

# GENERAL INFORMATION FOR APPLICANTS



Chief Officials

## SUMMARY OF MAIN TERMS & CONDITIONS OF EMPLOYMENT

The following notes do not form any part of any contract of employment and are given for general information only.

### Terms and Conditions of Employment

During your employment with East Renfrewshire Council your terms and conditions of employment will be in accordance with the existing collective agreements of the Scottish Joint Council for Local Authorities' Services-Chief Officials as applied by the council together with certain additional terms and conditions agreed by the council.

You will devote your full time service to the council and will not engage in any other business or take any additional appointment, paid or unpaid, without the consent of the council.

### Payment of Salary

Employees are paid four weekly by credit transfer.

### Political Restriction

In terms of the Local Government and Housing Act 1989, all Chief Official posts within the authority are politically restricted. The appeals procedure does not apply.

Further information on politically restricted posts is available from the Director of Business Operations and Processes.

### Hours

Your contracted hours of work are 35 hours per week, exclusive of meal breaks. The normal office hours within the council HQ and other main office locations are 8.45am - 4.45pm Monday to Thursday, 8.45am - 3.55pm on a Friday with 50 minutes unpaid lunch break daily.

Depending upon the needs of the service, staff in Hybrid roles will typically work from home for up to 40-60% of the time where the needs of the service can still be met.

Due to the nature of your appointment, your position requires flexibility to meet demands and subject to the provisions of the Working Time Regulations you are required to arrange your hours of work to meet organisational needs. This may require working out with standard hours of work and working more than 35 hours a week for which no additional remuneration will be received.

### Annual Leave

Where a standard five day week is worked over the whole year, annual leave entitlement will be 23 days rising to 33 days after 10 years reckonable service.

In addition to annual leave, employees shall be granted 10 general and public holidays as determined by the council.

Part time employee's entitlement to public holidays and annual leave will be pro rata

### Notice

Your employment may be terminated by a minimum of 12 weeks' notice, in writing, on either side.

### Resettlement Allowance

The council operates a scheme of resettlement allowances, which will apply to new entrants to the council's service and whose appointment necessitates a move of home subject to a ceiling of £5,253. Further details are available from the Deputy Chief Executive.

## Sickness Absence

We operate an enhanced sickness benefit scheme. On satisfying the Council's medical requirements employees are entitled to sickness allowance in any period of twelve months on a graded basis dependent on length of reckonable service as follows:

Reckonable Service at Date Absence Begins	Full Allowance	Half Allowance
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years or more	26 weeks	26 weeks

## Politically Restricted Posts

In terms of the Local Government and Housing Act 1989, all Chief Official posts within the authority are politically restricted. The appeals procedure does not apply.

## Pension Scheme

The council operates a pension scheme in accordance with the Local Government Pension Scheme Regulations. Employees with a contract of employment for 3 months or more are automatically included in the scheme although there is a right to opt out.

Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Full details of the terms and conditions relating to pensions and the LGPS are available at [www.spfo.org.uk](http://www.spfo.org.uk)

The main benefits are:-

- A pension based on your career average salary
- A pension that increases each year in line with price inflation
- The ability to exchange some of your pension to provide a tax free lump sum
- Lump sum death in service protection of three times your pay
- A pension payable to your surviving spouse, registered civil partner or nominated cohabiting partner on your death in service or after retirement

## CODE OF CONDUCT

East Renfrewshire Council recognises that the public has a right to expect the very highest standards of conduct from all employees. In this connection a Code of Conduct has been prepared by the council as a result of the adoption by COSLA of the National Code of Conduct for all employees.

The paramount objective of the Code is to lay down guidelines for employees to assist them to maintain and improve standards and protect employees from misunderstanding or criticism. In addition, it is to reassure those with whom the council comes into contact, whether as customers, suppliers or as members of the community, about the integrity of East Renfrewshire Council and all its employees.

## EQUALITY OF EMPLOYMENT

East Renfrewshire Council is committed to promoting equality of opportunity. The aim of the council's policy is to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including:

- race, colour, nationality, ethnic or national origins, disability, age, sex, sexual orientation, marital status, religion, responsibility for dependants, employment status, political belief or trade union activity or is disadvantaged by condition or requirement that cannot be shown to be justifiable.

This policy will apply to the recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and terms and conditions of employment. The council will pursue practices designed to promote equality and eliminate

discrimination and will regularly review their effectiveness.

## **RIGHT TO WORK**

All applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here - <https://www.gov.uk/prove-right-to-work>

## **EMPLOYEE BENEFITS**

In addition to excellent terms and conditions of employment, the Council offers access to a range of employee benefit schemes. These include:-

- ♦ Voluntary health care scheme
- ♦ Discounted leisure membership
- ♦ Employee counselling service
- ♦ Financial Wellbeing Service
- ♦ TUSKER salary sacrifice car benefit scheme

## **RECRUITMENT AND SELECTION COMPLAINTS**

If you think you have been treated less favourably than other applicants, inappropriately or discriminated against during the recruitment and selection process, then there is a complaints procedure which enables candidates to have issues investigated and addressed. If you wish to complain, you can log a complaint via the council's internet site or via Customer First.