

BOSTON BOROUGH COUNCIL

Terms and conditions of service - HR001

1st April 2017 onwards

SCOPE

The terms of employment of employees within the scope of this Statement of Terms and Conditions of Service are as set out below, and as contained in the National Joint Council for Local Authorities' Pay and Conditions of Service Agreement ('the Green Book') as amended from time to time. Where express provision is made in this document, the terms set out herein take precedence over any equivalent terms in the Green Book.

Chief Officers and Chief Executive are appointed subject to the Joint National Council (JNC) Agreements for Chief Officers and Chief Executives respectively as amended from time to time. Where express provision is made in this document, the terms set out herein take precedence over any equivalent terms in the relevant JNC Agreement.

In addition, all employees' employment is subject to any terms and conditions agreed locally by collective agreement between Boston Borough Council ('the Council') and any trade union recognised by the Council for collective bargaining for employees of the Grade of the individual concerned, so long as such agreements remain in force, and to the policies and procedures of the Council, which as appropriate also form part of the terms and conditions of employment of employees within the scope of this Statement. In the event of a conflict, terms contained in any local agreement take precedence over terms derived from the Green Book.

Notes:

'Employee' includes all full time and part time employees who have a contract of employment with the Council.

All information referred to is available on Alfresco or from the Council's People Services department.

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Version History

Version	Author	Reason For Issue
March 2008	People Services	
January 2011	People Services	Local Agreements effected
April 2014	People Services	Changes to T&C April 2104
January 2015	People Services	Change to Long Service Award Policy and Assisted Vehicle Purchase scheme incorporated.
January 2018	People Services	Transitional arrangements removed

Document Distribution

Name	Role
JCC	For consideration of major amendments for policy
CMT	For approval of legislative and minor amendments to policy
SMT	For implementation.
All staff	Revised scheme/ staff benefit.

Document References

Reference	Document Title
	Long service award policy effective January 2015
HR027	Assisted Vehicle Purchase scheme revised June 2014
HR005	Probationary Period Policy
HR013	Job Evaluation Policies
HR022	Redundancy & Reorganisation Policy
HR015	Travel & Subsistence Policy
HR024	Flexible Working Policy
	Sickness Absence Policy
	Family & compassionate leave policies
HR026	Periods of Notice to terminate employment
HR017	Relocation Policy

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1 Development and Training

Time off for training and study leave and reimbursement of appropriate fees and expenses will be given in approved cases. When on training courses outside their contracted daily hours, part time employees will be given time credit or TOIL. As a condition of financial assistance employees may be required to repay a proportion of expenses incurred if they leave the Council within a period of two years after completing training. Details of the circumstances in which this may be required will be made clear before any commitment to training is made. Please see HR010 for further details (Training Agreement).

2 Health and Safety

Please see HSS001 for further details (Health & Safety Policy Statement).

In order for the Council to implement this policy, all employees are required to conduct their activities in a manner which minimises the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions. Those employees with specific responsibilities for health, safety and welfare, for example Managers and Supervisors, must ensure that their duties are adequately discharged and covered in the event of absence by an appropriate deputy or responsible person. All employees must bring to the attention their line management any hazard, dangerous practices or incidents of which they become aware.

2.1 Protective Clothing

Protective clothing will be provided and maintained by the Borough Council where it believes it is necessary to comply with health and safety legislation. An allowance is payable for footwear at GMLC as an exception.

2.2 Injury Award Scheme

Employees including relief employees who sustain injury resulting in permanent disablement or die as a result of anything they were required to do in carrying out their work may qualify for an award under this scheme. Details of the Injury Award Scheme are available in the Green Book.

2.3 First Aid Allowance

Employees who are designated 'First Aiders' for specific work locations will be paid an allowance per annum as set out in the table of allowances at Appendix A. . This rate will be uplifted in line with annual pay awards each year. (Grade 3 equivalent as this represents the average award across the grades).

First Aiders must hold a current recognised certificate in accordance with health and safety legislation. Employees who are designated Emergency First Aiders or Appointed Persons must have attended an emergency first aid course but are not required to hold a recognised first aid certificate.

