

Key Terms and Conditions of Employment

Pay

The salary payable is a spot salary.

The salary will be reviewed periodically by the Council and the post is subject to annual performance appraisal.

Conditions of Service

The Conditions of Service are as agreed by the Council's HR Committee.

Appointment is made on the basis that the postholder has satisfied the Council's requirements concerning medical health clearance and Right to Work requirements.

Standards of Conduct

The Council has a Code of Conduct and Guidance for Staff, which sets out standards expected of our employees. The postholder is required to devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional employment or appointment without the express consent of the Council.

Probationary Period

The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.

Pension

The post is pensionable and subject to the provisions of the Local Government Pension Scheme (LGPS) The post holder will be automatically enrolled into the Local Government Pension Scheme.

Details of the LGPS will be provided during your first few weeks of employment with the Council. In the meantime, further details of the Scheme are available from Peninsula Pensions on their website - [Peninsula Pensions - Helping you get the most out of retirement](#)

Hours of Work

The working week is 37 hours. The postholder will be required to work such hours as are reasonably necessary to meet the requirements

of the Council and will include some evening and weekend working.

The postholder will be a member of the corporate on call roster at strategic level to set strategy and co-ordinate at the tactical level activity when responding to internal and external emergencies/major incidents which may require a response during unsocial hours.

Annual Leave

32 working days per annum plus public holidays.

Car Allowances

The postholder must be able to travel within and outside the county.

A mileage allowance will be payable for business purposes in accordance with the HMRC approved mileage rates.

Notice Period

The postholder and the Council must give at least 3 months' notice to terminate the employment contract.

Data Protection

All information provided by applicants will be processed in accordance with the current Data Protection Act and GDPR requirements.

No Smoking policy

The Council has a No Smoking Policy on all Council premises.

Political Restrictions

The post is "politically restricted" under the terms of the Local Democracy Act 2009.

Criminal Convictions

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Candidates are therefore not entitled to withhold information about criminal convictions, including those that for other purposes are considered spent, under the provisions of the Act.

November 2022