

**Additional Provisions of Employment
with
Basildon Borough Council** 01.12.14

Introduction to your Terms and Conditions of Employment

This document relates to all employees working for Basildon Borough Council and provides a brief outline of the responsibilities and obligations of both the Council and its employees with effect from 1st December 2012, the implementation of Single Status. Each section is titled as follows:

- General Terms
- Pay arrangements
- Compliance Matters
- Protection Issues
- Health and Safety Issues
- Termination arrangements

Please note that you can access the Council's People Management Procedures {PMP's} and National agreements, the 'Green Book', from the Human Resources Homepage via the Council's intranet {Human Resources > PMP's}. Alternatively, if you do not have access to the Council's intranet, your department will have hard copies of the People Management Procedures available for reference purposes or copies of PMP's can be obtained from your Manager or a member of Human Resources.

If you choose to do so, you can also access the People Management Procedures via an external resource available using an external computer, for example, at your home or the library, this information is available at [www.basildon.gov.uk / pmps](http://www.basildon.gov.uk/pmps)

If you have any further queries after reading these PMPs, you can contact your Manager, HR Advisor or your Union representative, if you are represented, for further information.

Related documentation

Code of Conduct

PMP, Politically Restricted Posts, reference number, 1.1.4

PMP, Probationary Procedure, reference number, 1.2.6

PMP, Overtime and Allowances, reference number, 2.2

PMP, Over and under payments of salaries, reference number, 2.6

PMP, Annual Leave, reference number, 3.3

PMP, Pro rata Bank holiday entitlement for non full time employees and those on compressed hours, reference number, 3.12

PMP, Dispute Resolution, reference number, 5.1

PMP, Disciplinary Procedure, reference number 5.2

PMP, Redundancy Procedure, reference number, 5.16

PMP, Smoke Free Policy, reference number, 6.9

PMP, Use of Mobile Phones and hand held communications while driving, ref number 6.18

PMP, Absence Management Procedure, reference number, 7.1

PMP, Retirement and Pension arrangements, reference number, 10.5

PMP, Pension Automatic Enrolment, reference number, 11.1

GENERAL TERMS

PROBATIONARY SERVICE

Unless you have already successfully completed a six-month probationary period with Basildon Borough Council without a break in service, you will be subject to a probationary period of 6 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.

Please refer to People Management Procedure, Probationary Procedure, reference number 1.2.6 and People Management Procedure, Disciplinary Procedure, reference number 5.2 for further information.

COLLECTIVE BARGAINING AND AGREEMENT

UNISON is the only trade union recognised by Basildon Borough Council for collective bargaining purposes. Additionally, the Council recognises UNITE but only for the purposes of consultation and representation.

Your terms and conditions of employment, including certain provisions relating to your working conditions are covered by existing collective agreements negotiated and agreed with the Trade Union, UNISON. These agreements are embodied in the Single Status Collective Agreement and the Scheme of Conditions of Services within the National Joint Council for Local Government Services {Green Book}. Both of these documents are available under the Human Resources Homepage > PMP's > section 5 > Employees Relations.

The Council, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relation issues by discussion and agreement. For practical purposes, representatives of the Council and of the employees, UNISON, will conduct these negotiations.

If collective bargaining of this kind is to continue and improve for the benefit of both the Council and employees, it is essential that the employees' organisation is fully represented. You have the right to join a trade union and to take part in its activities.

You will be contractually bound by all terms and conditions of employment contained within the above collective agreement(s) as amended from time to time, together with such further agreements as are entered into from time to time.

CHANGES IN TERMS AND CONDITIONS

The Council undertakes to ensure that changes in terms and conditions, particularly pay and allowances, which relate to you, will be notified to you individually, in writing, within 28 days of the change becoming effective. Changes in terms and conditions resulting from the formal adoption by the Council of variations of the terms and conditions negotiated and agreed with Trade Unions recognised by the Council for collective bargaining purposes in respect of the employment group to which you belong, and which the Council agree must apply to its employees, will be circulated via Managers, Line Managers and Trade Union Representatives and where appropriate via staff communication mechanisms. Such changes will also be recorded in the documents relating to terms and conditions of service available as described within 28 days of the change.

You will be contractually bound by all terms and conditions properly negotiated on your behalf which are adopted by this Council.

PENSION SCHEME

The Council operates a Defined Benefit pension scheme and those within the scheme will be subject to the provisions of the Local Government Pension scheme Regulations. A contracting out certificate is in force for the Local Government Pension Scheme.