The number of trained First Aiders or emergency First Aiders required will be assessed by the manager of the work location in accordance with the

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Council's guidelines and appropriate training and regular updating will be provided.

3 Probation

Please see the Council's Probationary Period Policy (HR005) for further information.

All new employees are subject to a six month probationary period before an appointment is confirmed. This may be extended where progress is not satisfactory. Any extension will not exceed a further period of 3 months i.e. 9 months total. During the probationary period, employment may be terminated by either party by giving one calendar month's notice in writing.

All new employees will be placed upon the probationary pay point and will progress to the main band upon successful completion of the probationary period. Any exceptions to this policy may only be granted where a business case exists to require a starting salary within the main band based upon recruitment & retention evidence.

4 Salary and Grading

Employees will be paid in 12 equal monthly instalments by BACS transfer on the 22nd of each month or nearest working day should the 22nd fall on a weekend.

The scales of salaries applicable to each grade, as in force up to 31st March 2018, are set out in the Pay & Grading Structure.

4.1 Pay Awards

Salary points shown in the Pay & Grading Structure include minimum awards, where applicable, on 1st April each year, from 2014 until 2017, as follows:

	2014/2015	2015/2016	2016/2017	2017/2018
RED CIRCLED	0.00%	0.50%*	0.50%*	0.50%*
GRADE 1	2.25%	1.50%	1.50%	1.50%
GRADE 2	2.00%	1.50%	1.50%	1.50%
GRADE 3	1.75%	1.50%	1.50%	1.50%
GRADES 4 TO 6	1.25%	1.25%	1.25%	1.25%
GRADES 7 TO 8	1.25%	1.25%	1.25%	1.25%
HEADS OF SERVICE & ABOVE	0.75%	0.75%	0.75%	0.75%

* = non consolidated pay award to be paid in April annually from April 2015 but not added to basic pay.

Trade union subscriptions are, with employees' agreement deducted from salary, payments and subscriptions so collected are paid to the union on a monthly basis.

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Increments, usually paid each April, are subject to satisfactory performance and will be paid along with subsequent increments each April thereafter until you reach the top of the grade. Incremental progression will not be made where substandard performance has been identified. Specifically:

- 'Satisfactory' performance will be determined by the relevant line manager and will include fulfilment of expectations of the role and set objectives and will take into account circumstances beyond the employees control leading them not being able to deliver all of the above
- All proposed increments and those not to be awarded will be discussed and agreed by Heads of Service collectively
- Any performance issues that may lead to an increment not being awarded must be discussed and documented with the employee concerned well in advance of April to allow time for support and improvement.
- Clear objectives & support for improvement should be agreed and documented
- Employee is made aware of possibility of withholding at the appraisal meeting prior to the following April e.g. autumn appraisal.
- Employees not satisfied with reasons for incremental progression being withheld may use the Grievance Procedure to progress a complaint.

New starters will only receive 1 increment during their first 12 months of employment usually at 1st April or 6 months after commencement whichever is the later. Future increments would fall due in the April following completion of an initial 12 months of service.

Details of incremental progression and the maximum point of each grade can be found in the Council's Pay & Grading Structure.

5 Job Evaluation

Please see HR013 Job Evaluation Policies for further information

All posts will be graded in accordance with the job evaluation scheme in force.

Employees may appeal against a grading decision through the Council's Job Evaluation Appeal Procedure (HR013)

Employees temporarily working in a job which is normally graded on a higher level are usually paid at the bottom of the higher pay grade if they are carrying out the full duties or if carrying out part of the duties a percentage of the difference between their current salary and the bottom of the higher grade.

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5.1 Salary Protection

Please see HR022 Redundancy & Reorganisation Policy for further details.

The Council undertakes to protect the pay of employees where, through no fault of the individual, their post is eliminated or downgraded i.e. through downgrading following a Job Evaluation review or following restructuring.

