

Report to Employment Panel

Agenda Item:

A.1

Meeting Date: 20th June 2017
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Within Policy and Budget Framework: YES
 Public / Private: Public

Title: ENGAGEMENT POLICY
 Report of: Chief Finance Officer
 Report Number: RD.07/17

Purpose / Summary:

HR policies are continually being reviewed in the light of minor legislative changes, best practice, management roles and contacts within the Council.

The Probation Policy has been reviewed as part of this process and a replacement Engagement Policy was considered by the Panel subject to a consultation process.

Recommendations:

Further to the Employment Panel meeting on 1st February 2017 and following consultation the Employment Panel is asked to approve the Engagement Policy, as set out in the Appendix of the report.

Tracking

Executive:	Not applicable
Overview and Scrutiny:	Not applicable
Council:	Not applicable

1. BACKGROUND

- 1.1 Following the Employment Panel decision on 1st February 2017 to consult on the Engagement Policy (**Appendix 1**), consultation has taken place with all staff, providing details of the new policy proposed for implementation, the effect on staff and inviting comments. Additionally, a presentation was held at the March 2017 Management Briefing to give further explanation of the policy and to encourage feedback.
- 1.2 Consultation ended on 13th March 2017 with 8 responses being received from members of staff. These, along with the updated Engagement Policy, were considered by members of the Senior Management Team on 11th April 2017 who were supportive of the proposed (updated) policy as attached to this report.

2. FEEDBACK AND PROPOSALS

- 2.1 In response to employee consultation feedback the new policy ensures that:
- all employees will be subject to the new Engagement Policy (as this is the preferred way to integrate them into the Council); and in addition
 - there will be a 'settling in' period for those new to Local Government.
- 2.2 Settling in period:
- Those with 'continuous service' are deemed to have served their 'settling in' (probationary) period during their previous post or employment. Therefore, those with continuous service will be subject to the usual processes and procedures prior to dismissal.
 - Those new to Local Government will be subject to a 'settling in' period with the ability to dismiss, following failure to meet Council standards, at an earlier time. An option for Managers to have the ability to extend the 'settling period' has been afforded within the policy.
- 2.3 Additional suggestions were made during the consultation process:
- Personnel and Payroll play a key part in the appointment process for new employees and their role should be listed. **This is agreed and forms part of the new policy.**
 - The welcome letter to be sent from Personnel and Payroll, included in the 'Statement of Particular' letter with relevant wording regarding the appointment. This would be in line with current practices and therefore **this is agreed and forms part of the new policy.**
 - Managers were concerned that the reference to HR attendance at meetings throughout the different stages of the Engagement Policy was unclear and **this has now been addressed** to provide improved clarity.

- There was a concern regarding the length of notice to be provided to those new to Local Government during the 'settling in' period, prior to full protection, in case it led to an 'overpayment' situation. Legally a weeks' notice would be required, but comments have been taken into consideration and **a two weeks' notice period is now proposed.**
- Managers were supportive of both the mentoring and buddying role and the invaluable support that this can provide to new recruits.

- 2.4 The policy is designed to complement existing induction processes while providing the framework necessary to help employees become productive and confident as soon as possible in their new roles. In addition, the policy will assist with the development of employees ensuring they gain an understanding of the Council and its policies, procedures and culture.
- 2.5 The scope of the policy will ensure that temporary and permanent employees that are newly recruited, transferring to new posts or those returning to work, e.g. following long term sickness absence or career break, will have the value of being settled into their role in an organised structured programme which will engage, support and develop the employee.
- 2.6 There is no legal reason why an employer cannot have 'settling in' periods for those new to Local Government; some would suggest that this is preferable. The purpose of a 'settling in' period is to allow a suitable amount of time in which the employer can assess the new employee and vice versa. The terms of the 'settling in' period are set out under 2.3 of the policy and will be referred to in the contract of employment. It therefore forms part of the employees' terms and conditions (**Appendix 2**).
- 2.7 The ACAS Code of Practice states that the first few weeks are critical to whether an employee becomes a valued member of staff, resulting in them being happy and productive in their work. ACAS advocates fairness in dealing with issues and the use of 3 stages when dealing with capability and/or disciplinary issues. Additionally, good practice would be to develop an induction to suit each role and individual needs. This policy meets the expectations of the ACAS Code of Practice.
- 2.8 The 'settling in' period within the Engagement Policy provides the Council with an option to give those new to Local Government two weeks' notice and vice versa, and an option to extend the 'settling in' period, whilst ensuring the policy is legally compliant and in line with the ACAS Code of Practice.
- 2.9 The Engagement Policy will ensure consistency across the Council and it is hoped that the inclusion of a workforce development plan will aid the setting of targets leading to improved performance. The use of workplace buddies and mentors will assist new employees to develop into their roles.