Membership to the scheme is open to all employees under the age of 75.

You will automatically be brought into the Authority's Pension Scheme from the first day of service if your contract of employment is for more than three months. If the employment is for a period of less than 3 months, the employee can still join the scheme, however they must advise the Essex Pension Fund, via Payroll Services, that they wish to join the scheme. Please complete Appendix 4: Essex Pension Fund: Election to opt into the Basildon Borough Council Local Government Pension Scheme {LGPS} available from the Human Resources Homepage > PMP's > section 11 > Auto enrolment and Pensions for the documentation.

If you wish to 'opt out' of the scheme, you must contact the schemes administrator, Essex County Council for the appropriate documentation.

Pension contributions will depend on the employee's actual annual salary:

These rates are reviewed from time to time and will be updated accordingly and communicated to employees via the normal staff communication mechanisms.

Employees paying into the Council's pension, who are eligible to pay National Insurance contributions, will be deducted at the contracted-out rate for National Insurance.

Further details on the Pension scheme are available by contacting Human Resources, or referring to the Employee's Guide on the Local Government Pension Scheme, which is also available from the Human Resources homepage > section 11 > Auto enrolment and Pensions or from the following Essex County Council Pension scheme website: www.essexpensionfund.co.uk

ANNUAL LEAVE

The leave year runs from 1 April to 31 March the following year. New entrants to Local Government service are entitled to annual leave proportionate to the service outstanding during the leave year of entry.

Employees transferring from the service of another Local Authority **cannot** carry any outstanding annual leave entitlement over from their previous local government employer to Basildon Borough Council.

ANNUAL LEAVE ENTITLEMENT {inclusive of extra Statutory days}

Employees up to Pay point 33, Band 7

No. of days Leave per annum	No. of days calculated in hours per annum	No. of days leave after 5 years Local Government service per annum	No. of days leave after 5 years Local Government service calculated in hours per annum
25 days	181.25 hours	29 days	210.25 hours

Employees on Pay point 34, Band 8 up to Pay Point 55, Band 12 and 3rd Tier Managers on the LGE SE1 and SE2 scheme and Group Managers on the SE3 scheme.

Please note that the following annual leave allocation takes into account the fact that these employees **are not eligible** to receive overtime payments.

No. of days Leave per annum	No. of days calculated in hours per annum	No. of days leave after 5 years Local Government service per annum	No. of days leave after 5 years Local Government service calculated in hours per annum
28 days	203 hours	32 days	232 hours

Annual Leave entitlement for part-time and job share employees and those employees working less than the Council's full time working hours of 36.25 hours per week will have their leave calculated on a pro- rata basis to the number of their weekly contractual working hours.

On termination of employment employees must refund paid annual leave taken in excess of pro rata entitlement at the date of termination.

Please refer to People Management Procedure, Annual Leave, reference number 3.3, for further information.

BANK HOLIDAY ENTITLEMENT

Public and Bank Holidays are in addition to the allocated annual leave unless your working pattern requires you to work on these days for which you will be recompensed appropriately. Part time or Job share employees are entitled to a pro rata amount of the bank holidays. For further information on calculating this, please refer People Management Procedure, Pro rata Bank holiday entitlement for non full time employees and those working on compressed hours, reference number 3.12.

NOTIFICATION OF SICKNESS OR OTHER ABSENCE FROM WORK

Absence through sickness must be notified immediately, a self-certification form must be completed on your return, and a doctor's Statement of Fitness for work must be obtained if the absence continues for more than seven days.

All employees must, at least one hour before you are due to start work, contact their immediate Line Manager if they are to be absent from work, for any reason, for more than 2 hours. This is applicable for both, medical or non-medical reasons.

Upon the return to work, following sickness, the Line Manager/Manager will arrange a 'Return to Work' interview. Employees will be required to sign a written record of this meeting.

If you are absent from work due to incapacity the Council will pay you:

- Statutory Sick Pay {SSP} provided that you satisfy the relevant requirements
- Council Occupational Sickness Pay in accordance with details provided and that you comply with Absence Management Procedures regarding sickness absences.

The Council's Occupational Sickness Payments will be offset against any entitlement to Statutory Sick Pay due for the same day.

The period during which the monies shall be paid in respect of any period of absence shall be ascertained by deducting from the employee's entitlement, appropriate to their service on the first day of absence, any period or the aggregate of periods of paid absence during the twelve months immediately, preceding the first day of absence.