Protection applies to the difference between the actual pay of the employee at the date protection starts (i.e. the spinal column point (s.c.p.) the employee is on) and the highest s.c.p. for the grade for the new or downgraded post. Protection runs for a period of three years viz:

Year Protection

- | | |
|---|------------------------------------|
| 1 | 75% of difference is pay protected |
| 2 | 50% of difference is pay protected |
| 3 | 25% of difference is pay protected |
| 4 | 0% of difference is pay protected |

Any increases in the rate of pay applicable to either the old or new s.c.p. will be taken into account in calculating the protected salary.

HR013 set out the notice periods applicable for downgrading as a result of the Job Evaluation scheme.

6 Pension Contributions

Employees are entitled to membership of the Local Government Pension Scheme, subject to the Rules of the Scheme. Pension contributions are deducted from salary at source. Please see Retirement & Pensions Policy HR018 for further information. Rates of contribution vary depending on employees' current salary, and are determined nationally as at the 1st April annually. Any change made nationally to the applicable rates will apply automatically to all affected employees.

7 Long Service Awards

With effect from 1/1/15 the Long Service Award scheme is revised to recognise employees who have completed 10, 15, 25 or 40 years continuous service with the Council. Award values are set out in the STaRS policy.

8 Travelling

It is expected that employees will use the most cost effective and environmentally friendly mode of transport whilst recognising that this may require some judgement in balancing both factors. The Council has its own provisions in respect of payments for travel. See the Travel & Subsistence Policy (HR015) and Guidance Notes HR015 for further information.

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Employees authorised to use their own car for official purposes will be paid at HMRC approved rates in line with the Travel & Subsistence Policy (HR015 Revised February 2011).

Any officer claiming mileage expenses must ensure that all documentation – driver's licence, motor insurance certificate (including cover for business use), a valid MOT (if applicable) and road fund licence details – are presented to People Services for recording to comply with the Council's Insurance and Health and Safety requirements.

Where there is a requirement to travel between work locations or sites the employee will be expected to fulfil these requirements through whatever means necessary e.g. use of public transport, cycle use, use of private vehicle.

Staff using their bicycle for business travel will be reimbursed at a rate per mile for journeys undertaken in line with the Travel & Subsistence Policy (HR015 Revised February 2011).

Mileage rates as set out above will also be paid for all training mileage.

9 Vehicle Loans

Please see HR027 Assisted Car Purchase Scheme for further information relating to loans for cars, motorcycles and/ or bicycles.

10 Subsistence

Meal costs, as a general rule, are the responsibility of the employee, whether at or away from the working base. However, if work demands are such that an employee necessarily stays overnight, then the additional expenditure incurred for an evening meal and/ or breakfast will be reimbursed, provided there is prior line management approval and submission of receipts.

Where an overnight stay is required, costs of accommodation and meals together with any further out-of-pocket expenses (such as transport fares) should be discussed with, and approved for booking and reimbursement by the line manager before they are incurred. Overnight accommodation should be booked through Business Support and not directly by individuals. Reimbursement will not be made for purchases other than those set out above.

Allowances are detailed in Travel and Subsistence Policy HR015.

11 Working Week

The standard working week for all full time employees is 37 hours, which are to be arranged to meet service needs taking into account the Council's policies on flexible working. Flexi-time will be given for evening meetings, which employees may be expected to attend as necessary.

Time off in lieu may be given to employees who are not eligible for the Flexi-

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time scheme.

Most office based employees will be able to take advantage of the Flexi-time Scheme however this will depend on the department and the needs of the service.

Individual working patterns should be agreed with the line manager and take into account section needs and opening hours of the building where employees are based. Flexi-time may be accrued and taken with the agreement of the line manager.

Please see Flexible Working Policy HR024 for further information.

12 Working Arrangements

12.1 Overtime

The rate of pay for overtime for all staff is time plus a 33% premium.

Overtime is payable to staff working over 37 hours per week where overtime payments instead of flexi-time or TOIL are agreed due to the regularity of the overtime and/ or to staff working weekends/ Bank Holidays which are not part of their normal working week.

Staff on Grade 6 and above will not receive overtime payments and instead will be entitled to flexi-time or TOIL when required to work beyond their standard working week.

