

PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF SENIOR MANAGERS

1.	CONTRACT	This is a permanent appointment.
2.	CONDITIONS	Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.
3.	SALARY	The inclusive spot salary for this post is £xxxxxxx National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.
4.	PERFORMANCE APPRAISAL	There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay.
5.	ANNUAL LEAVE	Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.
6.	HOURS OF WORK	The job of xxxxxxxx cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.
7.	SICK PAY	Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.
8.	PENSION	Local Government Pension Scheme. An opting out notice is available from the Pension Section.
9.	POLITICAL RESTRICTION	This post is politically restricted in accordance with the Local Government and Housing Act 1989. (as amended by Local Democracy, Economic Development and Construction Act 2009)
10.	CAR LOAN SCHEME	You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.
11.	CAR MILEAGE ALLOWANCE	HMRC rate of 45 pence per mile will apply.
12.	SMOKING	The Council has a no smoking policy.
13.	FLEXIBILITY AND MOBILITY CLAUSE	As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.
14.	SATISFACTORY MEDICAL REPORT	A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.
15.	NOTICE PERIODS	This will normally be three months in writing on either side but this can be changed by mutual agreement.
16.	RESTRICTIONS ON RE-EMPLOYMENT	Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.