

Standard Terms and Conditions of Employment

Basic Salary

Salaries are paid in twelve monthly installments, on the 18th of each month. The payment covers the whole of the month that the payment is made in. Please refer to the job description for the actual salary for the post you are applying for.

Holidays

Annual leave entitlement is a basic 23 working days in a full leave year (pro rata for part time staff). Your leave year will begin the month you commence employment. (The minimum leave entitlement of employees who, immediately prior to the commencement of the leave year, have had not less than five years' continuous service under one or more local authorities, is 29 days.)

Additional annual leave will be granted on the following basis: -

After 5 years continuous service	4 extra days
After 10 years continuous service	1 extra day
After 15 years continuous service	1 further extra day
After 20 years continuous service	1 further extra day

As well as annual leave entitlement there are 8 days which are Bank Holidays. On top of these days the Council grants three extra statutory day during the Christmas period.

Pension scheme

The successful candidate will be eligible to join the Local Government Pension Scheme, which provides a range of index-linked benefits. The employee's contribution is based on their whole time pay rate and varies from 5.5% up to 7.5%.

Childcare

The Council has, in conjunction with Busy Bees, introduced an initiative under which part of an employee's salary may be given up in exchange for childcare vouchers. Within specified limits, these vouchers are non-taxable and exempt from National Insurance contributions and represent a saving for employees who receive them as part of their total employment package.

Sick pay

Employees absent from work due to illness (including injury or other disability) shall be entitled to receive an allowance in accordance with the following scale: -

During 1 st year of service	1 month's full pay and (after completing 4 months' service) 2 month's half pay.
During 2 nd year of service	2 months full pay and 2 months half pay.
During 3 rd year of service	4 months full pay and 4 months half pay.
During 4 th and 5 th year of service	5 months full pay and 5 months half pay.
After 5 years service	6 months full pay and 6 months half pay.

Maternity pay

Up to 52 weeks' maternity leave may be taken. The Council also has a policy for paternity and adoption leave.

Hours of Work

Normal full time hours of work are 37 hours per week, Monday to Friday in line with our flexi-time scheme operating between 7.30am and 6:30pm, unless contracted to work outside these hours. There is no core time and it is possible to take flex days off (working pattern is subject to line manager approval).

Continuous Service

Previous service with another Council or a relevant body provided for under the Redundancy Payments Modification Order (Local Government) Act 1983 (as amended) will be recognised. This will affect entitlement to annual leave, redundancy payments occupational sickness scheme and the occupational maternity scheme as applicable.

Probation

New entrants to local government Council will be expected to complete a probationary period, which may be extended if appropriate. The probation period will normally be six months.

Appraisal

All staff receive Appraisal Reviews against objectives, which leads to the formulation of individual development and work targets against the service plans for their unit, and the wider corporate objectives.

Politically Restricted Posts

If the post is deemed as 'politically restricted' within the meaning of the Local Government and Housing Act 1989, the holder of the post will be advising elected members and is therefore subject to restrictions. This means that you cannot stand for public elected office (other than to a parish council) and are subject to restrictions on more general political activity. The job description will confirm if this restriction applies to the post.

Health and Safety Policy

The Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Criminal Records

Criminal records will only be taken into account for recruitment purposes when a conviction is relevant. Unless the nature of the work demands it, applicants will not be asked to disclose any convictions which are "spent" under the terms of the Rehabilitation of Offenders Act 1974 - but see note below. Having an unspent conviction will not necessarily preclude employment. This will depend on the circumstances and background to the offence, and the nature of the job applied for.

Important Note - If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975, details must be given about all convictions, whether spent or not. Please check the job details for the "spent" status of the post that you are applying for.

Information Note: Spent convictions

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had never occurred) when the individual has not committed another serious offence after a certain period of time. Rehabilitation periods vary according to the type and length of conviction originally incurred. For example:

1. Imprisonment for between six and thirty months – Spent after ten years

2. Imprisonment, detention in a young offenders institution or youth custody for six months or less – Seven years
3. Probation – Five years (if under 18, the longer of two and a half years or when the order ceases to have effect)
4. Fine or community service order – Five years
5. Absolute discharge (whatever age) – Six months
6. Conditional discharge, bind over – The longer of one year or whenever the order ceases to have effect.

Notice Periods

The period of notice of termination of your employment, which you are required to give, is not less than 4 weeks for Grade M – H, and not less than 8 weeks for Grade G-A.

The minimum periods of notice to which you are entitled are:-

Period of Continuous Employment	Minimum Notice
Four weeks or more, but less than two years	1 week
Two years or more, but less than twelve years	1 week for each year of continuous employment
Twelve years or more.	weeks.