

A brief guide to the Terms and Conditions of Employment

Terms and Conditions of Employment

The main terms and conditions of employment are in accordance with the relevant National Agreement on Pay and Conditions of Service for the occupational group concerned. For most employees these conditions are contained within the National Joint Council for Local Government Services (National Agreement on Pay and Conditions of Service), otherwise known as the 'Green Book'. Harlow Council also have their own local agreements which are mainly detailed in the Employee Handbook.

Salary

The salary range for this post was published in the advertisement. Your starting salary would depend upon your skills, experience and level of competence. Candidates normally start on the minimum of the grade. Salary is paid by credit transfer to either a bank or building society on the 15th of each month.

Hours of work

The full-time working week is 37 ½ hours. The Council operates a Flexible Working Hours Scheme for office staff (certain posts are excluded from this). Normal start and finish times are agreed individually. Many of our posts are also available on a part-time or job share basis - usually this will be specified in the advertisement.

Annual Leave

The annual leave period is from 1st April to 31st March. The amount of leave is dependent on grade and length of service. Full-time employees receive a minimum of 26 and up to a maximum of 32 days leave per year. Employees with more than five years' continuous service in Local Government receive a minimum of 31 days leave per year. Public Holidays are in addition to the above entitlement.

Annual leave, public holidays, statutory and extra-statutory days are calculated for part-time employees, job sharers and temporary employees on a pro-rata basis, according to the number of hours worked.

Probation

New entrants to employment with Harlow Council are subject to a six month probationary period. Confirmation of employment is subject of satisfactory completion of this probation period.

Pension

If your appointment is initially for three months or more, you will automatically enter the Local Government Pension Scheme (LGPS), unless you provide evidence of having opted out of the scheme (by completing and signing a PN16 form). This Pension Scheme is a statutory, funded scheme, whose benefits are defined and guaranteed in law. One of the benefits provided is a pension based on your final pay. More details will be provided about this scheme if you are appointed.

Medical

All candidates must complete a medical questionnaire, unless already employed in a similar capacity by the Council, which is normally sent with the invitation to attend an interview. The form for the successful applicant will be forwarded to the Council's medical advisors for medical clearance. Forms for unsuccessful candidates will be shredded without opening. No-one will be allowed to commence work until there is medical clearance. Certain jobs may require a medical as part of the medical clearance process.

Induction and Training

It is important for new staff to settle into their role as quickly as possible and to understand what is expected of them. To achieve this we provide new staff with a departmental induction to introduce them to local procedures and with a corporate induction to understand where their role fits in with what the Council as a whole is striving to achieve. The Council is committed to providing staff with the training required to develop the knowledge and skills needed to fulfil their role and meet corporate objectives.

Personal Performance Plan

We have a performance appraisal system whereby staff formally meet with their line manager at least once a year to discuss performance, agree objectives and identify any training needs relevant to their role.

The scheme strives to ensure that the Council's objectives, standards, targets and plans are achieved, encourages continuous improvement and increases job satisfaction and performance.

Health, Safety & Welfare at Work Policy

The Council will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all staff.

The way we work

Equal Opportunities Policy

The main terms and conditions of employment are in accordance with the relevant national agreement. These principles will underpin the service it provides and the opportunities it creates both as an employer and as a partner. We have a legal duty to promote equality of opportunity. This commitment means that we aim to ensure that no employee, client or customer will be discriminated against because of their gender, disability, race, sexual orientation, age, marital status, religion, national origin or creed.

Employment of Disabled People

The Council has been awarded the 'Positive About Disabled People' symbol. We are committed to removing barriers to the employment of disabled people. We can guarantee you an interview if you demonstrate in your application that you meet the essential criteria for the job, if you are disabled.

Work/Life balance and benefits

We recognise the value of offering flexibility to attract and retain good staff. The Council is keen to promote and develop the use of policies to support work/life balance, and for many jobs the following apply:

Working Patterns

The Council encourages the use of flexible working patterns and a number of options are currently available depending on service needs:

- Flexible working hours
- Part-time hours
- Job Share
- Home working

Child Care

If you have one or more children under school age and are either a single parent or your partner is unavailable for childcare you may be entitled to claim the childcare allowance.

Policies on Special Leave Provisions

The Council has a wide range of comprehensive policies in this area which include:

- Dependency Leave
- Compassionate Leave
- Parental Leave
- Maternity Leave
- Paternity Leave
- Adoption Leave

The details given above are for broad information only. More detailed information on the above will be available on request.

Car Allowance

Your post may be eligible for casual or essential car mileage allowance.

Social Club

Council employees are eligible to join the social club. Subscription is paid on an annual basis.

Employee Assistance

Harlow Council currently subscribes to an Employee Support Helpline.