Subject to satisfactory completion of the Council's self certification procedure and for aspects not covered by that procedure, to the provisions of the Scheme of Conditions of Service, an employee absent from duty owing to illness, including injury or other disability, shall be entitled to the following allowances:

During the first year of service:	One month's full pay and (after four months' service) two months' half pay.
During the second year:	Two months' full pay and two months' half pay.
During the third year:	Four months' full pay and four months' half pay.
During the fourth and fifth years:	Five months' full pay and five months' half pay.
After completing five years:	Six months' full pay and six months' half pay.

Please refer to People Management Procedure, Absence Management Procedure, reference number, 7.1 for further information.

RIGHTS OF PREGNANT EMPLOYEES

Employees who are, or become pregnant will be entitled to return to their post following Maternity Leave. All employees, irrespective of their length of service will be entitled to 52 weeks Maternity Leave. Statutory Maternity Pay will be dependent on statutory requirements and Occupational Maternity Pay will depend on the length of the employee's continuous Local Government service. In order to take Maternity Leave the initial obligation of the employee will be to notify their Manager by the 15th week before the expected week of confinement that:

1. She is pregnant.
2. The week the baby is due.
3. When she wishes to commence Maternity Leave.

Please refer to People Management Procedure, Maternity Procedure, reference number 8.1, for more information.

LOSS OR DAMAGE TO PERSONAL PROPERTY

Basildon Borough Council can accept no responsibility for any loss, by theft or otherwise, or damage occurring to personal property of employees whilst on Council premises, or occurring whilst employees are travelling on Council business.

PAY ARRANGEMENTS

SALARIES

Salaries are paid monthly, usually on the 18th of each month, except where this falls on a non-banking day, where payment will be made on the previous banking day. You will be paid calendar monthly in twelve equal payments via a credit transfer directly into your Bank or Building Society account. Payment is approximately two weeks in arrears and two weeks in advance.

The salaries of part-time, job share employees and those employees working less than the full time hours of 36.25 hours per week will be calculated on a pro rata basis of the Pay Band salaries, according to the number of contractual working hours.

If you have any queries regarding your salary, you must contact Payroll Services for more information.

OVERTIME

Overtime payments will be paid in accordance with the People Management Procedure, Overtime and Allowances, reference number, 2.2.

OVERPAYMENT OF SALARY OR SIMILAR MONIES

Any discrepancy or overpayment of salary or similar will be reclaimed via payroll by means designated by Basildon Borough Council. This arrangement would normally be discussed with the employee before reclaiming the pay back amounts.

The arrangements outlined above also apply to the re-imbusement of training, learning and development funds or Relocation Allowance, repayable to the Council in the event of an employee leaving the Council within the period when the 'payback' clause applies. Please refer to People Management Procedure, Over and under Payment of Salaries, reference number 2.6 or People Management Procedure, Relocation Scheme, reference number 1.3.2 for further information.

INCREMENTS

Your Salary Progression will be in accordance with the Council's Individual Performance Review Scheme.

MOTOR CAR ALLOWANCES

This Council has adopted the following levels of car allowances:

Engine Capacity

Category 1	451 cc - 999 cc
Category 2	1000 cc - 1199 cc

Only the appropriate allowances for the above categories of engine capacity will be paid for casual or essential users. If you are a designated Essential Car User then this will be indicated within the Contract of Employment.

Only employees authorised to use their car on Council business can claim any mileage allowances. Employees must ensure that the car is insured for business use. Employees will be required to provide vehicle documentation including vehicle insurance on an annual or as and when required basis, please refer to section Vehicle Documentation for further information. Please also refer to People Management Procedures, Motor Car Allowances, reference number, 4.4 for further information.

VEHICLE DOCUMENTATION

If the nature of your work requires you to drive on behalf of the Council, you must hold and maintain a full, valid driving licence enabling you to drive in this country.

If you use your own vehicle for Council business you must:

- have a valid licence
- be insured for business use
- have a valid MOT certificate, if relevant

Your Manager will make arrangements for your insurance documentation to be reviewed on an annual basis.

COMPLIANCE MATTERS

CODE OF CONDUCT

As a Council employee, your conduct is expected to be of the highest standard at all times. The Council has adopted a Code of Conduct, which outlines the general standard of conduct expected of employees.

The Code of Conduct covers various topics including the declaration of interests, financial and non financial, dealing with the public, discrimination and equal opportunities along with gifts and hospitality. Employees are also required to declare any conflict of interest in relation to their employment with Basildon Borough Council.

