

Key Terms and Conditions of Employment

The council employs a wide range of staff and actual terms and conditions will be given in your contract of employment. Below is a guide to what information you can expect to find in your contract.

Local Government/Public Sector Continuous Service

If you join the Council without a break in service (subject to certain exemptions) from another public body covered by the Redundancy Payments (Local Government)(Modification) Order 1999, your service with that body will count for the purposes of continuous service. The amount of continuous service that you have may affect your entitlement to annual leave, occupational sickness and maternity schemes, period of notice and any redundancy payment.

Pay Arrangements

Staff are paid monthly by BACS transfer on or about the 28th of each month.

Hours

Unless otherwise stated in your contract of employment you will be required to work 36 hours a week, the pattern of which will be stated in your contract.

The Council is also able to accommodate other types of working hours which are subject to service needs and the approval of the manager.

Depending on the nature of the job role that you are applying for, you may also be required to work shifts on a rota basis, weekends and public holidays. If applicable, the details will be outlined in your contract of employment.

If you are a HAY* graded manager while your normal hours of work are 36 hours per week, within this grade you will be expected to work reasonable hours necessary for the better performance of your duties.

Overtime

For non-HAY graded staff, subject to the agreement and confirmation from your manager, overtime will be paid to employees once they have worked over 36 hours per week. This also applies to part time staff. Overtime will not be paid to part time staff until such time they have worked in excess of 36 hours per week. Your manager will provide you with the overtime rates of pay or alternatives, such as time off in lieu.

For HAY graded staff under normal circumstances, no time off in lieu or additional payment arrangements will be made in respect of hours worked over and above the normal working week.

*HAY graded staff are generally those graded MM1 and above.

Flexible Working Hours Scheme

The Council operates a Flexible Working Hours Scheme for some Non-HAY graded posts. Participation in this scheme depends on the nature of your job role, as your working arrangements will be subject to the needs of the service. The flexible working hours scheme is not available to those graded MM1 and above.

Place of work and Home working

You may be required to work at any location within the Borough and if you are required to work from your home, this will be outlined in your contract of employment.

Holiday Entitlement

The leave year runs from 1st April to the following 31st March and annual leave entitlement is in accordance with the grade and continuous service outlined below.

Completed years of continuous service as at 31st March each year

	Completed years of continuous service as at 31st March each year	
	0-4 years	5-9 years
Up to and including Scale 4	24 days	29 days
Scales 5-6	25 days	30 days
SO1 to PO2	26 days	31 days
MM and Head of Service	29 days	31 days
Assistant Directors	29 days	32 days
Directors	32 days	35 days

Employees receive 2 extra statutory days holidays, which are included in their annual leave entitlement. Entitlement increases after 5 years service (on the anniversary of their start date).

New entrants are entitled to annual leave (including the extra statutory holidays) proportionate to the completed months of service during the leave year of entry and thereafter on the normal scale.

The Council recognises the following Public Holidays:

Good Friday
Easter Monday
May Day
Spring Bank Holiday
Late Summer Bank Holiday
Christmas Day
Boxing Day
New Year's Day

The Council also gives a concessionary day on the last working day before Christmas (unless Christmas Day falls on a Wednesday in which case the day is taken on the working day immediately following).

For employees in part-time posts annual leave and public holiday entitlement is pro-rata to hours/weeks of work.

Assessment Period

All posts are subject to an Assessment Period of up to 24 weeks. Some posts in the Council require you to complete a longer probationary period in accordance with statutory legislation. If this applies to you the details will be outlined in your contract of employment.

Car Allowance – for posts up to PO2

Where a Director authorises use of a private car for official purposes you will be required to submit evidence that you hold a valid driving licence and that you are insured to use your vehicle for business prior to such use. For the first year of your employment you will be reimbursed for all mileage incurred at the appropriate Casual User Car Allowance rate. Following this initial one year period, a review of your business mileage will be undertaken to assess whether you should remain on the casual user rate or fulfil the Council's criteria to receive an Essential User Car Allowance.

Casual and essential car user allowances are reviewed annually and such allowances may be removed or awarded as appropriate.