Overtime should be claimed to the nearest quarter of an hour rather than minute. This should be rounded up or down depending on the time finished. For example, work finishing at 15:11 should be claimed at 15:15, work finishing at 15:06 should be claimed at 15:00. This makes management checking, addition and payroll processing much simpler. Most employees currently round up or down their claims therefore employees should not be adversely affected by this practice.

Overtime should also be accurately claimed for the time worked. For example if overtime is worked regularly and is generally for 2 hours, if on one occasion it takes 1.5 hours and on another 3 hours this should be accurately claimed.

12.2 Premiums payable

Payment	Premium
Over 37 hours per week	33%
Saturday work	33%
Sunday work	33%
Bank holiday work	33%

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Christmas Day & New Years Day	50%
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12.3 Unsocial/shift pay

This premium will not be paid in addition to any other premium i.e. only one premium is payable for hours worked whether this falls at a weekend, at night or in the week Staff on Grade 6 will not receive unsocial hours payments.

12.3.1 Nights

A shift premium will be only payable if working hours are between 10pm and 5am. This premium will be 15% of the basic hourly rate for any hours worked during this time.

12.3.2 Weekends/ Bank holidays

A shift premium of 10% will be paid for any hours worked as part of a standard working week on a Saturday, Sunday or Bank Holiday.

12.3.3 Christmas Day and New Years Day

Christmas Day and New Years Day will attract a premium of 50% to recognise the disruption to social and family life at this time of the year. Employees are entitled a day off in lieu when working on any Bank Holidays.

12.7 Working Time Regulations (1998)

Staff are not permitted to work in excess of an average of 48 hours a week (averaged over a rolling 17 week period) unless they have signed an agreement to opt-out from the limits on working time laid down by the Working Time Regulations. The signing of opt-out agreements is entirely voluntary.

13 Annual Leave

Please see the Annual Leave Policy (HR014) for further information.

13.1 Leave Year

For employees who have joined the Council since 2001 the leave year normally runs from the anniversary of their start date. For other employees the leave year will run from April to March although this can be varied to suit the needs of the service.

Annual leave entitlement is 28 days per annum from the date of commencement rising 1 day per year for each completed year of service to a maximum of 30 days (for full time workers, part time entitlement will be calculated accordingly). Leave may specifically be required for the purpose of being taken during the shut-down of most Council offices and services between Christmas and New Year. Employees who are required to work during this period will be entitled to take the leave on another day. This day is only awarded to those employees whom have voluntarily agreed to the

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changes in terms & conditions by 31st January 2014 and new starters appointed on these terms & conditions.

All other employees will have an entitlement of 28-30 days depending on service.

Employees who join the Council with previous, continuous local government service will receive an entitlement as if this service had been with Boston Borough Council (subject to confirmation from the relevant authorities). Pay for annual leave will be made at the normal daily/hourly rate. Employees may be required to use some of their leave for annual shutdowns. Annual Shutdowns may vary between departments and will be notified in advance annually.

The figures quoted assume a five day, full time working week and will be adjusted for employees working more or less than 5 days each week.

The timing of all leave is subject to the approval of the manager.

13.2 Leave at Bank and Public Holidays

Paid leave will additionally be granted on nationally declared Bank and Public holidays subject to the needs of the service, these are currently:

- New Years Day
- Good Friday
- Easter Monday
- May Day Holiday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day

13.3 Public Holidays for Part Time employees

Employees are entitled to a proportion of Public Holidays pro rata to the hours that they work. This would be added to annual leave and when a Public Holiday occurs on a normal work day the employee will need to take the equivalent hours as leave. Pay for annual leave will be made at the normal daily/hourly rate.

Depending on individual contractual requirements there may be a requirement to work some public holidays and appropriate enhancements will be agreed locally.

14 Special Leave

Please see the relevant 'Family Leave' policy for further information

14.1 Special Leave for Family or Personal Reasons

All employees may be granted, at the discretion of their Section Heads through their Senior Manager a maximum of 7 days' paid leave and a maximum of 20 days' unpaid leave in any one period of 12 months as

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compassionate leave in circumstances as set out in the Compassionate Leave Policy (HR062).

