

## Terms and Conditions

The following provides an outline of the terms and conditions of the post:

### Salary

Each post is graded and you will be paid at a point within that grade. Appointments will generally be made at the bottom point of the band. Appointments above the bottom point should be agreed with the Head of Human Resources before an offer of employment is made.

We have an annually negotiated pay award and progression through the salary scale is based on performance in your job. There is no automatic progression within the pay bands, progression will be determined by reference to a number of criteria including performance and achievement of objectives.

Part-time posts are remunerated pro rata to hours of work.

### Living Wage

The Council has adopted a Living Wage policy. The Council will pay the Living Wage for Cambridge City Council staff by way of a supplement to current pay rates, so that those staff who are currently paid an hourly rate of less than £8.25 will receive pay equivalent to £8.25. In line with the pay policy this will be through a combination of normal pay and a supplement. Payment of the supplement will be reviewed and where the Living Wage supplement is no longer applicable the payment will cease.

### Car Mileage

If you use your car for travel at work you will be reimbursed at the HMRC rate, currently 45p per mile up to 10,000 miles.

If you are successfully appointed you will be required to inform your insurance company that you will be using your vehicle for business use and to provide us with copies of your current insurance and driving licence.

### Hours

If you are appointed to a full time post your working week will be 37 hours.

### Probation Period

Appointment is subject to a six month probation period, except for new employees with continuous local government service or existing Cambridge City Council employees transferring to another post within the Council.

### Politically Restricted Posts

Jobs are politically restricted if they fall into the following categories:

- Head of Paid Service (Chief Executive) and the Monitoring Officer;
- Directors and Deputy Directors;
- Assistants to political groups appointed under Section 9 of the Act;
- Officers exercising delegated powers and listed as required by the Local Government (Access to Information) Act 1983;
- Anyone designated by the Council as being in a politically sensitive post i.e.
  - i) those giving advice to Committees / Sub-Committees
  - ii) those who speak regularly on behalf of the Council to journalists / broadcasters.

If a post is politically restricted this will be referred to in the offer letter and the contract.

## Pension

The LGPS Pension Scheme forms a valuable part of the Council's reward package. Employees pay contributions as a percentage of earnings (from 5.5% to 12.5% dependant on earnings level). These employee contributions are supplemented by employer contributions making the scheme a real benefit.

The scheme also provides for:

- life cover and pension for spouse/civil partner/co-habiting partner and children in the event of your death; and
- ill-health benefits should you become seriously ill.

There are further options available to allow employees to increase their contribution payments to boost their pension. Full details of the scheme can be found on the LGPS website

[www.lgps.org.uk](http://www.lgps.org.uk)

## Holidays

You will receive 24 working days' holiday per year, plus Bank Holidays. Holiday entitlement rises to 29 days after 5 years' continuous local government service. Holiday and Bank Holiday entitlement for part-time employees is calculated on a pro-rata basis.

## Learning and Development

We encourage employees and managers to discuss progress in the job and also longer-term career progression. We are committed to enabling employees to develop the skills, knowledge and competencies needed to perform their jobs and to develop their potential to meet future needs. Training can take place both 'in-house' or on outside courses. In recognition of its commitment to learning and development, Cambridge City Council has achieved Investors in People (IIP) accreditation.

## Travel to, from and within work

The Council's Employee Travel Plan has been produced with the aim to promote sustainable ways for our staff to travel to, from and within work. The main aims are:

- Reduce the environmental impact arising from the Council's travel needs.
- Demonstrate community leadership in the field of travel
- Promote a healthy workforce

Benefits Include:

- Staff bikes available for work journeys
- Discount on rail travel
- Subsidy on other public transport to work
- Bicycle Mileage
- Cycle2Work Scheme

## Relocation Assistance

A relocation assistance scheme, which enables a contribution to the costs of relocation of up to £6,150, may be available.

## Work/ Life Friendly Policies

Family friendly policies available to eligible employees which include:

- Salary sacrifice childcare voucher scheme allowing the potential to save money on the cost of childcare
- Maternity Leave scheme (subject to eligibility criteria)
- Adoption Leave (subject to eligibility criteria)
- Paternity/ Maternity support Leave
- Parental Leave
- Dependency Leave/ Compassionate Leave
- Flexible working practices
- Counselling service for staff
- Career Break scheme

## Other Benefits & Discounts

A wide range of benefits and discounts are available to employees, including:

- Free swimming in Cambridge's Public pools
- Schemes to provide discounts and offers at various local and national businesses
- Discounts available from a number of cycle shops throughout the City
- Interest free season ticket loans for public transport