



## Conditions Of Service & Benefits (NJC & Soulbury)

Bedford Borough Council offers many career opportunities in an environment which values, supports and encourages the development of its employees. Please see below a summary the main conditions of service and some of the benefits on offer. Should you require further details please contact the Recruitment Team.

<b>Hours of Work</b>	The standard working week is 37 hours. Starting and finishing times will depend on where you work. Flexible working hours may be available depending on the needs of the service. Other provisions to help employees maintain a worklife balance could include job sharing, home working and part-time and term-time only working.
<b>Pay Date</b>	Salaries will be paid on the 27 <sup>th</sup> day of each month.* Where the 27 <sup>th</sup> falls at the weekend or on a bank holiday, salaries will be paid on the preceding working day.
<b>Annual Leave</b>	Annual leave is based on the length of your continuous service in local government. The basic entitlement is 26 days rising to 31 days after 5 years service (exclusive of bank holidays).**
<b>Sick Pay Scheme</b>	Entitlement to sick pay depends on the length of your continuous local government service. It ranges from 1 month at commencement, to 6 months' full pay and 6 months' half pay after 5 years service.
<b>Pension Scheme</b>	<p>You are automatically a member of the Local Government Pension Scheme (LGPS), if you are between 22 and 65 years of age, and your contract is for a period of 3 months or more. If your contract of employment is for less than 3 months, you can opt to join by completing an application form.</p> <p>The scheme is a final average salary scheme with contribution levels depending on pensionable pay, contribution rates, and further information about the scheme can be found using the following link (<a href="http://www.bedspensionfund.org/active_members/how_much_do_i_pay.aspx">www.bedspensionfund.org/active_members/how_much_do_i_pay.aspx</a>)</p> <p>If you are new to Local Government, but have paid into a pension scheme elsewhere, it may be possible to transfer the benefits to the Local Government Scheme.</p> <p>Further information about the Local Government Pension Scheme is available on the LGPS website (<a href="http://www.lgps.org.uk">www.lgps.org.uk</a>) .</p>
<b>Probation</b>	All new employees will be subject to a 6 month probationary period.
<b>Notice Period</b>	<p>Staff paid at Grade 10, its equivalent or below, are subject to one month's notice on either side.</p> <p>Staff paid above Grade 10 or its equivalent and all Social Workers, are subject to three month's notice on either side.</p>
<b>Pre Employment Checks</b>	Any offer of employment will be subject to reference and medical checks and DBS checks where applicable.
<b>Removal Scheme</b>	If you are moving into the area to take up an appointment with us, we can where applicable help with your removal expenses.
<b>Car Loan Scheme</b>	We operate an assisted car purchase scheme. This provides loans to employees that are designated users and who need a car to carry out their official duties.
<b>Learning &amp; Development</b>	Our policy is to provide our employees with appropriate learning and development opportunities and to grant financial assistance in approved cases for courses.
<b>Travelling &amp; Subsistence</b>	There are agreed rates for refunding expenses you incur in the course of your work with us.
<b>Smoking Policy</b>	Smoking is not permitted in Council offices and establishments.
<b>Employee Healthcare and Support</b>	Our employees' health is vital to us. Our Occupational Health & Well-being Team offers rapid and easily accessible support which includes medical referrals, health screening, counselling, work place assessments, specialised health checks and health promotions.
<b>Other Benefits</b>	<p><b>Childcare Vouchers:</b> Employees can take advantage of tax benefits by joining the Busy Bees Child Care Voucher scheme.</p> <p><b>Family Information Service:</b> Bedford Borough Family Information Service provides guidance and advice to help you find the services you need, including childcare, youth clubs, sport and leisure activities, family support groups or services for children with a disability - in fact, any service which will help you in your family life.</p> <p><b>Season Ticket Rail Loan Scheme:</b> Employees may apply for an interest free loan from the Council to buy a rail season ticket for their journey to work. The scheme is valid for all rail operators.</p>

\*If you are already a Bedford Borough employee and your pay date is currently the 15<sup>th</sup> of the month this will be protected until it is changed as part of the Council's exercise to harmonise pay and terms and conditions of employment.

\*\* If you are already a Bedford Borough employee your current annual leave entitlement will be protected where this is more favourable than the leave arrangements that will apply as part of the Council's exercise to harmonise pay and terms and conditions of employment. Protection of leave will be based on the contractual hours for this post and this protection will cease once the Council harmonises its pay and terms and conditions of employment. Harmonisation will be achieved through a negotiated agreement with the recognised trade unions.