

## Castle Point Borough Council

### KEY TERMS & CONDITIONS

#### Conditions

The post is subject to the National Joint Council for Local Government Services, as modified by collective agreements and the rules of the Council.

#### Medical Clearance

All new entrants to the Council must have their health assessed before commencing service. Following interview, the successful applicant will be asked to complete a medical questionnaire. In some circumstances the candidate may then be required to undergo a medical examination.

#### Qualifications

Prior to appointment all post relevant qualifications will be verified. Candidates will be asked to provide original qualification certificates and proof of membership of professional bodies where required.

#### Probationary Period

Unless you have already successfully completed a six month probationary period with Castle Point Borough Council without a break in service, you will be subject to a probationary period of six months in duration. This probationary period may be extended, if necessary. All unsatisfactory conduct during the Probationary Period will be dealt with under the Probationary Procedure and **not** the Disciplinary Procedure.

#### Salary

The starting salary, paid monthly by bank credit, will be as advertised in accordance with qualifications and previous experience and annual increments are awarded for satisfactory performance. The salaries of part-time and job share employees will be calculated on a pro rata basis of the scale salaries, according to the number of contractual working hours.

#### Leave

The Council's leave year runs from April – March and entitlement is 21 days plus two extra statutory days plus bank holidays. A further four days are given after five years' continuous local government service. This will be pro rata for part time staff and pro-rata for completed service during the first year

#### Sickness

The NJC conditions of service includes a sickness payment scheme which is applicable according to length of service.

An external provider (FirstCare) operates a sickness absence reporting service. Through this arrangement our staff are given access to free, confidential healthcare advice from qualified healthcare professionals by phone.

### **Politically Restricted Posts**

The Local Democracy, Economic, Development and Construction Act 2009 prevents the holders of posts salaried at spinal column point 40 or above from taking part in certain political activities.

The post holder is not able to:

- Be a candidate, or prospective candidate for election as an MP, MEP or Councillor
- 'Hold office' in a political party
- 'Canvass' at elections for a political party
- Speak or write in public in a manner which appears to be designed to affect public support for a political party.

You will be notified if the post you are applying for is subject to political restriction.

### **Office Hours**

The normal working week is 37 hours. Normal office hours are 8.45 a.m. to 5.15 p.m. Monday to Thursday and 8.45 a.m. to 4.45 p.m. Friday. The Authority operates a flexitime scheme.