

OUTLINE OF CONDITIONS OF SERVICE AND BENEFITS

The following is an outline of the main terms and conditions of service and benefits attached to the post. More detailed information can be provided on request or discussed at the interview stage. With the exception of the salary range, the general conditions of service are those determined by the NJC for Local Government Services.

MEDICAL The appointment is subject to the receipt of a satisfactory medical report from the Council's Occupational Health Physician. Candidates invited to attend for interview will be asked to complete a confidential medical questionnaire. The medical questionnaire of the successful candidate will then be sent to the OHP for assessment. The candidate may be required to provide further information to the Doctor, or undergo a medical examination if this is considered necessary.

REFERENCES The appointment is subject to references that satisfy us. One must be from your current or most recent employer and the other from someone who is not a relative.

PROBATIONARY PERIOD The appointment is subject to a six month probationary period.

SALARY Salary is paid by direct credit into your bank account on the 20th of each month.

ANNUAL LEAVE Annual leave amounts to 20 days per year (April – March), plus 2 extra statutory days. Upon completion of 5 years continuous Local Government Service, this will rise to 25 days per year.

PENSION New employees will automatically join the Local Government Superannuation Scheme. The employee's contribution is 6% of salary. New employees choosing to provide themselves with alternative pension cover must inform the Payroll Section. Further details will be provided to the successful candidate.

NOTICE PERIOD The period of notice is one month on either side. Senior Management posts are a minimum of two/three months notice.

CAR ALLOWANCE (if applicable) The car allowance provides payment in accordance with National Conditions of Service (details available upon employment), for expenditure incurred by using private cars for authorised Council purpose.

LEASE CARS (if applicable) If the post attracts a lease car, further information will be provided to the successful candidate.

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CHILDCARE	A Childcare Allowance for pre-school children may be payable where both parents are at work. 50% of the fees may be reclaimed up to a maximum amount of £25 per week (further details available upon employment).
APPRAISALS	Employees are subject to the Council's Appraisal Scheme. Employees will be appraised annually by their Line Manager.
SICKNESS	All staff receive sick pay when absent due to illness. The period of sick pay depends on length of service and rises to a maximum of 6 months full pay and six months half pay after 5 years' service.
HEALTHWATCH	Eligible staff are entitled to reduced membership at Council gyms and swimming pools.
EYE CARE	Eligible staff are entitled to eye care vouchers if they use a VDU.
FLEXIBLE WORKING	BDC promotes worklife balance and eligible staff are entitled to join the flexi scheme. (Further details will be provided to the successful candidate).
SOCIAL CLUB	BDC has a Social Club where staff enjoy discounts on trips and shows.
STAFF RESTAURANT	The staff restaurant is based at Causeway House where staff can buy food and refreshments.
HEALTH SCHEMES	The option is available to join health schemes offered to BDC staff at reduced contributions.
PARKING	Free parking is available at Causeway House and Millennium Tower.
UNIFORMS	Uniforms and safety equipment will be provided.

TRAINING - New employees will be invited to attend a personal induction program. A comprehensive in-service training prospectus is offered by the Organisational Learning and Development Section and staff are encouraged to participate on courses. In addition, there is provision for post-entry training to allow staff to pursue or complete professional qualifications in approved cases.

SMOKING PREVENTION POLICY – The aim of Braintree District Council's Smoking Policy is to provide a healthy environment in which to work. Smoking is only permitted in designated rooms. However the smoking rooms will close by 1st July 2007 in accordance with new Legislation.

EQUAL OPPORTUNITIES POLICY – It is Council Policy to oppose all forms of unlawful or unfair discrimination on the grounds of age, marital status, colour, disability, race, gender, trades union membership, religion or belief, responsibility to dependants, nationality or sexual orientation.

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