**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><strong>Pay and Terms and Conditions of Employment</strong></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><strong>Probationary period</strong></td>
<td>Appointments are subject to a satisfactory probationary period of 6 months.</td>
</tr>
</tbody>
</table>
| **Annual Leave** | Leave year - 1 April to 31st March and includes  
- 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. In the case of part-time employees, the entitlement is given in hours, proportionate to the hours of work. |
| **Pension** | Contributory Pension Scheme  
- 14.1% Employer Contributions (Variable) – from 1 April 2007  
- Employee Contribution – **variable from 1 April 2008** |
| **Additional benefits** | No smoking environment  
- Relocation Scheme (subject to meeting criteria)  
- Flexible working hours (in certain circumstances)  
- Loans for Car Purchase (subject to qualifying criteria) |
| **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 1986. Applicants for these posts will be required to disclose any cautions, reprimands or final warnings, as well as criminal convictions.  
- 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 Criminal Records Bureau (CRB).  
- Asylum and Immigration Act 1996 Section 8 – Prevention of Illegal Working – this Act came into force on 27 January 1997 and states it will be an offence to employ a person with no immigration entitlement to work in the United Kingdom. If you are successful you will be required to provide documents to prove that you comply with this requirement. |
GUIDANCE ON DECLARATION OF CRIMINAL OFFENCES
(REHABILITATION OF OFFENDERS ACT1974)

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 or bindovers 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 or a bindover is considered 'spent' is given below.

EXEMPTIONS

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

- Work involving the provision of services to persons under the age of 18 which includes social services, school-based staff, youth service, care, leisure and recreational facilities and the provision of accommodation, and any posts at premises where such services are provided.
- Work involving the provision of social services or health services to persons:
  - Over the age of 65
  - Suffering from serious illness or mental disability of any description.
  - Addicted to alcohol or drugs.
  - Who have a sensory impairment.
  - Who are substantially and permanently disabled by illness, injury or congenital deformity.

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 Criminal Records Bureau who will release to the Council information concerning any relevant criminal convictions. This is handled in accordance with our CRB policy and the CRB Code of practice. Copies are available on request. In addition, if those subject to a CRB 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</th>
<th>Time elapsed since conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprisonment or youth custody sentence of over 6 months but not more than 2½ years.</td>
<td>10 years *</td>
</tr>
<tr>
<td>Imprisonment or youth custody sentence of less than 6 months</td>
<td>7 years *</td>
</tr>
<tr>
<td>Fine or other sentence for which the Act does not specify a different rehabilitation period</td>
<td>5 years *</td>
</tr>
<tr>
<td>Absolute discharge</td>
<td>6 months</td>
</tr>
<tr>
<td>Borstal</td>
<td>7 years</td>
</tr>
<tr>
<td>Detention Centre</td>
<td>3 years</td>
</tr>
<tr>
<td>Probation order, conditional discharge or bound over</td>
<td>1 year or until order expires (whichever is the longest)</td>
</tr>
<tr>
<td>Care order or Supervision order</td>
<td>1 year or until order expires (whichever is the longest)</td>
</tr>
<tr>
<td>Order for custody in a remand home, approved school order or an attendance centre order</td>
<td>1 year after order expires</td>
</tr>
<tr>
<td>A hospital order (with or without a restriction order)</td>
<td>5 years; or 2 years after the order expires (whichever is the longest)</td>
</tr>
</tbody>
</table>

* The above are halved if the offender was under the age of 17 when the offence was committed. Any prison sentence GREATER THAN 2½ years can never become 'spent'. Periods are based on the prison sentence imposed by the court, even if it is a suspended sentence, and not the time actually spent in prison.