2.10 The introduction of a structured framework to be used when an employee is new to Local Government and those changing roles or being promoted within the Council will aid engagement and development of employees, allowing management to have an understanding of actual issues to be addressed and giving them the support to deal with these in a positive and timely manner. The changes represent a supported introduction to the Council incorporating expectations of a Council employee, with proactive early intervention when those expectations are not met.

2. CONSULTATION

2.1. Informal consultation with unions started in May 2016 as a representative from Unison and GMB has been fully involved in the development of the Engagement Policy and the deletion of Probation Policy.

2.2. Formal consultation took place with staff and union representatives during March/April 2017.

2.3. Further to staff consultation and the introduction of the 'settling period' unions were further consulted and confirmed their support of the Engagement Policy at CJC on 28th April 2017.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

3.1. The Employment Panel is asked to approve adoption of the proposed new policy in order to ensure engagement and development of employees, whilst safeguarding the Council's and new employees to Local Government interests, with the addition of a 'settling in' period for those new to Local Government.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

4.1. The Engagement Policy exists to provide managers and employees with a clear framework in which to handle issues in a fair and consistent way. Secondly, instil confidence in the public on the process for managing high expectations and performance expected of Council employees

Contact Officer: Gini McClure

Ext: 7417

**Appendices
attached to report: Appendix 1 – Engagement Policy; and
Appendix 2 - Statement of Particulars**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

CORPORATE IMPLICATIONS/RISKS:

Corporate Support and Resources – HR implications are contained within the body of the report.

Community Services – Not applicable

Economic Development – Not applicable

Governance and Regulatory Services – It is important that the Council maintains up to date employment policies. The proposal is be a change to staff terms and conditions so has therefore been subject to consultation as explained within the body of the report.

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk

Engagement Policy
Guidance Notes and Procedures

Table of Contents

Introduction	3
Part 1 – Policy.....	4
1.1 Purpose	4
1.2 Aim	4
1.3 Scope and Application	5
1.4 Risks.....	5
1.5 Confidentiality	5
1.6 Individual Responsibilities.....	5
1.7 Links to other Policies.....	6
Part 2 – Guidance and Procedure	7
2.1 Pre-Arrival Preparation	7
2.1.1 Prior to arrival Checklist	7
2.1.2 Prepare a welcome letter	7
2.1.3 Prepare an email announcement for team.....	7
2.2 Workplace Development Plan	8
2.2.1 Setting standards and objectives	9
2.2.2 What support resources are required.....	10
2.3 ‘Settling in’ Period.....	11
2.3.1 Extending the ‘settling in’ period	11
2.3.2 Formal ‘Settling in’ Disciplinary Proceedings	12
2.4 Definition of Continuous Service	12
List of appendix and suite of documents.....	12
Policy Review Schedule	13
Version Control:	13

Introduction

Understanding the value of settling a new employee into their role in an organised structured programme is a vital role as part of taking on an employee. Time and money is spent on the recruitment so it is worth working hard to ensure the new recruit is welcomed, ready to contribute and want to stay.

This policy is to assist all new recruits whether internally or externally appointed to engage, support and develop employees within Carlisle City Councils vision and values. Furthermore this will include casual, agency, employees changing roles or returning to work.

The type of job involved and whether the employee is new to the Council will determine how much investment is needed in the process. HR Advisory Team will be pleased to advise on any points and will be available to assist managers and employees regarding the process and completion of relevant forms.

Part 1 – Policy

1.1 Purpose

New employees come to the Council full of expectation and enthusiasm and an effective programme of engagement will help to ensure that employees settle in well, assist with the anxiety and trepidation new employees may feel when joining the Council, and gain an understanding of the Council and its policies, procedures and culture as early as possible. It also gives them a full opportunity to become effective and motivated team members.

The purpose of the policy is to help promote and guide the employee alignment to the Council vision and core values by providing the tools, resources, and information necessary to welcome, direct and train employees. It is designed to complement existing induction processes while providing the framework necessary to help employees become productive and confident as soon as possible, including job specific needs.

1.2 Aim

The aim of the policy and procedure is to engage employees with the Council's vision and core values; ensuring that they have clear understanding of their role; and are provided with necessary support and training within policies and procedures that have legal standing.

To achieve this aim it is important that employees feel that:

- there will be job development opportunities to fulfil their potential within the Council;
- they can perform at their best - this requires a working environment with the necessary resources, where colleagues pull together and managers are supportive;
- they are encouraged to suggest ideas; and
- their contribution is recognised and fairly rewarded.

The benefits to both the Council and the employee if this policy is completed successfully are:

- Decreased turnover;
- Decreased anxiety;
- Decreased recruiting and training costs;
- Increased productivity;
- Increased employee morale; and
- Increased positive employee commitment.

