length of service, whether full or part-time or employed under a permanent or a fixed-term contract or any other irrelevant factor.

- 4.4 Where there are barriers to understanding; eg, an employee has difficulty in reading or writing, or where English is not their first language, additional support will be put in place wherever necessary to ensure that the process to be followed is understood and that the employee is not disadvantaged at any stage in the procedure. Further information on the support available can be sought from the HR Department.

5. TYPES OF CHECKS

5.1 This procedure covers the arrangements for:

- Verification of identity
- Right to work
- Qualifications/Registration
- Driving licences (where required)
- Employment history and references
- Occupational Health (OH)
- DBS checks

6. RESPONSIBILITIES

6.1 **HR Director:**

6.1.1 Overall responsibility for ensuring that there is a pre-employment checks procedure in place.

6.1.2 Provides a quarterly report on pre-employment checks to the Governance Committee.

6.2 **Assistant Director, HR (Workforce & OD) [ADHR]:**

6.2.1 Overall responsibility for effective working of the Pre-employment Checks Procedure.

6.2.2 Reference point for Recruitment Team Manager in decision-making.

6.3 **Recruitment Team Manager (RTM):**

6.3.1 Responsible to ADHR for developing effective procedures so that SCAS complies with the NHS Employment Check Standards (www.nhsemployers.org), as well as managing and monitoring the completion of appropriate pre-employment checks.

6.3.2 Reports on pre-employment checks highlighting any issues surrounding these.

6.3.3 Responsible for ensuring that Recruitment Co-ordinators and Administrators know which employment checks are required and for monitoring, at least monthly, that what is legally required has happened and for dealing with any issues arising from the checks.

- 6.3.4 Responsible for carrying out quality checks on p-files completed by the Recruitment Team to ensure compliance.

6.4 **Recruiting Managers:**

- 6.4.1 Responsible for validating, signing and dating (to confirm that the original document has been seen) and photocopying identity documentation and for obtaining a signature at interview stage to confirm that the application form used is the one they completed online.
- 6.4.2 Where the assessment/interview process is managed by the Recruitment Team, they will photocopy all the identification documentation and sign and date a summary sheet to confirm they have seen the originals.

6.5 **Recruitment Team:**

- 6.5.1 Responsible for processing and monitoring pre-employment checks; including
- initiating appropriate checks;
 - monitoring completion of checks;
 - chasing outstanding checks;
 - informing the RTM and/or the Recruitment Manager where there are ongoing problems or if the necessary checks are not satisfied;
 - Maintaining Complete records of pre-employment check documentation both within ESR and the individuals HR file

6.6 **Quality and Safety Committee:**

- 6.6.1 Responsible for monitoring the effectiveness of this procedure and ensuring sufficient resources are available to support its implementation. Where it is not possible to address certain risks, they will be flagged up on an appropriate risk register.

7. **PROCEDURES FOR CHECKING**

7.1 In nearly every case (but see s7.3, below), the following pre-employment checks must be complete before a prospective employee can begin their employment with SCAS:

- Identity checks;
- Right to work checks;
- Occupational Health checks;
- Registration checks (if appropriate – see Registration Checks Policy);
- Driving Licence checks (where required);
- At least one reference that is satisfactory to SCAS (pending receipt of a second reference).

Employment will be delayed and/or conditional offers withdrawn if prospective

candidates do not participate/complete the pre-employment checks.

7.2 Verifying Identity

7.2.1 Shortlisted applicants are required to provide identification documents in either of the following two combinations:

- Two forms of photographic identification and one document confirming their address
- One form of photographic personal identification and two documents confirming their address.

7.2.2 Acceptable identification documents include:

- A Full Birth certificate
- Current Passport
- Driving Licence
- National ID card
- A recent utility or council tax bill (valid for 12 months) or bank or building society statement with current address (issued within 3 months)

7.2.3 A complete list of acceptable documentation can be found in the NHS Employment Checks Standards (Verification of Identity) (www.nhsemployers.org).

7.2.4 All documents must be originals or *certified* copies, which are valid, dated and current.

7.2.5 Identity documents will be checked, signed and dated to verify that the original documents have been seen, and photocopied by the Recruiting Manager and/or Recruitment Coordinator and the copies passed to the Recruitment Team for retention on the personal file.

7.2.6 Where a candidate's signature has not previously been provided, the individual will be asked to provide it by the Recruiting Manager at interview for checking against relevant documentation.