Non-car travel expenses are reimbursed at cost and you are expected to use the most cost-effective form of travel.

Business Travel – For MM1 and above posts

If you are graded MM1 you will be able to claim reimbursement of reasonable expenses incurred in attending meetings, conferences, training courses and other work related activities and the cost of travelling within and outside of the borough.

All other HAY graded staff will be able to claim reimbursement of reasonable work related expenses and the cost of travel incurred whilst travelling outside of the borough.

You are expected to use the most cost-effective form of travel.

Sickness Allowance

The Council provides occupational sick pay, which is related to length of service. The provisions relating to sickness payments are contained in the National Agreement (Green Book), a copy of which is available on the Council's intranet site or from Human Resources.

Notice Periods

The period of notice that you are required to give the Council to terminate your employment is not less than:

- PO2 and below - 1 month
- MM1 and above – 3 months

Any variation to notice periods will be outlined in your contract of employment.

Pension Scheme

Your position with regard to pension is set out in the Local Government Pension Scheme (LGPS) Regulations administered on behalf of Enfield Council by the Pensions Team based at 3rd Floor Civic Centre, Silver Street, Enfield EN1 3XF.

New entrants to the Council's Service will automatically be entered in to the LGPS if the contract of employment is for at least 3 months.

New entrants to the Council's Service will **not** automatically be entered in to the LGPS if the contract of employment is for less than 3 months, or if engaged on a casual or relief basis, but can be entered in on completion of a Membership form. A Membership form is included in the New Starter Pack.

Staff can opt out of the LGPS at any time whilst in the Council's Service by completing an Opt Out form.

Employee pension contributions are payable at one of nine percentage rates ranging from 5.5% to 12.5%. The rate payable depends on annual pensionable pay. The rate payable is reviewed at least once annually. Pension contributions are deducted from all pensionable pay. Pensionable pay includes any additional hours and non-contractual overtime worked, but it does not include travelling, subsistence or other allowance paid in respect of expenses incurred, lump sum annual leave payments or retention payments. Full tax relief is automatically given on pension contributions.

The LGPS is contracted out of the State Second Pension (S2P) and National Insurance contributions are accordingly payable at the reduced ('contracted out') rate. A contracting-out certificate to this effect is in force.

Non-members of the LGPS will be contracted in to the State Second Pension (S2P) and further pension provision can be arranged through a personal pension.

Pension related forms and further information on the LGPS can be obtained from the intranet <http://enfieldeye/info/200340/Pensions> or by emailing zpensions@enfield.gov.uk

Health and Safety

Health and safety is a major concern of the Council. For us it is as important as delivering good quality services or keeping our finances in order. The Council expects all people who work for the Council, whether employees, volunteers, contractors or suppliers, to give it the same importance. A safe work place should be the aim of us all.

No Smoking Policy

Employees are not permitted to smoke during their working hours. In addition, employees are not permitted to smoke at any time in civic buildings or in vehicles owned or used by the Council.

Equal Opportunities

The Council is committed to promoting equality and diversity in the workplace. All employees must read the Equal Opportunities in Employment Policy and sign the declaration form attached to it. Failure to comply with the policy may result in disciplinary action.

Political Restriction

Under the provisions of the Local Government and Housing Act 1989 where your post is identified as politically restricted, you are disqualified from becoming a Member of another Local Authority, a Member of Parliament or a Member of the European Parliament. Your post is also subject to further restrictions on your political activities as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990. Further information can be obtained from Human Resources and you are responsible for complying with any restrictions. Full details will be outlined in your contract of employment

Right to work in the UK

If your entitlement to work in the UK is subject to any restriction, any offer of employment is valid only as long as you have permission to live and work in the UK. It is your responsibility to ensure you know, and understand the Home Office's requirements covering your entry conditions and that you comply with these requirements.

At least two weeks before your leave to remain date expires you must provide evidence to Human Resources that you have applied successful to the Home Office and your leave to remain has been extended, should your application for an extension for an extension be declined the council will terminate your employment.

Pre-employment Screening

Any offer of employment is conditional; it is subject to the Council receiving all the clearances requested and their being satisfactory, which will be determined by the Council.