Throughout this document it makes reference to suitable time for development and training to be made for the postholder to fulfil their job role. The times in the document are guidance and may be extended depending on the circumstances of the employee or specific job role in question. If in doubt of what is a reasonable period of time please contact the HR Advisory Services Team.

1.3 Scope and Application

This policy applies to all temporary and permanent employees of the Council that are newly recruited, transferring to new posts or those returning to work following a long period of absence e.g. following long term sickness absence or a career break.

Managers must ensure that anyone for whom they are responsible completes the engagement policy process, as appropriate, to their particular circumstances and role. For example those returning from long term sickness absence would not require a welcome letter or team email, but would benefit from the use and development of a Work Development Plan and regular meetings.

Employees new to Local Government will be subject to a 'settling in' period. Those with 'continuous service' are deemed to have served their 'settling in' period at their previous employment. Therefore, those with continuous service will be subject to the usual processes and procedures regarding capability, whilst those new to Local Government will be subject to a 'settling in' period processes and procedures explained in more detail in 2.3 of this policy.

Please note tailored induction would be necessary for casuals, agency staff, contractors, volunteers, and work experience students. Further advice on the needs of these groups can be obtained from HR Advisory Service Team.

1.4 Risks

The risk of not applying this policy would depend on the nature of the role and the impact of the postholder's unsuitability for that role, but would include the additional cost of recruitment and/or employees in roles suffering low morale whilst not understanding their job roles.

1.5 Confidentiality

All documents created as part of this process will be stored confidentially in line with normal Personnel procedures and stored on an employees personnel file.

1.6 Individual Responsibilities

Employee

- To attend, and participate in all meetings.
- To, collaboratively, confirm objectives and reach the desired performance standard.
- To complete all mandatory training and other development or training highlighted in your Workplace Development Plan.
- To gain an understanding of the Council's vision and core values and your role within these.
- To aim to fulfil your full potential within the Council.

Manager

- To understand the process and arrange all meetings, development and training required in a timely fashion.
- To allocate a buddy or mentor appropriately.
- To tailor the Workplace Development Plan to ensure employee and job specific.

- To be clear for the reasons of development and training needs as required.
- To have specific instances/ examples where performance has or has not been at the desired standard.
- To, collaboratively, confirm objectives to engage the employees to gain an understanding of the Council's vision and core values and their role within these.
- To maintain regular support and contact.
- To monitor progress and performance regularly explaining the implications if the expected standards are not met.
- To consult HR Advisory Service at appropriate points and certainly prior to any formal action being taken e.g. disciplinary or capability.

Personnel & Payroll

- Delete as appropriate wording, relating to the Engagement Policy within the Statement of Particulars.
- Where appropriate include welcome letter details to Statement of Particular letter on behalf of managers.
- To send the Engagement Policy link to the reporting manager, once the new starter's employment has commenced.
- Add the expected end date to iTrent.
- For those who have had an extension to their probation period the date entered into iTrent is amended.
- Once all completed forms have been returned to Personnel & Payroll, a letter is sent to those who have successfully completed their probation period confirming their appointment.

HR Advisory Service

- Provide appropriate advice and guidance to managers and employees ensuring a consistent application of the Council's Engagement Policy and linked policies and procedures.
- Attend Workplace Development Plan meetings to support managers and employees, when deemed necessary, and prior to moving onto either a capability or disciplinary process.
- Ensure that legal requirements and City Council guidelines are adhered to.
- To monitor and update the policy and procedures.
- To support employees and managers through the process.
- To be involved in the disciplinary hearing for those new to local government.

An HR Advisor will be available to attend at any stage of the process as requested by either the employee or management.

1.7 Links to other Policies

- | | |
|-------------------------------------|---|
| • Induction | • Absence Management |
| • New Starter Line Manager Guidance | • Disciplinary |
| • Redeployment | • Capability |
| • Appraisals | • Officer Code of Conduct |
| • Performance Enhancement | • Family Friendly Policies, Guidance and Procedures |
| • Recruitment | |

Part 2 – Guidance and Procedure

2.1 Pre-Arrival Preparation

2.1.1 Prior to arrival Checklist

A checklist has been provided at [Appendix A](#) to assist the manager with arrangements prior to arrival.

2.1.2 Prepare a welcome letter

A welcome letter helps new employees feel valued and welcomed. This letter is prepared for the manager's signature informing the new employee of his or her start date and tips to prepare for the first day at the Council.

A buddy or mentor would be appointed depending on level or role being appointed to. All employees are to be designated a buddy unless they are responsible for line management in which case a mentor will be appointed.