These conditions of service supplement the statutory right to:

- reasonable, **unpaid** time off from work for dependants (spouse, civil partner, child, parent, someone living in the same household or someone who reasonably relies on the employee) for caring responsibilities, or where arrangements for care unexpectedly breakdown
- parental leave for employees with one year's service, of up to 13 weeks unpaid leave for each child born on or after 15.12.99 (i.e. 26 weeks for twins) to be taken over the first five years of the child's life or for parents of a disabled child over a longer period until the child's eighteenth birthday

14.2 Adoption Leave

Adoptive parents, subject to qualifying conditions are entitled to up to 52 weeks adoption leave. Rights to adoption leave and pay vary depending on the circumstances and country in which adoption takes place. Please see the relevant policy (HR057/HR058) for further information.

14.3 Maternity Support Leave

Maternity Support Leave of 5 days with normal pay shall be granted to the partner or nominated carer of an expectant mother at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. Please refer to the Paternity & Maternity Support Leave policy HR060 for details.

14.4 Paternity Leave

Paternity Leave is a statutory right, subject to qualifying conditions, to enable the father of the baby, including adoptive father's, the mother's husband or partner to have one or two consecutive weeks leave within 56 days of the birth. Pay will be made at the statutory rate or at a rate equivalent to 90% of your average weekly earnings if this figure is less than the statutory rate per week. However, employees whose average weekly earnings are below the lower earnings limit for national insurance contributions will not be eligible for ordinary statutory paternity pay. Additional paternity leave is subject to eligibility criteria as set out in the Paternity & Maternity Support Leave policy HR060.

14.5 Maternity Scheme

The provisions for maternity leave and pay are contained in HR059 Maternity Leave Policy. Statutory pay is supplemented by half pay for a period of 12 weeks where half pay plus Statutory Maternity Pay does not exceed normal pay.

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14.6 Leave for Public Duties

Employees may be granted reasonable time off with pay to enable them to carry out public duties such as a Member of the following public bodies as defined in legislation:

- a local authority
- a statutory tribunal, public committee or similar body when appointed or nominated by a Minister of State, the Council or an association of which the Council is a member
- a board of prison visitors or a prison visiting committee
- a relevant health body
- a relevant education body
- the Environment Agency
- Justice of the Peace
- Chairman of a Local Authority or Mayor

Volunteer members of the Non Regular Forces who attend Summer Camp will be granted two weeks' leave with pay additional to their normal leave entitlement.

Employees wishing to take leave to undertake public duties must first obtain prior approval from their Head of Service and agree the amount of leave allowed in any one year. Leave will be approved subject to the needs of the service. Employees who work within a scheme of flexible or annualised hours will be expected to use these arrangements where possible. Where an employee is entitled to claim reimbursement of salary for the time lost from any other source, the leave will be without pay.

14.7 Leave for Trade Union Duties

The Council allows reasonable paid time off for trade union duties which must always be agreed in advance with the relevant manager. See Trade Union Facilities Agreement for more details.

14.8 Jury Service and Attendance at Court

An employee receiving a summons to serve on a Jury must report the fact to his/her manager who will approve leave of absence unless an exemption is secured from the Court.

The allowance for loss of earnings must be claimed by the employee from the Court under the Jurors' Allowance Regulations by forwarding the form confirming loss of earnings and period of jury service to HR for completion.

The Council will then deduct from the employee's pay an amount equal to the allowance received. Out of pocket expenses which may be payable by the Court may be retained and should not be included in the figure notified.

Similarly, when the individual is required to attend Court following a subpoena or as a witness on behalf of another party where loss of earnings can be

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claimed from public funds, the claim should be made from the Court and HR should be notified of the amount as soon as possible.

14.9 Time Off for Medical Screening/Appointments

Necessary paid time off will given for the purpose of cancer screening. Arrangements should be discussed and agreed with line managers in advance. Other medical appointments should be made outside of working time or in the employees own time.

14.10 Election Leave

Any employee volunteering for Election Duty during the course of their normal working day(s) will need to take annual or flexi leave in agreement with their line manager. This applies to all election duties including Polling stations, training, postal votes and any other duties.