7.3 Right to Work

7.3.1 All employees of SCAS must have a legal right to work in the UK.

7.3.2 All shortlisted applicants for positions in SCAS will be required to provide evidence of their right to work at interview stage. This evidence will be checked by the Recruiting Manager, photocopied, signed and the copy passed to the Recruitment Team for retention on the personal file.

7.3.3 Acceptable evidence of the right to work in the UK includes a current UK passport, a birth certificate issued in the UK accompanied by evidence of the individuals National Insurance number or a passport or other travel document endorsed to show

that the holder has an indefinite right to remain in the UK or a biometric card

- 7.3.4 A full list of all of the acceptable documentation is included in NHS Employment Check Standards (Right to Work Checks) (www.nhsemployers.org).

7.4 Disclosure and Barring Service (DBS) Checks

- 7.4.1 See DBS Checks Policy.

7.5 Qualifications

- 7.5.1 Where qualifications are an essential requirement of a position with SCAS, shortlisted candidates will be required to provide evidence of these qualifications in the form of an original certificate.
- 7.5.2 The certificate will be checked by the Recruiting Manager and a photocopy will be taken, signed and returned to the Recruitment Team for retention on the personal file.
- 7.5.3 Also see Registrations Checks Policy for those individuals who are required to be registered with a professional body.

7.6 Driving Licences

- 7.6.1 Where the candidate requires a driving licence (or a particular category of driving licence) as part of the role applied for, this is included in the recruitment information about the post.
- 7.6.2 All staff required to drive as a part of their role within SCAS (but not non-uniform staff who will need to drive on business; ie, between offices) will undergo a Driving Assessment. This will be undertaken by a qualified driving instructor.
- 7.6.3 Prior to the Driving Assessment, the instructor will check that the candidate has an appropriate Driving Licence, make a photocopy of this and pass it to the Recruitment Team for retention on the personal file.
- 7.6.4 For details of these checks, please see the Driving and Care of Trust Vehicles Policy, appendix 5: *Driving Licence Checks*.

7.7 References

- 7.7.1 References serve the purpose of checking the accuracy of a prospective employee's previous employment. They can also provide assurance of an individual's experience, qualification and employment record.
- 7.7.2 SCAS requires references to cover at least the previous three years of employment and/or training (5 years for senior roles of band 7 and above).
- 7.7.3 We aim to check a period which covers two separate employers (where possible), one of which is from the applicant's current or

most recent employer. Where an individual has been with one employer for three years or more, one reference may be sufficient, provided this is from the HR Department. In addition to this a reference from their previous line manager may be sought .

- 7.7.4 Where a prospective employee has changed employment frequently within the last three years, a sufficient number of confirmations shall be obtained to cover the continuous three years history.
- 7.7.5 Where a candidate has not been in employment, then educational references within the last three years preceding the application will be requested using the template on NHS Jobs. In such cases, where a gap in employment history or training has been identified as well as requesting for a personal statement from the applicant using template as Appendix 2, two personal references from persons of some standing in their community who have known the applicant for at least three years will also be requested using the template on NHS Jobs.
- 7.7.6 If the applicant has been self-employed. Evidence should be obtained (for example, from HM Revenue & Customs, bankers, accountants, solicitors, client references etc) to confirm dates of employment, and any other information such as confirmation that the individual's business was properly conducted and the applicant's involvement in the business was terminated satisfactorily. In addition, it is recommended that one personal reference from a person of some standing in their community should also be sought.
- 7.7.7 If the applicant has been unemployed and claimed benefits, evidence will be obtained from the job centre.
- 7.7.8 Contact details for referees will be provided by the candidate as part of the application process.
- 7.7.9 References will be requested in writing by the Recruitment Team once a candidate has been selected and the Recruiting Manager has requested that a written conditional offer of appointment is made. The Recruitment Team may need to clarify information with the referee verbally and, if so, will initial the reference to confirm their actions.
- 7.7.10 References will be reviewed by the Recruitment Co-ordinator or Administrator for consistency with the application form and any other information relevant to the proposed employment. If the Recruitment Co-ordinator or Administrator has any concerns about a reference then these should be raised with the Recruitment Advisor or the Recruitment Manager for resolution. Any discrepancies need to be noted and dealt with accordingly.
- 7.7.11 Reference dates will be recorded on ESR by the Recruitment Co-ordinator and the reference will be retained on the personal file for the minimum periods outlined within with the Department of Health's guidance Management of Records Code of Practice at:

