



Epping Forest District Council

STATEMENT OF WRITTEN PARTICULARS

EXAMPLE

NAME AND ADDRESS OF THE COUNCIL: Epping Forest District Council
Civic Offices
High Street
Essex
CM16 4BZ

NAME OF EMPLOYEE:

COMMENCEMENT OF EMPLOYMENT DATE:

CONTINUOUS SERVICE DATE:

DATE STATEMENT ISSUED:

POST REFERENCE:

EMPLOYMENT STATUS

Your employment will be on a fixed term for on and will terminate on.

Your employment will be on a temporary basis for.

This employment is on a job-share basis. In the event of your job share partner's employment terminating, you will be offered the full time post. If this is unacceptable, efforts will be made to recruit another job share partner for you. If this is unsuccessful and a review of operational needs of the section show that full-time cover for the post continues to be needed, we will try to redeploy you to another vacancy, but, if this is not possible, your employment will be terminated.

You have been appointed as in the Council's Directorate of. Any job description is not to be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your post and in addition as a term of your employment, you may be required to undertake various other duties and/or hours of work as may be required of you.

CRIMINAL RECORDS BUREAU CHECK (CRB)

This post has been designated as requiring a CRB check. In addition to the initial pre-employment check the Council will undertake subsequent checks at every 3rd year of your employment in this post and you are required to comply with this process.

LOCATION

Your principal work location will be, and the principal address of the organisation is given above. However, you may be required to report to work at any office or depot within the Epping Forest District as dictated by service needs, or deemed necessary by your line manager.

SALARY

Your commencement salary is £per annum (Spinal Column Point) within Grade. Additionally, you will receive a London Inner Fringe Allowance of £

Your hourly rate is £.

Your hourly rate is £which includes reimbursement for annual leave.

Your salary is calculated as follows;

$$\frac{\text{Full time salary}}{52 \text{ weeks}} \times \text{number of weeks} \times \text{full time equivalent} + \text{annual and Bank Holiday Leave entitlement}$$

The final salary will be divided by 12. (Term-time only).

STANDBY/CALL OUT ARRANGEMENTS

Please see Conditions of Employment and clarify with Service.

HOURS OF WORK

You will work hours per week Monday to Friday.

Flexible working arrangements do apply to this job. For further information please refer to the 'General Rules of the Flexitime Scheme' which are available for reference during working hours in the HR Unit, Civic Offices, Epping.

You will be expected to work an average of hours per week which will normally be am to pm between to. This may be varied subject to the needs of the service.

Your hours are variable each week and will be organised in conjunction with management.

You are employed term time only basis for a total of weeks per year for number of hours per week/ year.

You are required to work x hours over a 7-day period including weekends and bank holidays on a rota basis agreed by management.

The grade for the post reflects this requirement

or

You will receive appropriate enhancements to reflect your hours of work.

or

The grade for your post takes into account the requirements of working outside normal office hours.

You will be subject to seasonal working hours, working a longer week in the summer and a shorter week in the winter. Total hours are based on the requirement to work an average of 36 hours per week per year.

You will be expected to work hours overtime which will be considered as contractual. You and the Council, as your employer, will be required to pay Superannuation contributions on this amount. You will receive this amount when you are absent from work due to sickness and when on annual leave. If your sick pay entitlement is reduced to half or nil pay the overtime payment will be reduced accordingly.

The provisions concerning overtime and other allowances are contained within the Staff Handbook or other Local Agreements, which are available for reference during working hours in the HR Unit, Civic Offices, Epping.

HOLIDAY ENTITLEMENT

EFDC offer the choice of two annual leave periods:-

- 1st April to 31st March
- 1st October to 30th September

Please liaise with your Line Manager to determine which period will apply to you.

The annual leave entitlement of employees leaving or joining the authority is pro rata to their completed service during the leave year, as follows;

GRADE	BASIC	AFTER 5 YRS	AFTER 10 YRS
Up to and including SCP28	21	25	26

SCP 29 and above	23	27	28
Chief Executive /Deputy			
Chief Executive/Directors	25	30	33

In addition to the above holiday entitlement you are also granted 2 statutory days. The Council has fixed these 2 days until 2013 to facilitate a shutdown over the Christmas and New Year period. These arrangements will be reviewed in 2013.

CAR ALLOWANCES

CASUAL USER ALLOWANCE

This post is currently eligible for Casual User Car Allowance. You have a responsibility to ensure that your car is adequately insured for business use, have a valid MOT and tax certificate.

ESSENTIAL USER ALLOWANCE

Essential User Car allowance is attached to this post. You have a responsibility to ensure that your car is adequately insured for business use, have a valid MOT and tax certificate.