15 Sickness Scheme

Employees unable to work due to sickness must inform their nominated manager as quickly as possible after becoming unfit, indicating the first day of illness, the nature of the illness and where possible the likely date of return to work.

No pay will be given for the first 2 days of any period of absence. Pay will not be withheld where urgent or planned hospitalisation is required unless a procedure is elective.

Any member of staff having 5 days of sickness or less in each tax year (April to March) would be re-paid any pay withheld from the first 1-2 days of any period of absence. This re-payment would be made in the May following the year the absence was taken in e.g. absence between April 2013 and March 2014 would be re-paid in May 2014. Any member of staff leaving part way through the year will not fulfil the requirements of the scheme and would therefore not be entitled to any repayment. Pregnant staff will be exempt from these rules for maternity related absences. Repayment of any withheld pay will be made at the rate the pay was deducted during the relevant tax year.

Entitlement to Occupational Sick Pay (OSP) for Boston Borough Council employees	
First 4 months of service	One month full pay
First year of service (after 4 months)	2 months full pay and 2 months half pay
After 1 year of service complete	4 months full pay & 4 months half pay

Employees should comply with the reporting rules in their own area of work which are set out in the relevant policy

Entitlement to sick pay is as set out in the Council's Sickness Absence Policy.

An employee must, if required by the Council at any time, submit to a medical examination by a medical practitioner nominated by the authority, subject to

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the provisions of the Access to Medical Reports Act 1988 where applicable. The Council reserves the right to refer employees to its Occupational Health Advisers. Any costs associated with the examination should be met by the employing authority. Where it is necessary to obtain a second medical opinion, it should be provided by an independent medical referee.

If the Council requires a doctor's statement other than a Fit Note for an employee, it will reimburse the employee the cost of such a statement on the provision of a receipt.

An employee who falls sick during the course of annual leave shall be regarded as being on sick leave from the date of a doctor's statement.

Where an employee is receiving sick pay, payment will continue if a public or extra statutory holiday falls during such sickness absence. No substitute public or extra statutory holiday will be given.

An employee who is absent from work as a result of an accident is not entitled to sick pay (other than Statutory Sick Pay) if damages may be receivable from a third party. The Council may at its discretion advance the allowance provided the employee agrees to refund the amount from any damages awarded.

15.1 Ill Health

Termination of an employee's contract on the grounds of incapability arising from ill health will only take effect following proper consideration of medical advice, options for alternative employment and any reasonable adjustments which can be made. Termination of employment may occur before an employee has exhausted his or her occupational sick pay.

16 Relocation

Please see the Relocation Policy HR017 for further details. The Disturbance Allowance is reviewed annually.

17 Termination of Employment

Please see Periods of Notice to terminate employment HR026 for further information.

The notice required to be given, by the employee or the Council, to terminate employment is:

Grades 1 – 3	1 month's notice
Grades 4 – 5	2 months' notice
Grades 6 – 9	3 months' notice
Above Grade 9	3 months' notice

or, if longer, the minimum notice required under the Employment Rights Act 1996. Notice must be given in writing.

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Employees within the first month of their probationary period are entitled to give and receive 1 calendar month's notice of termination of employment.

18 Continuous Local Government Service

For certain purposes, as indicated below, continuous service with another local authority immediately preceding the start of employment with this Council may count, subject to verification of the period(s) of service

- Sickness Pay/Maternity Leave/Period of Notice
- Calculation of Redundancy Payments (Based on reckonable service)
- Redundancy Selection
- Annual Leave Entitlement

19 Politically Restricted Posts

Please see Politically Restricted Posts Policy for further information HR009.

Under the provisions of the Local Government and Housing Act 1989, employees on Scp 44 or above may not normally participate in the following activities:

- Candidate for public elected office (other than to Parish or Community Council).
- Acting as an election agent or sub agent.
- Holding office in a political party.
- Canvassing at elections.
- Speaking or writing publicly (other than in an official capacity) on matters of party political controversy.

These restrictions also apply to certain lower graded posts which are deemed politically sensitive.

