

Charnwood Borough Council

Information for Prospective Employees

Conditions of Appointment

Unless stated otherwise, the appointment will be subject to the Conditions of Service of the National Joint Council for Local Government Services, as adopted or amended by the Council, together with such other local conditions determined by the Council. The following represents an outline of those terms and conditions further details of which are available from the Human Resources Section.

Salary

Monthly salary is paid on 25th of each month.

Hours of Work

Normal office hours are from 8.30am to 5.00pm (4.30pm Friday) for a standard working week, with a 1-hour lunch break. The hours and working days may vary in accordance with the needs of the service and the function in which you are employed. A Flexi –Time Scheme is in operation, which you may join subject to the approval of your manager. Details of the Scheme will be given to you on appointment

Overtime

Overtime is not normally worked, but you will be expected to undertake any reasonable requirements for overtime that may arise from time to time. Any special requirements concerning irregular or additional working hours in relation to a particular post will be discussed with you at interview.

Smoking at Work

The Council operates a No Smoking Policy. The acceptance of employment will be deemed to include acceptance of this policy.

Leave

Annual leave is 22 days per annum, rising to 27 days after 5 years continuous local government or associated service. The leave year runs from 1st June to 31st May for the majority of employees. Should you commence employment part of the way through the leave year, leave is allocated on a pro rata basis. Every attempt will be made to honour existing holiday arrangements.

Public Holidays

There are 8 statutory, 2 extra statutory and 2 locally agreed days leave per year. Details of this leave will be provided on appointment. Part time employees receive public holidays on a pro rata basis that is attached to the annual leave entitlement.

Medical Clearance

All appointments are conditional upon a satisfactory medical report from the Council's occupational health adviser. Persons offered appointments would be required to complete a confidential medical questionnaire. Physical medical examinations will be conducted if it is considered by the medical adviser to be necessary in any particular case.

Pension Arrangements

On commencing employment with the Council you will be entered into the Local Government Pension Scheme (LGPS), unless you elect to make your own arrangements. The LGPS is a contributory scheme, with the employee contributing a percentage of their gross salary and the Council contributing a greater amount. The amount contributed by the employee is determined by their salary and ranges from 5.5% to 7.5%. This provides for a lump sum and pension on retirement or other designated ending of employment. Further details will be supplied to successful candidates on appointment.

Probationary Periods

All new starters with the Council will be required to successfully complete a six-month probationary period. Details of the review process will be provided to successful candidates on appointment.

Periods of Notice

Either party may give notice at any time. The minimum notice required to terminate employment, subject to statutory requirements are: -

Principal Officer Grade - 2 months

All other posts - 1 month

Payment of Professional Fees

The Council will pay one professional fee if the qualification is a requirement of the job.

Car Parking

There are some car parking spaces available for Council staff for which a charge is made. However the car parking provision is reviewed annually and there is no guarantee of a car parking space.