Full details are contained within the Council's Code of Conduct for Basildon Borough Employees, which you must read to ensure that you understand your duties, obligations and responsibilities as a Council employee. This is available from your Manager or from the Council's Human Resources homepage under PMP's > section 5 > Employee Relations > Procedure.

CONFLICT OF INTEREST

The Council maintains a Register of Interests, where you must declare any financial or non-financial interest that could conflict with the Council's interest, such as ownership of land, shares in a Company or membership of any Society or Association including the Freemasons.

Please refer to the Council's Code of Conduct for further information and necessary documentation regarding declaring a possible conflict of interest that needs to be formally recorded. If you have any queries regarding this, please contact your Manager. The Code of Conduct is available on the Council's Human Resources homepage, PMP's > section 5 > Employee Relations > Procedure.

SUBSTANCE MISUSE

The Council has a Policy in place to protect the well-being of its employees and the Council in relation to Substance Misuse. Please refer to People Management Procedures, Substance Misuse, reference number, 5.7 for further information.

DISCIPLINE

The disciplinary rules are applicable to all employees. All allegations will be investigated in line with the Council's Investigation Procedure, reference number 5.4. Any breach of disciplinary rules will render employees liable to disciplinary action, which for offences of gross misconduct may include immediate suspension followed by dismissal.

Please refer to People Management Procedure, Disciplinary Procedure, reference number, 5.2 for further information. Please note that employee's who are subject to a probationary period will be dealt with under the Probationary Procedure. Please refer to People Management Procedure, Probationary Procedure, reference number, 1.2.6 for further information

If individuals are dissatisfied with any written disciplinary decision relating to them, they have a right to appeal against the decision to the Manager of Human Resources by means of the Appeal Procedure. Please refer to People Management Procedure, Appeal Procedure, reference number, 5.6 for further information.

DISPUTE RESOLUTION

Initially any matters relating to your employment must be raised with your Line Manager/Manager, if this is appropriate to do so. If you wish to raise a formal grievance, this can be raised with the Manager of Human Resources.

Please refer to the People Management Procedure, Dispute Resolution, reference number, 5.1 for further information.

MEDIATION

It is the Council's aim, where possible and appropriate, that any issues or disputes be resolved using mediation. Mediation plays a key role in trying to address the issues before they can develop into major difficulties for all those concerned. Employees are required, where reasonably practicable, to endeavour to resolve issues via mediation.

POLITICALLY RESTRICTED POSTS

Some posts within the Council are regarded as 'politically restricted' under the Local Democracy, Economic, Development and Construction Act 2009. If this applies to you, it will be indicated on your Contract of Employment. If your post is politically restricted, you are 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

Please refer to People Management Procedure, Politically Restricted Posts, reference number, 1.1.4 for further information.

GIFTS AND HOSPITALITY

Employees are required to record any gift or hospitality which has been offered, received or declined and this will be recorded and subject to audit.

All employees must ensure that they comply with the Council's People Management Procedure, Gifts and Hospitality, reference number 4.15.

OTHER EMPLOYMENT

You will not undertake private work, paid or unpaid, without obtaining the written prior approval of your Manager. This is to ensure that no conflict of interest applies to your existing employment with Basildon Borough Council and the outside role. This requirement protects both the Council and you as a Council employee. Please

refer to People Management Procedure, Working Time Regulations, reference number, 3.13 for further information.

BENEFIT FRAUD

In administering its responsibilities the Council is determined to combat fraud and corruption whether it is attempted on, or from within the Council. The Council is committed to an effective Counter Fraud and Corruption Framework. This commitment will result in the desired outcome of creating a zero tolerance culture, promoting high ethical standards, encouraging prevention, promoting detection and formalising the procedures for investigation.

The Framework applies to all employees and all aspects of the Council's business. The Council may actively involve the Police, pursue prosecution, wherever relevant, and consider disciplinary action against employees where fraud and corruption is suspected or identified.

Employees are reminded to ensure that any information regarding their entitlement to any benefits or housing benefit are accurate and that any changes to personal circumstances are reported immediately.

PROTECTION ISSUES

SAFEGUARDING VULNERABLE GROUPS

The Council is committed to ensuring that its policies and procedures are consistent with Essex Safeguarding Children Board and Essex Safeguarding Vulnerable Adults Board guidance. This will help to minimise the risks to vulnerable groups and to ensure that the Council safeguards the health and well-being of its Service Users.