- 7.7.12 Internal applicants will require one reference from the HR Department using Appendix 3, employment dates and any issues checked on ESR.
- 7.8 Recruitment co-ordinators should contact the Human Resources department to verify that all details recorded on ESR are up to date, and that there is no relevant information on the individual's personnel record which will need to be considered before any appointments is made – this will be actioned by using the HR Pro-forma template Appendix 3.
- 7.9 Should the recruitment manager wish to seek additional information about the individual's suitability for the new role, information should be obtained from individual's line manager.
- 7.10 If the HR Pro-forma comes back from the HR department and states the individual's personnel file is not with them/or does not cover the last three years of appropriate reference, then references must be sought from the gaps in question.
- 7.11 **Work Health Assessments**
- 7.11.1 All prospective SCAS staff including internal candidates will require a check by our Work Health Assessment provider to ensure that they are fit to undertake the duties proposed. In all cases, the assessment should take place after any offer of appointment (whether conditional or unconditional), but prior to commencement of their employment or training.
- 7.11.2 The Recruitment Team will provide prospective employees with a Work Health Assessment Service Questionnaire which they will be required to complete and return to the Work Health Assessment provider or to the Recruitment Team as applicable.
- 7.11.3 All prospective Operational Staff and and/or staff whose primary role includes driving will be required to have a medical examination to establish their fitness for the role. All other prospective SCAS staff will complete a questionnaire and indicate whether or not they require an OH check as stated on the conditional offer.
- 7.11.4 Confirmation of the OH check will be returned by the OH provider to the Recruitment Team where it will be retained on the personal file. No other information relating to the health of the candidate will be retained on file.
- 8. CONDITIONAL OFFERS**
- 8.1 While pre-employment checks are being made, a conditional offer of employment will be made, making clear that the position is offered subject to the receipt of satisfactory pre-employment checks.
- 8.2 Offers should not be put in writing until the candidate has provided sufficient evidence to prove their identity and entitlement to work in the UK.
- 8.3 If the Trust finds that the pre-employment checks are not satisfactory, the offer of

employment will be withdrawn. (See Recruitment Policy for further information)

- 8.4 A new employee may only join the organisation before all pre-employment checks are complete in exceptional circumstances and where there is an urgent need to recruit a person to SCAS. *But see points 8.4.1 to 8.4.3, below.*
- 8.4.1 This can only happen if at least one satisfactory reference has been received and they have completed the OH questionnaire, and have been cleared by OH.
 - 8.4.2 If employed before results of DBS check come back, the employee – if a patient facing or clinical triage staff member – must be accompanied and supervised at all times by a suitably qualified and experienced staff member.
 - 8.4.3 In this situation, employment will continue to be on a conditional basis (see s6.1) until all pre-employment checks have been carried out to the Trust's satisfaction.

9. WITHDRAWING CONDITIONAL OFFERS

- 9.1 Where there is a problem with pre-employment checks, the Recruitment Co-ordinator will raise this with the RTM. The Recruitment Manager will be responsible for deciding whether an offer of employment is to be withdrawn in consultation with the Recruiting Manager.
- 9.2 The RTM may refer complex or difficult cases to the ADHR for a decision.
- 9.3 The candidate will then be notified in writing, with 'failure to satisfy pre-employment checks' given as the reason.
- 9.4 Where an employee has commenced employment on a conditional basis, pending completion of pre-employment checks, and these turn out to be unsatisfactory; the RTM will notify the appropriate HR Manager. The HR Manager will take the necessary action to terminate the employee's employment giving 'failure to satisfy pre-employment checks' as the reason. For further information refer to the Probationary Policy.

