

INFORMATION FOR NEW EMPLOYEES

This document provides an overview of Trafford Council's general terms and conditions. Any specific information on the role such as salary, hours, length of contract and location of the role can be found in your conditional offer letter and statement of particulars (which is provided once all clearances have been received).

Diversity – Our vision is to make Trafford a caring and inclusive place where the community comes first and everyone realises their true potential. We are committed to attracting, retaining and developing a diverse and skilled workforce so we can provide and deliver quality services.

Terms and Conditions – The terms and conditions of appointment will be in accordance with those laid down nationally by the National Joint Council and the Council's locally agreed Conditions of Service.

Salary – Appointments will generally be made at the bottom of the salary band. However, demonstration of exceptional skills and experience at interview may justify appointment at other points within the band.

Salary is paid pro rata for part time posts. If your start date is between 1st July and 31st December you will receive an increment 6 months after your start date in post, otherwise you will receive an increment on 1st January, unless you are on the maximum of the grade. Thereafter incremental dates are 1st January of each year until the maximum point of the grade is reached.

You will be paid by bank credit transfer on the 15th of each month, approximately 2 weeks in advance and 2 weeks in arrears.

Flexible working hours – A flexible working hours scheme is currently in operation for certain employees. Details of the scheme will be provided where applicable.

Place of Work – The post holder will be based at the address given or other place of work in the service of the Authority as required.

Holidays – Annual Leave entitlement is 25 days inclusive of 2 extra statutory days, rising to 30 days after 5 years continuous Local Government service, plus 8 Public Holidays. Annual leave is pro rata to number of contracted hours.

Sickness allowance - Within any span of twelve months, your entitlement to sickness allowance is:-

During the first year of service, one month's full pay and (after completing four months' service) two months' half pay.

During the second year of service, two months' full pay and two months' half pay.

After two years' service, three months' full pay and three months' half pay.

Notice – The period of notice will normally be as follows, but this can be changed by mutual agreement:

Employee is required to give

Up to Band 5 = 1 month

Band 6 to band 12 = 2 months

Band 12 and above = 3 months

The Council is required to give:

Less than 12 years of service

One week for each year of continuous service, however this is subject to a minimum of 4 weeks

12 years of service or more 12 weeks

Superannuation Benefits – The post is superannuable under the terms of the Local Government Superannuation Scheme. As a member of the scheme you will pay a percentage of your pay as a contribution to the Pension Fund. The rate you pay depends on which band you fall into. If you work part time your rate will be based on your part-time salary.

Whole-time equivalent pay	Contribution rate
Up to £13,600	5.5%
£13,601 - £21,200	5.8%
£21,201 - £34,400	6.5%
£34,401 - £43,500	6.8%
£43,501 - £60,700	8.5%
£60,701 - £86,000	9.9%
£86,001 - £101,200	10.5%
£101,201 - £151,800	11.4%
More than £151,801	12.5%

The Greater Manchester County Superannuation Fund is administered by Tameside Metropolitan Borough Council. Entry into the scheme is automatic but you may choose instead to make alternative arrangements, e.g. join a private pension scheme. Notification of a decision to 'opt out' should be made on appointment.

Probationary Period – A six month probation period shall be applied to all new entrants to Trafford Council.

Job evaluation – The 2004 National Agreement between the employers and Trades Unions across local government requires all local Authorities to undertake and implement a fundamental pay and grading review. Trafford Council has completed this and a new pay and grading system is in operation for all new positions.

Trade Unions – We have a strong commitment to joint negotiation and consultation and encourage our employees to join a recognised trade union.

Smoking – The Council operates a policy of 'no smoking'. All staff are expected to co-operate with this.

DETAILS OF THE RECRUITMENT PROCESS

Clearances

Occupational health – The appointment will be subject to satisfactory medical clearance by the Occupational Health Unit. You will be required to complete a confidential medical questionnaire and may be asked to attend a medical examination.

References – The appointment is subject to reference checks satisfactory to us.

Disclosure and Barring Service – If the advertisement and job description/person specification specifies that the role is subject to a DBS clearance, then the appointment will be subject to this being satisfactory to us. NB a criminal record will not necessarily prevent you from working for Trafford Council and will depend on individual circumstances.

Professional registration/qualifications/driving licence – Evidence of your professional registration, qualifications, driving licence etc will be checked if these are essential requirements of the post.

Right to work – Evidence of your right to work in the UK will be required in the form of a passport, work permit or Visa or full birth certificate and National Insurance number from an official government source.