Please refer to People Management Procedures, Safeguarding and promoting the welfare of children and young people, reference number 5.11, Safeguarding working practices when working with children and young people who are employees, reference number 5.12 and Safeguarding Vulnerable Adults, reference number, 5.20 for further information.

The Council also has Safeguarding of Vulnerable Adults - Initial contact list and required staff actions and Safeguarding of Children - Initial contact list and required staff actions available at the Human Resources homepage, under PMP's >section 5 > Employee Relations > Procedure. These process maps can be used for quick and easy reference to information contained within the PMP's.

EQUAL OPPORTUNITIES

The Council operates an Equal Opportunities Policy. It is the Council's policy to treat job applicants and employees fairly regardless of their gender, race, age or any disability or protected characteristic that they may have. The Council's People Management Procedures are Service Impact Assessed to ensure that this aim is maintained.

Any employee who acts in such a manner as to discriminate against any other employee or individual with whom the employee is dealing in the course of their employment will be subject to the Council's Disciplinary Procedure.

SOCIAL MEDIA

Under your Contract of Employment employees have an implied legal Duty of Fidelity which covers loyalty and honesty. Under this duty, employees of the Council must take care when referencing the Council in any way, on or within the social media, for example, face book.

DATA PROTECTION

Employees have a right to request to see the personal data the Council retains in their name and to request to amend any inaccuracies. Please contact Human Resources for further information regarding this.

DBS {DISCLOSURE + BARRING SERVICE} CERTIFICATE

Some posts are subject to gaining and maintaining a satisfactory DBS certificate. Unsatisfactory certificates may result in the termination of the contract.

Please note that if your post requires a satisfactory DBS certificate the Council can request periodic re-checks as required. Your ability to maintain a satisfactory certificate along with full compliance to any re-check processes are conditions of your continued employment.

DISCLOSURE OF CRIMINAL CONVICTIONS DURING EMPLOYMENT

If you are cautioned, charged or convicted of any offence during your employment with the Council, you are required to immediately notify your Human Resources Advisor in writing of the offence and the penalty. This does not include motoring offences/fines, which result in licence penalty points, unless you drive on behalf of the Council either as an Essential or Casual Car User. Parking offences/fines where no penalty points are incurred are not applicable.

The effect of your conviction or caution will be considered with regard to the particular post you hold and the nature and severity of the offence and penalty.

Any action that may be taken by the Council will be in accordance with the Disciplinary Procedure and appropriate legislation.

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding was implemented in line with the Centre for Protection of National Infrastructure (CPNI) recommendations.

As part of this process all existing Basildon Borough Council employees who have access to Government Information Systems, which assist with the administration of the Housing Benefit and Council Tax Benefit by accessing Department of Works and Pensions {DWP} benefits data and her Majesty's Revenue and Customs (HMRC) Tax Credit data, will be required to undergo further clearances to ensure the security of these systems.

Basildon Borough Council must ensure compliance to the Memorandum of Understanding, so if you have access to the Department of Work and Pensions Customer Information System (CIS), additional vetting on appropriate employees

will be regularly undertaken. This additional vetting will be clearly marked within your Contract of Employment

HEALTH AND SAFETY ISSUES

SAFETY

Health and Safety rules and regulations have been agreed in joint consultation in accordance with the Council's legal obligations and are outlined within your Job Description, Person Specification, Risk Assessments or other documentation, available from Human Resources.

Safety rules and regulations may change from time to time to meet the changing circumstances and legal requirements.

You have a duty to take all reasonable precautions to ensure that you in no way place at risk the safety, health and welfare of yourself, colleagues, or the public, by your actions. Failure to observe proper standards of safety at work may render you liable to disciplinary action.

You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

ACCIDENTS

All accidents, whether or not any person is injured, must be reported to your Supervisor in accordance with the agreed procedure. These are available from your Service. If you consider you have suffered an industrial injury, you are advised to apply to the Department of Works and Pensions (DWP) to obtain confirmation of such injury and entitlement to benefits.

MOBILE PHONES

The Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003 prohibits drivers from using hand-held mobile phones while on the road. The regulations also apply to an employer who causes or permits an employee to use a hand held phone whilst driving. The Council does not allow the use of hand held or hands free mobile phones while driving Council vehicles. This also applies to the use of mobile phones by employee's driving their own vehicles while on Council business. Please refer to People Management Procedure, Use of Mobile Phones and hand held communications while driving, reference number, 6.18 for further information.

