

# Babergh District Council

## Outline Conditions of Service

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This is intended as a guide to the main terms and conditions which apply to staff working at our Corks Lane Headquarters in Hadleigh. If you require clarification on any of the following points, please do not hesitate to raise your questions at the appropriate time during the interview or telephone the HR Team on 01473 825723.

### SALARY

#### Starting Salary on Appointment

The starting salary, in the Performance Grade appropriate to this post, will be determined by taking into account all relevant factors including skills, qualifications and current level of salary. Other considerations might include the salary levels of existing staff doing the same or similar work.

#### Salary Progression

Salary progression within the Performance Grade is entirely performance based in accordance with a Performance Related Pay Scheme. There is therefore no right to an annual increment solely because of service.

***The Performance Related Pay scheme has been suspended until 2012. This has been replaced by Performance Increments.***

#### Performance Increments

Performance Increments will be restricted to two possible outcomes:

- 1) Where performance is judged as fully satisfactory – advancement of one increment.
- 2) Where performance is judged as less than fully satisfactory - no incremental advancement.

#### Performance Related Pay (PRP)

The PRP Scheme consists of a five level reward structure which determines bonus payments as well as incremental progression. A formal performance appraisal system enables performance to be measured against jointly agreed objectives and targets.

The rewards structure is as follows:-

#### Performance Level

#### Reward

1. Unsatisfactory performance

No incremental progression or bonus

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|----------------------------|---------------------------------------------------------------------------------------|
| 2. Incomplete performance  | Advance one increment on a non-consolidated basis over period of year                 |
| 3. Good performance        | Advance one increment in grade plus bonus equivalent to the value of one increment.   |
| 4. High performance        | Advance one increment in grade plus bonus equivalent to the value of two increments.  |
| 5. Exceptional performance | Advance two increments in grade plus bonus equivalent to the value of two increments. |

### **Annual Updating of Salary (i.e. Cost of Living Increase)**

Pay awards will be updated in line with the National NJC negotiated pay award for local government staff. Salary increases are effective from 1 July every year.

### **Payment of Salary**

All staff are paid monthly directly into Bank/Building Society accounts, on the 26<sup>th</sup> of each month, except in December when payments are made earlier.

### **RELOCATION EXPENSES SCHEME**

The Council has a generous and comprehensive relocation expenses scheme to assist employees who are required to move home (more than 20 miles) permanently to take up a new appointment. The major provisions of the scheme are:

- **Visiting Allowance** – travel for employee and spouse to visit area to find accommodation – for one visit (two nights B&B accommodation)
- **Lodging Allowance for six months** – plus expenses to travel home every three weeks.
- **Settling-in Allowance** – 5% of starting salary when move to area on permanent basis is completed.
- **Legal and Estate Agency Fees – Sale + Purchase** – up to £4,000 + VAT;  
**Purchase only** – up to £2,000 + VAT
- **Removal Expenses**

### **HOURS OF WORK**

The standard working week for full-time employees is 37 hours. The Council's offices are open to the public from 9.00 a.m. - 5.00 p.m. Monday to Thursday and 9.00 a.m. - 4.30 p.m. on a Friday. All sections must be covered during these periods.

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### **FLEXITIME (for HQ based staff)**

A Flexitime Scheme is in operation, based on a 37 hour working week. Staff are required to use the electronic time recording system in the Council Offices. A standard working day is 7 hours 24 minutes.

The scheme is based on the principle that the needs of the work must have absolute priority.

Each officer is responsible for ensuring that he/she works sufficient hours to comply with the specified carry-over limits at the end of each 4-week accounting period. A maximum of two standard day's flexi leave (or four ½ days) in any accounting period may be taken subject to the agreement of the Head of Division, when additional hours are accrued.

### **OVERTIME**

From time to time it may be necessary to work additional hours in order to fulfil the requirements of the post. No overtime payments will be made to staff in Performance Grades 1-8. Any significant contribution by an officer in this respect will be taken into account with all other performance factors in the Performance Related Pay Scheme. For employees in Grade 9-13, any authorised overtime will be paid at the flat rate only.

### **HONORARIA/STAFF UNDERTAKING DUTIES OF HIGHER GRADED POSTS**

No honoraria or other payments (i.e. higher salary) will be paid whether an officer is undertaking the full duties of a higher graded post or only part of those duties. Any exceptional cases will be dealt with under the Performance Related Pay arrangements.