10. MONITORING OF CHECKS

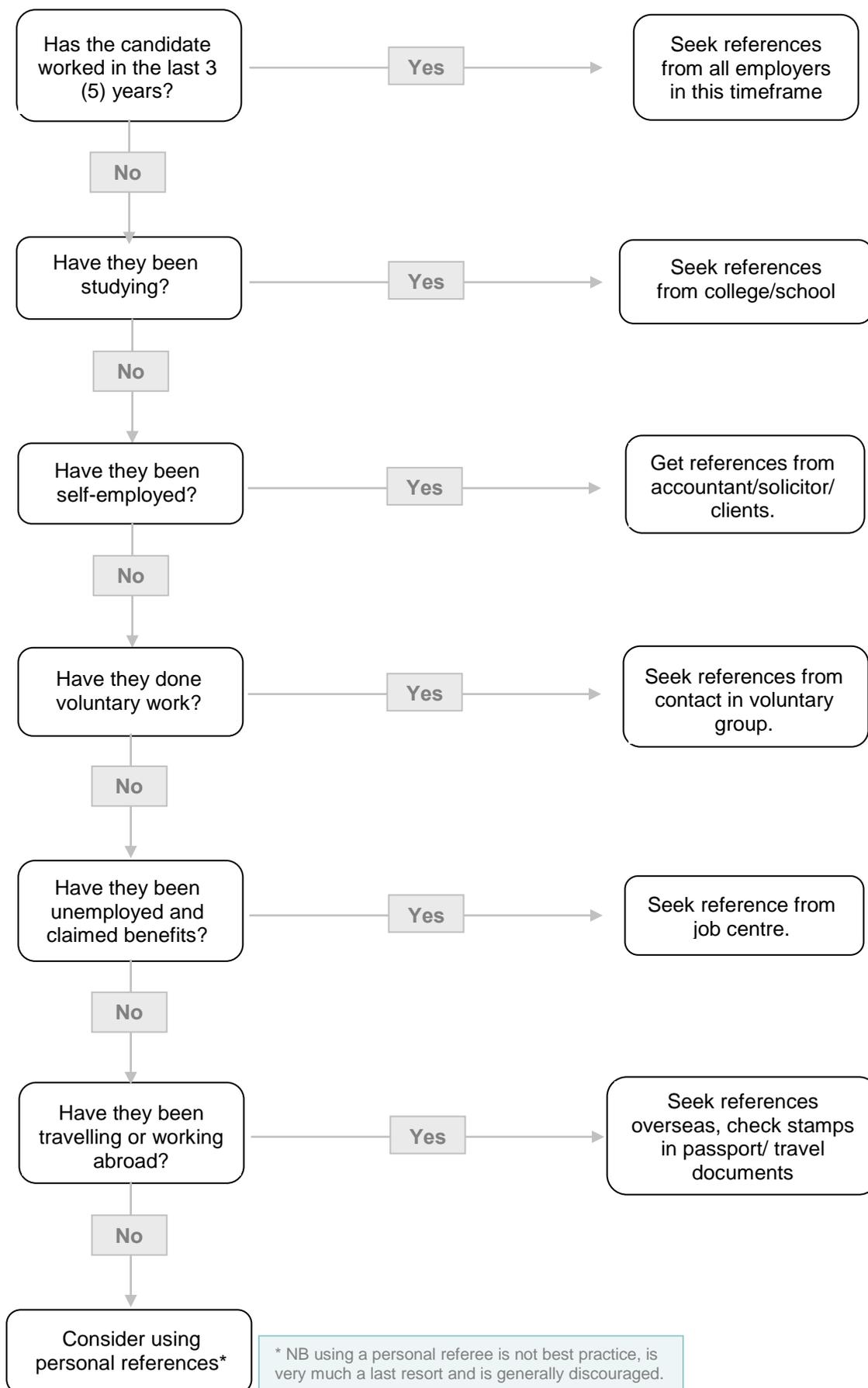
- 10.1 The status of pre-employment checks will be recorded on spreadsheets by the Recruitment Co-ordinator until such time as the records are transferred and maintained on ESR.
- 10.2 DBS checks will be managed and monitored using ESR.
- 10.3 Drivercheck forms will be logged on ESR and managed and monitored by Driving Standards.
- 10.4 Terms and Conditions of employment are not issued until all pre-employment checks are completed and the p-files are signed off as complete by the Recruitment Co-ordinator or the Recruitment Manager .
- 10.5 The Recruitment Manager will monitor completion of checks periodically (not less frequently than 3 monthly) to ensure the necessary standards are being met, and report any issues to the Assistant Director of HR.

11. RELATED POLICIES

11.1 This Procedure forms part of a suite of recruitment-related policies. The following should be read in conjunction with this:

- Recruitment Policy
- Probationary Policy
- Secondment Policy
- Bank/Zero Hours Policy
- DBS Checks
- Driving and Care of Trust Vehicles
- Registrations Checks Policy

Sourcing References





Personal Statement

Appendix 2

To be completed by the APPLICANT and used to clarify any gaps in employment or training history.