SMOKE FREE POLICY

The Council operates a Smoke Free Policy, which applies in all Council establishments and within a 10-metre boundary of these establishments. This policy also incorporates all Council owned vehicles. Please refer to People Management Procedure, Smoke Free Policy, reference number 6.9, for further information.

PROTECTIVE CLOTHING

If appropriate, you will be issued with protective clothing, footwear and other items appropriate to your post and you will be expected to wear and use these whilst at work, and look after these in the correct manner.

On termination of your employment all items must be returned to the Council, on the understanding that the Council will withhold money for any item not returned, the amount being the original cost of the item plus stores on-cost pro rata according to its age.

TERMINATION ARRANGEMENTS

NOTICE PERIODS

By the Council:

Should employment with the Council be terminated by the Council, employees will be given written notice showing the reason{s}, or the primary reason, for the termination and the date on which employment will terminate. The period of notice that employees will be entitled to receive will be determined by their grade and length of service.

Regardless of length of service, the minimum period of notice that the Council needs to give an employee is as follows:

Pay Bands	Notice to be given
Band 1 to Band 5	4 weeks
Band 6 to Band 9	8 weeks
Band 10 to Band 12	12 weeks
3 rd Tier Management	12 weeks
Heads of Service and Executive Team	12 weeks

In cases of gross misconduct these Council notice provisions will not apply. In these circumstances employees will be provided with their statutory notice entitlement.

If the employee's length of service is such that they are entitled to a longer period of notice than the minimum statutory period stated above, the following will apply:

Period of Employment	Length of Notice
Up to 4 years' continuous service	4 weeks
Up to 5 " " "	5 weeks
Up to 6 " " "	6 weeks
Up to 7 " " "	7 weeks
Up to 8 " " "	8 weeks
Up to 9 " " "	9 weeks
Up to 10 " " "	10 weeks
Up to 11 " " "	11 weeks
Up to 12 years or more	12 weeks

By the employee:

The minimum period of written notice to terminate employment that the employee is required to give is as detailed below:

Pay Bands	Notice to be given
Band 1 to Band 5	4 weeks
Band 6 to Band 9	8 weeks
Band 10 to Band 12	12 weeks
3 rd Tier Management	12 weeks
Heads of Service and Executive Team	12 weeks

These can be waived in exceptional circumstances and by mutual agreement.

Please refer to People Management Procedure, Notice Period, reference number 10.1, for further information.

RETIREMENT

The Council is compliant with the legislation in relation to the removal of the Default Retirement Age. Please refer to People Management Procedure, Retirement and Pension Scheme Arrangements, reference number 10.5 for further information.

REDUNDANCY

Basildon Council is committed to the provision of high quality services and employees who are able to provide these services. From time to time the Council may need to change the way in which services and/or support services are delivered. This may result in restructuring and/or reorganisation.

The Council's aim is to meet the varying employment needs of the Service in the most cost effective way, while offering as much security of employment as practically possible. Through consultation and discussion the Council will endeavour to minimise the impact on employees by avoiding dismissals where possible, and to mitigating the consequences of dismissals where they are unavoidable.

The Council will actively seek alternative employment for employees that the Council considers to be 'at risk'.

The Council will comply with relevant statutory consultation requirements. Please refer to People Management Procedure, Redundancy Procedure, reference number 5.16, and People Management Procedure, Alternative Employment, reference number 5.13 for further information.

EMPLOYEE BENEFITS THAT DO NOT FORM PART OF YOUR TERMS AND CONDITIONS

CHILDCARE VOUCHER SCHEME:

The Council has implemented a salary sacrifice childcare voucher scheme in partnership with an outside provider. This scheme can help employees to reduce their childcare costs. Employees will be able to save money on both their National Insurance and tax contributions on the voucher amounts that they order, subject to statutory limits.

Please refer to People Management Procedure, Childcare Voucher scheme, reference number 8.5 for further information.

BUPA HEALTHCARE SCHEME:

The Council offers a competitive corporate rate with Medical History Disregard with BUPA for all employees and their immediate family members, subject to certain conditions. Employees wishing to contribute to this scheme must do so at their own cost. All payments will be made via the payroll system.

Please refer to People Management Procedure, BUPA Healthcare scheme reference number 7.3 for further information.

CAR LOAN SCHEME:

The Council offers a Car Loan Scheme to employees meeting the set criteria. Please refer to People Management Procedure, Car Loan scheme, reference number 7.3 for further information.

I acknowledge receipt of this document

Signed:.....

Name:..... {please print}

Date:.....