### **ANNUAL LEAVE**

Annual Leave entitlement is based solely on the grade and length of service in Local Government as follows:-

<b><u>Performance Grade</u></b>	<b><u>0 – 5 Years Service</u></b>	<b><u>5 – 10 Years Service</u></b>	<b><u>10+ Years Service</u></b>
	<b><u>Days</u></b>	<b><u>Days</u></b>	<b><u>Days</u></b>
12 and 13	20	25	25
10 and 11	21	25	25
4 – 9	24	25	27
1 - 3	27	27	30

There is also an entitlement to two additional statutory days holiday, and an entitlement to the eight days statutory Bank Holidays. For part-time employees, there is a pro rata entitlement to Bank Holidays and statutory days. At Babergh, the two statutory days are set between Christmas and New Year, together with an

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additional day to allow a close-down of the Council Offices between 25th December and 1st January (inclusive) each year.

### **PENSION**

All employees irrespective of whether their employment is permanent or temporary, full time or part time will automatically become eligible to join the Local Government Pension Scheme unless they choose not to by exercising their option on the form provided. This form must be completed and returned with the acceptance of employment reply.

Casual employees will still be able to exercise their option to opt in, i.e. they will not automatically become members.

Please note that if your annual earnings do not exceed £30,000 you may contribute up to £3,600 to a Stakeholder Pension Scheme or a Personal Pension Scheme whilst concurrently contributing to the Local Government Pension Scheme. If your earnings exceed £30,000 you may not contribute to a Stakeholder Pension Scheme or a Personal Pension Scheme at the same time as contributing to the Local Government Pension Scheme.

### **SICKNESS PAY**

In any 12 month period staffs are entitled to receive sick pay for the following periods depending on length of Local Government Service.

	<b><u>Full Pay</u></b>	<b><u>Half Pay</u></b>
1st year of service	1 month	+ 2 months (after 4 months' service)
During 2nd year of service	2 months	+ 2 months
During 3rd year of service	4 months	+ 4 months
During 4th year of service	5 months	+ 5 months
After 5 years of service	6 months	+ 6 months

### **CAR LOAN FACILITIES**

The Council operates an Assisted Car Purchase (Car Loan) Scheme. Further details are available from the Payments Team.

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### **ESSENTIAL CAR USER**

Please only note this section if, in the vacancy advert, the post you are applying for has been designated as currently eligible for an Essential Car User Allowance.

This is not a Condition of Service and the Council reserves the right to review the eligibility criteria at any time and give 12 months' notice of any change. The current eligibility criterion is that an employee must undertake a minimum of 2,500 business miles per year.

An essential user allowance is paid in accordance with the national agreement.

**Please note The Essential Car User Scheme is currently under review.**

### **PROBATIONARY PERIOD**

All new entrants to Local Government must serve a probationary period of six months.

### **VERIFICATION OF QUALIFICATIONS**

Successful candidates for Council posts will be required to supply original Certificates for all qualifications cited on their application form.

### **VERIFICATION OF ENTITLEMENT TO WORK**

All candidates shortlisted for interview will be required to prove their entitlement to work in the U.K. Generally, an original document with a National Insurance number on it will be sufficient and this must be brought to interview.

### **NOTICE**

Staff on Performance Grade 13-11 will be subject to 1 months notice from either party, Staff on Performance Grade 10-7 will be subject to 2 months notice and staff on Performance Grades 6-1 are subject to 3 months notice.

### **OTHER TERMS AND CONDITIONS**

The major terms and conditions of employment as detailed above are determined by Babergh District Council. All other terms and conditions are in accordance with the Conditions of Service of the National Joint Council for Local Government Services.

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### **UNDERTAKING REGARDING INDUSTRIAL ACTION**

Any offer of employment with Babergh District Council will be set out in a Personal Contract which, together with the above terms and conditions, will include a provision to restrict industrial action. It will be a condition of your employment that you do not take any form of industrial action until the expiry of three months' written notice. This would be to allow a reasonable period for discussion and, if necessary, negotiations - often referred to as a "cooling off" period. Notwithstanding this you will also be required to agree not to take any form of industrial action in respect of disputes over salary matters.

### **NO SMOKING POLICY**

Smoking is banned throughout the Council Offices.

### **STAFF RESTAURANT**

There is a restaurant available to staff Monday to Friday providing light meals and snacks at competitive prices.

### **CAR PARKING**

There is limited free car parking available in the Council Office staff car park. There is also free parking in nearby car parks and on-street parking.

**THE ABOVE INFORMATION IS A BASIC SUMMARY OF THE MAIN TERMS AND CONDITIONS OF EMPLOYMENT, IT DOES NOT FORM ANY PART OF THE CONTRACT OF EMPLOYMENT. FURTHER DETAILED INFORMATION IS CONTAINED IN A STATEMENT OF PARTICULARS OF EMPLOYMENT, WHICH WILL BE ISSUED TO YOU IF YOU ARE OFFERED EMPLOYMENT WITH THE COUNCIL.**

Updated September 2011