20 Medical Declaration

Appointment is subject to a medical declaration of health in order that employees are not placed in a position of risk. In order to ensure the employer meets all statutory requirements it is essential that employees give updates on any health matters that materially affect the working relationship. The Council reserves the right to refer any employee for a medical examination and may also seek the employee's co-operation in obtaining a medical report from their GP where it considers it necessary.

21 No Smoking Policy

Please see the Occupational Health & Welfare Policy HR025 for further information.

The Council has a Smoke Free Policy. Smoking is not permitted in or on any of the Council's premises or grounds or in any Council owned or leased vehicles. Employees should be aware that they will not be permitted to smoke

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during paid working hours. A breach of these restrictions is a disciplinary offence.

22 Disciplinary Procedure

Please see the Disciplinary Procedure HR019 for further information.

The Council has adopted disciplinary rules to help employees know the standards expected of them. All employees should familiarise themselves with these.

23 Grievance Procedure

Please refer to the Grievance Procedure HR020.

Employees who have a grievance arising from their employment should first raise it with their immediate manager. Grievances are best resolved closest to where they arise and regular communication between management and employees lessens the need to use the formal stages of the procedure. It is intended that employees should discuss all matters with their immediate manager as they occur, openly and without fear of sanctions. If the complaint is about the employee's immediate manager then they may take the grievance to the next higher level of management. Issues of harassment, race, colour, nationality, ethnic or national origins, gender, gender reassignment, sexual orientation, marital status, civil partnership status, disability or age discrimination will also be dealt with under the Harassment Policy HR021.

24 Employee Benefits

See refer to the staff handbook and information on Alfresco for further details.

Benefits are not contractual and may be amended or withdrawn with due notice.

25 Payment of Subscriptions

The Council does not pay for officers' professional fees. Where an employee is required to be a member of a professional body e.g. Chartered Institute of Environmental Health or Chartered Institute of Public Finance, they will be required to pay any necessary fees personally.

Where this is an essential requirement for the post, non-subscription will be considered as a serious matter and will be reviewed with the employee concerned.

Tax relief may be available for those paying professional fees. See www.hmrc.gov.uk for further details.

26 Retirement

Please see the Pensions & Retirement Policy HR018 for further information.

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The normal retirement age for all employees is 65 years. Any extension of service beyond the normal retirement age is by agreement.

27 Severance Pay

Please see the Redundancy Policy HR022 for further information.

Redundancy payments and any enhancement to pension provision will be made in accordance with the statutory provisions and discretionary provisions adopted by the Council. Redundancy pay is calculated using actual weeks pay up to a maximum of 66 weeks depending on age and service. Please also see the Councils Retirement & Pensions Policy regarding the Discretionary Payments Regulations 2006.

28 Death in Service

Employees who are members of the Local Government Pension Scheme are entitled to a death in service benefit of three times annual salary, subject to the Rules of the Scheme. Members of the Scheme should consider whether an 'expression of wish' should be made to the trustees so that they have given an indication of their preferred beneficiaries in the event of their untimely death. This should be sent to the Pensions Section. Address details available from People Services.

29 Official Conduct

See the Employee Code of Conduct HR023 for further information.

The Borough Council's Code of Conduct applies to all employees.

30 Safeguarding

The Council has a responsibility to safeguard and promote the well-being of all children and young people who participate in services or whom officers come into contact with through discharging various functions. This includes situations where the Council works directly with adult service users who have care of children. Staff must ensure they are able to identify abuse or neglect and know what to do should they ever suspect or become aware that a child is being neglected, is being abused or is likely to suffer abuse.

The Councils Safeguarding Policy sets out employees responsibilities.

31 Work Location

Employees' normal place of work will be one of the Councils places of business within the Borough of Boston. The Council reserves the right to require employees to work at such other place of business from time to time as reasonably required.

32 Convictions and Cautions

Employees must report any convictions or cautions received whilst employed by the Council in line with the Code of Conduct, and any specific requirements applicable if the employee's post is a regulated position. Consideration will be

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given to the circumstances of each individual case but may result in disciplinary action.

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APPENDIX A : Rates table

As at 1 April 2017, the following rates are payable

First Aid Allowance	£153.24 per annum
Shoe Allowance (GMLC only)	£22.68 per annum