NAME

JOB TITLE

Dates the statement refers to

From:

To:

Please briefly describe what you were doing during the time this statement refers to (I.E. caring for a family member, travelling, unemployed, looking for work)

I can confirm that the information given above is accurate and true.

Applicant Name (Print):

Signature:

Date:

Email address:

Telephone Number:

Data Protection

This form contains personal data as defined by the Data Protection Act. This data has been requested by the Human Resources/Workforce department exclusively for the purpose of Recruitment. The Human Resources/Workforce Department must protect any information disclosed within this form and insure that it is not passed to anyone who is not authorised to have this information.

Please note that you may be required to provide additional evidence such as any travel documents, passport, or proof of seeking benefits if unemployed etc, to further validate the information you have provided within this form.



CONFIDENTIAL

HR Confirmation of Formal Procedures for recruitment of internal appointment within SCAS

Date sent to HR:	Post Applying for:
Recruiting Managers Name:	Job Reference number:
Applicants Name:	Current post:
Date Joined SCAS:	Screen shot saved if 3 years evidence on ESR Yes/No

- If the above 'Date Joined SCAS' is more than 3 years, then the recruitment team to save a screen shot from ESR into the candidates personal folder and forward this pro-forma to HR
- If the above date is less than 3 years then evidence of previous references needs obtaining
(Recruitment Team to send for external references if dates do not cover 3 years)

<u>To be completed by HR at SCAS</u> Previous satisfactory references evidenced in personal file covering 3 years? <i>(Recruitment team to send for external references if dates do not cover 3 years)</i>	Yes/No
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<u>To be completed by HR at SCAS</u> HR Procedure (Are there any current warnings on the applicants' record?)	Date of live Sanction/Stage	Level of Sanction	Comments
Discipline			
Capability			
Absence			

To be completed by HR at SCAS

Is there any relevant information which will need to be considered before any appointment is made ?

If YES please give details below:

- If sanctions/information has been declared above then this should be discussed with the Recruiting Co-ordinator by the HR Advisor completing this form
- HR to confirm if the Recruitment Co-ordinator still going ahead with the appointment
Yes/No
- **If No** then HR to make a note below for reason for not appointing, advise the recruitment manager so that recruitment can inform the candidate as appropriate

Form Completed by - Name Signed
Date

This form to be returned to - recruitment@scas.nhs.uk

DATA PROTECTION

This form contains data as defined by the Data Protection act. This data has been requested by the Recruitment Team exclusively for the purpose of recruitment. The Recruitment team will protect any information disclosed within this form and ensure it is not passed to anyone who is not authorised to have this information.

Equality Impact Assessment Form Section One – Screening

Name of Function, Procedure or Strategy: Pre Employment Checks Procedure.....

Officer completing assessment: **Jackie Milsom**.....

Telephone: 01869 365050.....

1. What is the main purpose of the strategy, function or procedure?
<p>The aim of this procedure is to:</p> <ul style="list-style-type: none">• Describe the types of checks that must be completed, prior to candidate start dates and the standards which are measured against.• Ensure that the responsibilities for pre-employment checks are appropriately assigned and understood.• Define the action required where candidates fail to satisfy the checks.• Describe the arrangements for monitoring the completion of pre-employment checks.
2. List the main activities of the function or procedure? (for strategies list the main policy areas)
<p>The procedure is for the use of those engaged in Recruitment: The Recruitment Team and Recruiting Managers. It describes checks required by law or advised by NHS Employers in the NHS Pre-Employment Checks Standards. It also describes responsibilities and conditions around recruitment and appointment within SCAS.</p>
3. Who will be the main beneficiaries of the strategy/function/policy/procedure?
<p>The SCAS Recruitment Team, Recruiting Managers and employees of the Trust. Patients, the public and users of our Service.</p>
1. Use the table overleaf to indicate the following:-
<p>a. Where do you think that the strategy/function/policy could have an adverse impact on any equality group, i.e. it could disadvantage them?</p> <p>b. Where do you think that there could be a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups?</p>

South Central Ambulance Service NHS Foundation Trust

Unit 7 & 8, Talisman Business Centre, Talisman Road, Bicester, Oxfordshire, OX26 6HR

