# Summary of Main Terms & Conditions of Employment

NB. This is a summary of terms and conditions generally applicable, some types of employment have variations to these. Full details of terms and conditions are specified in the offer letter / contract to successful candidates.

<table>
<thead>
<tr>
<th>Pay and Terms and Conditions of Employment</th>
<th>Subject to the Scheme of Conditions of the National Joint Council for Local Government Services and the Eastern Provincial Council as supplemented by local collective agreements reached with the trade unions recognised by the City Council and by the policies and procedures of the Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary period</td>
<td>All appointments are subject to a satisfactory probationary period of 6 months.</td>
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</table>
| Annual Leave | Leave year runs from 1 April to 31 March. Entitlement is as follows:–
- 8 public and bank holidays
- 24 days where less than 5 years service, or
- 29 days where 5 or more but less than 10 years service, or
- 30 days where 10 or more but less than 15 years service, or
- 31 days where 15 or more years service.
Service means continuous Local Government Service. Additional days are awarded for loyalty. For those who work part time or irregular shifts the entitlement is expressed in hours pro-rata to the full time rate. |
| Pension | Contributory Pension Scheme (Local Government Pension Scheme for most employees)
- 17.6% Employer Contributions (2015/16)
- Employee Contribution based on pensionable pay |
| Additional benefits | Employee Assistance Scheme
- No smoking environment
- A range of variable working options may be discussed including flexible working hours.
- Loans for Car Purchase
- Relocation Scheme (subject to meeting criteria)
- Boost wellbeing campaign |
| Special Conditions | All appointments are subject to medical clearance by the Council’ Medical Adviser.
- All appointments are subject to receipt of satisfactory references.
- Some posts are subject to certain provisions in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2009. Applicants for these posts will be required to disclose any cautions, reprimands or final warnings, as well as criminal convictions.
- The council is committed to protecting the well being of the public and those individuals in its care who are considered to be especially vulnerable or at risk. We will undertake not to employ in regulated activity or use as a volunteer a ‘barred’ person.
- If the post for which you are applying involves working with children or vulnerable adults, your appointment will be subject to a Disclosure check being made to the Disclosure & Barring Service. You will also be required to comply with the council’s Self Disclosure Policy.
- It is a criminal offence to take on anyone who is subject to immigration control and who has not been granted leave to enter or remain in the UK or who does not have permission to work in the UK. If you are successful you will be required to provide documentary evidence that you have the right to work in the UK. |

*This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*
GUIDANCE ON DECLARATION OF CRIMINAL OFFENCES

BEFORE COMPLETING THE JOB APPLICATION FORM, PLEASE READ THE FOLLOWING NOTES CAREFULLY. Applicants should note that providing false information to obtain employment is a criminal offence [S16 Theft Act]

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Any information given will be treated confidentially and only considered in relation to the post for which you are applying. You must give details on your Job Application Form of any offences, convictions, cautions, warnings or bind overs you have, or any court cases that you have pending.

Under the provision of the Rehabilitation of Offenders Act 1974, job applicants do not usually have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, for some jobs, ALL convictions must be declared and can never be considered 'spent'. Please see the 'EXEMPTIONS' section.

Information on when a conviction, a caution, warnings or bind overs is considered 'spent' is given below. It is calculated from the date of conviction or the date the caution is administered.

EXEMPTIONS
If you are applying for a job in any of the following categories, you **MUST** disclose all details of any caution, conviction, or criminal offence:

- Work involving schooling or other dealings with young people
- Post involving regulated activity with children or vulnerable adults within the meaning of the Safeguarding Vulnerable Groups Act 2006
- Post involving controlled activity with children or vulnerable adults within the meaning of the Safeguarding Vulnerable Groups Act 2006
- Social Services personnel
- Health Services personnel
- Psychologist
- Solicitor

If you are offered a job in these or other sensitive categories, you may also be required to complete a further form and to authorise the Council to undertake a Disclosure check through the DBS who will release to the Council information concerning any relevant criminal convictions. This is handled in accordance with our DBS policy and the DBS Code of practice. Copies are available on request. In addition, if those subject to a DBS check have worked or been resident overseas in the last five years they will be required to provide a STATEMENT OF GOOD CONDUCT covering the period. This Statement of good conduct is usually provided by the relevant embassy or police force and is arranged by the applicant.

REHABILITATION PERIODS

<table>
<thead>
<tr>
<th>SENTENCE/DISPOSAL</th>
<th>REHABILITATION PERIOD FOR ADULTS (18 OR OVER AT THE TIME OF CONVICTION OR THE TIME THE DISPOSAL IS ADMINISTERED)</th>
<th>REHABILITATION PERIOD FOR YOUNG PEOPLE (UNDER 18 AT THE TIME OF CONVICTION OR THE TIME THE DISPOSAL IS ADMINISTERED)</th>
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<tbody>
<tr>
<td>Imprisonment or detention in a young offender institution for over 30 months (2 ½ years)</td>
<td>Never spent</td>
<td>Never spent</td>
</tr>
<tr>
<td>Imprisonment or detention in a young offender institution over 6 months but not exceeding 30 months (2 ½ years)</td>
<td>10 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Imprisonment up to 6 months</td>
<td>7 years</td>
<td>3 ½ years</td>
</tr>
<tr>
<td>Fine</td>
<td>5 years</td>
<td>2 ½ years</td>
</tr>
<tr>
<td>Community Sentence</td>
<td>5 years</td>
<td>2 ½ years</td>
</tr>
<tr>
<td>Conditional discharge</td>
<td>The period of the order, or a minimum of 12 months (whichever is longer)</td>
<td>The period of the order, or a minimum of 12 months (whichever is longer)</td>
</tr>
<tr>
<td>Absolute discharge</td>
<td>6 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Conditional caution</td>
<td>3 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Simple Caution, Reprimand, Final Warning</td>
<td>Spent immediately</td>
<td>Spent immediately</td>
</tr>
</tbody>
</table>

There are some other sentences that carry variable rehabilitation periods.