

## Main Terms and Conditions Of Service

### **PERMANENT STAFF**

<b>DATE:</b>	January 2017	<b>CLOSING DATE:</b>	xx January 2017
<b>DIRECTORATE:</b>	Chief Executive		
<b>JOB TITLE:</b>	Chief Executive	<b>REF NUMBER:</b>	xx-xxxx

This post is subject to the Joint Negotiating Committee (JNC) for chief executives of local authorities terms and conditions as supplement by Slough Borough Council local agreements.

### **Salary**

The chief executive grade consists of 4 incremental points, £132,544, £140,365, £149,121 and £159,054 and is fully inclusive of all additional elements including local weighting.

### **Payment of Salary**

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1<sup>st</sup> April each year subject to 6 months service and satisfactory performance against key tasks endorsed by the Leader of the council.

### **Annual Leave**

Our annual leave is generous and the longer you work for us and local government the more you get. You are entitled to 30 days per annum per complete holiday year. The annual leave provision is increased to 32 days inclusive after 5 years service.

The annual leave year runs from 1 April to 31 March.

The yearly entitlement is based on full time staff; for part time staff the entitlement is pro rata.

You are also entitled to 8 public and bank holidays, which is pro rata for part time staff.

### **Hours of Work**

37 hours a week. However, the nature of the post and its level of seniority and responsibilities are such that the post holder will be expected to undertake additional hours including evening and weekend working as necessary to fulfil the requirements of the role.

The Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service.

### **Pension**

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for New Employees to the pension fund on

<http://www.rbwm.gov.uk/berks-pension/index.htm> .

The main benefits of being a scheme member can be found under [http://www.rbwm.gov.uk/berks-pension/LGS1B\(0411\)EmployerShortGuide.doc](http://www.rbwm.gov.uk/berks-pension/LGS1B(0411)EmployerShortGuide.doc)

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

## **Allowances**

### **Relocation package:**

You will be eligible to receive an allowance under the council's relocation assistance scheme to cover removal and relocation expenses up to a maximum of £8,000 should you need to relocate to take up this post i.e. to move from outside a 26 mile radius of the council offices.

### **Mileage allowances:**

The Council will reimburse all business mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 45p/mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year. All mileage claims need to be supported by VAT receipts.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, i.e. for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

### **Evening Meetings:**

The salary of the chief executive covers the requirement for attendance at evening meetings and at other unsocial times.

### **Professional subscriptions:**

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

## **Other schemes**

Other payments may be made for additional work, outstanding performance, temporary cover for senior staff and other special circumstances.

## **Smoke Free**

Slough Borough Council is a Smoke Free Council and smoking is not permitted within any Council premises, non-residential buildings and Council Vehicles.

## **Health Assessment**

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key members of staff are medically examined periodically. The council will pay for this.

### **Probationary period**

During the first six months of your appointment you will be covered by the council's probationary policy and procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

### **Political restrictions**

This post is politically restricted under the Local Government and Housing Act 1989.

This means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

### **Period of notice**

3 months

### **Emergency planning**

Due to the seniority of this post you will be required to assist in providing an effective response on the part of the authority to many major civil emergencies that may arise. This involves a range of co-ordinative, liaison and communication tasks working both within the council's offices and at other locations and can involve stand-by or call-out on a roster basis. Training will be provided to enable this duty to be fulfilled. This requirement is reflected in the grading of the post and no further remuneration will be payable.

## General Employment Information

### **Data Protection Act**

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

### **Equality Act 2010**

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Equality Act 2010. Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview.

#### *Definition of Disability*

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect normal day-to-day activities at work on a regular basis

### **Equal Opportunities in Employment**

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population.

The Council continually monitors this policy to assess its effectiveness.

### **Feedback**

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

### **Interview Expenses**

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

### **Pre-Employment Screening**

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

### **Childcare Vouchers**

#### **Computershare Voucher Services (CVS)**

Childcare vouchers are a Government approved tax-efficient way of paying for childcare. They can be used for children of all ages (up to 16) to pay for any Qualifying Childcare in a wide range of childcare settings.

The table below shows how much tax and NI you can save each month if you order the maximum amount eligible for your tax band (figures published 2013):

	<b>If you pay Basic rate tax</b>	<b>If you pay Higher rate tax</b>	<b>If you pay Additional rate tax</b>
Maximum monthly voucher value	£243	£124	£110
Tax Rate	20%	40%	45%
NI	12%	2%	2%
Tax savings	£48.60	£49.60	£49.50
Ni Savings	£29.16	£2.48	£2.20
Total monthly savings	£77.76	£52.08	£51.70

For further, detailed information, please log onto:

[www.computersharevoucherservices.com/parentpack](http://www.computersharevoucherservices.com/parentpack)