Your business mileage will be reviewed on an annual basis and if you do not meet the criteria set out in the Car and Cycle Allowance Policy the essential user lump sum and essential user status will be withdrawn. Any change in eligibility will be notified in writing giving one months notice.

Please note the car lease scheme has been suspended and the Council is reviewing its car leasing arrangements, including reducing or removing the scheme.

POLITICALLY RESTRICTED POSTS

This post is politically restricted and you are automatically disqualified from standing for or holding elected office. You are also restricted from:-

- i) canvassing on behalf of a political party or a person who is or is seeking to be a candidate;
- ii) speaking to the public at large or publishing any written or artistic work that could give the impression you are advocating support for a political party.

SPECIFIED POSTS

You are politically restricted without rights of appeal for exemption.

SENSITIVE POSTS

You can appeal to be exempted from the list on the grounds that the criteria has been wrongly applied to you.

OR

This post is not Politically Restricted.

DECLARATION OF INTEREST

You must inform the Council in writing of any interests that you have with outside bodies/employment/relationships/other interests, in accordance with the Council's Staff Code of Conduct, which may result in a conflict of interest within your employment. This must be done at

the commencement of your employment and at any time when a potential conflict of interest arises, or other matter covered by the Staff Code of Conduct.

SICKNESS, ABSENCE AND SICK PAY

The entitlements are as follows;

Service	Entitlement
During 1 st year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th and 5 th year of service	5 months full pay and 5 months half pay
After 5 years service	6 months full pay and 6 months half pay

The provisions relating to sickness payments and reporting procedures are contained in the relevant national agreement and set out in the Council's Managing Absence Procedure which is available for reference during working hours in the HR Unit, Civic Offices, Epping.

NOTICE PERIODS

Notice to terminate this employment is in accordance with the statutory provisions as follows;

Notice we must give to you

<u>Completed Period of Continuous Employment</u>	<u>Minimum Notice</u>
Less than 2 years	one week
2 but less than 12 years	1 week for each completed year
12 years or more	three months

No notice will be required or given to bring your contract to an end when attaining normal retiring age.

Notice you must give to us

The minimum period of notice that you are required to give in writing is;

<u>Grade</u>	<u>Minimum Notice</u>
Upto and including SCP 28	one month
SCP 29 and above	two months
Heads of Service/Corporate Directors/Chief Executive	three months

COLLECTIVE AGREEMENTS

During your employment with the Council your terms and conditions will be in accordance with;

- the conditions of service determined by the NJC/JNC as and where adopted by this Authority and as amended from time to time by the Council, and
- other local conditions of service which have been established through the local collective bargaining process (with recognised trade unions) or which have been otherwise determined by the Authority.

Other local conditions of service include but are not limited to:

Maternity provisions
Health and Safety provisions
Training
Flexible Hours Scheme

Redundancy & Redeployment
Pay Protection
Conduct
Miscellaneous leave

Documents are available for reference during office hours in the HR Team, Civic Offices, Epping.

INDUCTION REVIEWS

A review will be carried out at 3, 6 and 9 months with your line manager or section head to agree performance and targets. In cases where performance does not meet the agreed standards despite targets being agreed and additional training given, it will be necessary to consider a capability case under the Council's Capability procedure.

DISCIPLINARY RULES

The Council's disciplinary and appeal procedures will apply to you. Full details are set out in the Council's Disciplinary Procedure, which is available for reference during working hours in the HR Unit, Civic Offices, Epping. The Council reserves the right to amend this procedure from time to time.

GRIEVANCE

The Council's grievance procedure will apply to you. Full details are set out in the Council's Grievance Procedure, which is available for reference during working hours in the HR Unit, Civic Offices, Epping. The Council reserves the right to amend this procedure from time to time.

EQUAL OPPORTUNITIES

The Council is committed to and working towards the provision of full equality of opportunity in service delivery and employment. You are expected to contribute to the achievement of this objective. A full description of responsibilities are contained within the Equal Opportunities Policy and Equal Opportunities in Employment Policy, which is available for reference during working hours in the HR Unit, Civic Offices, Epping. The Council reserves the right to amend this procedure from time to time.

Any breaches of the Equal Opportunities Policies will be dealt with through the disciplinary procedure. Serious offences, such as harassment, will be treated as gross misconduct.

PENSIONS

Providing you are aged under 75, and are to be employed for more than 3 months, you will automatically be entered into the Council's pension scheme (The Local Government Pension Scheme) regardless of hours worked.

Your position with regard to pension is set out in the Local Government Superannuation Act and Regulations, further information can be obtained from the payroll team in the first instance.

SIGNED..... DATE

On behalf of Epping Forest District Council

Iunderstand and accept the terms within this Statement of
Particulars.
(please print name)

SIGNED..... DATE