		Positive Impact	Negative Impact	Reasons
GENDER	Women	N/A	N/A	
	Men	N/A	N/A	
RACE	Asian or Asian British People	N/A	N/A	
	Black or Black British People	N/A	N/A	
	Chinese people and other people	N/A	N/A	
	People of Mixed Race	N/A	N/A	
	White/white other	N/A	N/A	
DISABILITY	Disabled People	N/A	N/A	
SEXUAL ORIENTATION	Lesbians, gay men and bisexuals	N/A	N/A	
AGE	Older People (60+)	N/A	N/A	
	Younger People (17 to 25) and children	N/A	N/A	Less likely to meet the referencing requirements. The procedure includes options (educational and personal references) references as alternatives for these and any other candidates without work experience.
RELIGION/BELIEF	Faith Groups	N/A	N/A	
	Equal Opportunities and/or improved relations	N/A	N/A	Yes – ensuring that a fair and consistent process is followed for all new staff. Meets legal requirements and protects users of our service.

Notes:

Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and to the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

5. If you have indicated that there is a negative impact, is that impact:		
	Yes	No
Legal (it is not discriminatory under anti-discriminatory law)	<input type="checkbox"/>	<input type="checkbox"/>
Intended	<input type="checkbox"/>	<input type="checkbox"/>
Level of Impact	<input type="checkbox"/>	<input type="checkbox"/>
If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.		
6(a). Could you minimise or remove any negative impact that is of low significance? Explain how below:		
6(b). Could you improve the strategy, function or policy positive impact? Explain how below:		
7. If there is no evidence that the strategy, function or policy promotes equality, equal opportunities or improves relations – could it be adopted so it does? How?		

Please sign and date this form, keep one copy and send one copy to the Trust's Equality Lead.	
Signed:	<i>Jackie Milsom</i>
Name:	Jackie Milsom
Date:	<u>20 June 2014</u>

EQUALITY IMPACT ASSESSMENT FORM SECTION TWO – FULL ASSESSMENT

Name of Function, Policy or Strategy: Pre-employment checks procedure

Officer completing assessment: Jackie Milsom

Telephone: 01869365050

Part A

1. Looking back at section one of the EqIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

- Gender
- Race
- Disability
- Sexual Orientation
- Age
- Religion/Belief

2. Summarise the likely negative impacts:-

.....

.....

.....

3. Using the table below, give a summary of what previous or planned consultation on this topic, policy, function or strategy has or will take place with groups or individuals from the equality target groups and what has this consultation noted about the likely negative impact?

Equality Target Groups	Summary of consultation planned or taken place
Gender	
Race	

Equality Target Groups	Summary of consultation planned or taken place
Disability	
Sexual Orientation	
Age	
Religion/ Belief	

4. What consultation has taken place or is planned with Trust staff including staff that have or will have direct experience of implementing the strategy, policy or function?

There has been consultation with the users of the procedure: Recruitment and HR teams. It has been made available to Policy Review Group for information and comment. Policy Review Group includes Staff Side representative and Managers. The Procedure is closely aligned with the NHS Pre Employment Standards Checks document and follows NHS Employers best practice advice and meets legal requirements regarding right to work.

As an HR Procedure full staff consultation is not required.

5. Check that any research, reports, studies concerning the equality target groups and the likely impact have been used to plan the project and guide or indicate what research you intend to carry out:-

Equality Target Groups	Title/type of/details of research/report
Gender	
Race	
Disability	
Sexual Orientation	
Age	
Religion / Belief	

6. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the

issues?

Yes (Please list them and explain how you will obtain their views)

.....
.....

No

Part B

Complete this section when consultation and research has been carried out

7a. As a result of this assessment and available evidence collected, including consultation, state whether there will be a need to be any changes made/planned to the policy, strategy or function.

7b. As a result of this assessment and available evidence, is it important that the Trust commissions specific research on this issue or carries out monitoring/data collection?

(You may want to add this information directly on to the action plan at the end of this assessment form)

.....
.....
.....
.....

8. Will the changes planned ensure that negative impact is:

Legal?

(not discriminatory, under anti-discriminatory legislation)

Intended?

Low impact?

9a. Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy, function or policy?

Yes

No

9b. How will this monitoring/evaluation further assess the impact on the equality target groups/ensure that the strategy/policy/function is non-discriminatory?

Details:

.....
.....

.....

Please complete the action plan overleaf, sign the EQIA, retain a copy and send a copy of the full EQIA and Action Plan to the Trust's Equality Lead.

Signed:

Name:

Date:

South Central Ambulance Service NHS Foundation Trust

Unit 7 & 8, Talisman Business Centre, Talisman Road, Bicester, Oxfordshire, OX26 6HR