An example welcome letter can be found at [Appendix B](#). If the manager wishes the detail can be added to the Statement of Particular letter sent out by Personnel & Payroll. Please discuss with them directly personnel&payroll@carlisle.gov.uk.

When choosing a buddy consider that the aim of the buddy at work can make a huge difference to the speed at which new recruits manage to settle into the role, the department and the organisation. Just knowing there is someone there to listen who is genuinely interested in helping them can make new staff members feel supported.

Further guidance on selection of a buddy and their role can be found on the intranet [<click here>](#).

When choosing a mentor consider someone who demonstrates themselves as an experienced and trusted adviser. The mentor will have the opportunity to use their experience and knowledge in a facilitative manner to support the development of the mentee. However, the responsibility for making things happen and putting plans into action remains with the mentee - not with the mentor.

Further guidance on selection of a mentor and their role can be found on the intranet [<click here>](#). To obtain more information about Mentors for Service Managers please contact organisationaldevelopment@carlisle.gov.uk.

2.1.3 Prepare an email announcement for team

An email to the team and other relevant employees or teams will ensure that all are aware of the new face and be able to introduce themselves using the person's name.

An example email announcement can be found at [Appendix C](#).

2.2 Workplace Development Plan

All essential training and policies are highlighted on Appendix D Workplace Development Plan checklist for development <[click here](#)> and <[click here](#)> for Health & Safety New Employees First Day Checklist and here for the Induction Policy and Process Sign off sheet <[click here](#)>.

A template is supplied for discussion meetings (1:1/6 weekly intervals) <[click here](#)> and Workplace Development Plan <[click here](#)>. These are to be placed on the employees personnel file and therefore a copy should be emailed to personnel&payroll@carlisle.gov.uk.

This will assist and ensure the line manager and employee fully understands the performance standards, roles, responsibilities and expectations. When continued throughout the year with regular communication and feedback between line manager and employee this will encourage a higher level of performance.

As these are of benefit to both the line manager and employee you may wish to continue them to be part of your 1:1's and/or appraisals. Continuation of documentation will not need to be placed on the personnel file. However, the line manager is responsible for these being securely locked away and kept in line with the Data Protection Act 1998 (further details and guidance can be found on the intranet <[click here](#)>).

Line managers should be aware that having an open-door policy and encouraging employees to share any ideas that they have for improving operations, strategy or culture will assist in ensuring employee success.

Minimal workplace development plan meetings that are considered a requirement under the Engagement Policy are detailed below. It may be appropriate for many roles within the Council to be signed off from 3 months, 6 months or 9 months depending on the amount of training and development that is required for that specific role. Managers should discuss the appropriate timescale with their HR advisor. Please note that those employees subject to a 'settling in' period sign off is at 6 months with an option to extend to 9 months.

Day 1	The minimum required regarding health & safety and payroll requirements.
Week 1	A meeting should have taken place with the employee to develop and start the workplace development plan attached to this policy.
Month 1	Sign off Induction Sign Off Sheet. Complete a 1:1 discussion form and progress and further develop the individual's workplace development plan.
Month 3	Complete a 1:1 discussion form and progress and further develop the individual's workplace development Plan. Touch base with your designated HR Advisor prior to sign off.
Month 6	Complete a 1:1 discussion form and progress and further develop the individual's workplace development plan. Touch base with your designated HR Advisor prior to sign off.

Note: Any issues that arise and continue should be clearly identified by Month 3 and HR will advise on the necessary policy to follow with regard to capability or conduct.

2.2.1 Setting standards and objectives

Generally speaking, all individual objectives should derive from overarching organisational objectives or goals. However, there may be some specific personal development objectives for each person. In most cases, these will still link into the directorate's strategy. It may be helpful to remember that, in handling performance most objectives come from reflection and analysis around:

- problems;
- processes;
- practices; and
- people.

With standards and objectives:

- employees understand clearly what performance is required of them (what they are being paid to do or achieve);
- short-term development activities can be precisely targeted;
- feedback on performance and behaviour can be more precise; and
- performance is likely to improve.

Without standards and objectives, or with poorly defined ones, none of these benefits are realised:

- confusion sets in;
- performance is diluted over too wide a range of activities due to lack of focus; and
- relationships suffer.

Below is an example that clearly distinguishes between standards and objectives.

Let's say a receptionist currently answers the telephone within 10 rings, and you agree that three rings would be better for customer care. You might agree that he or she will reprioritise the work to answer the phone within three rings over a certain timescale. Once that objective is achieved, you might agree three rings as a standard to be maintained.

In summary, an objective is a target that requires a degree of effort to achieve. It can be likened to the destination of a journey.

A standard is a level or norm below which staff should not fall. It can apply to performance (for example, management accounts are distributed within 'n' days of each month end) or to behaviour (for example, customers will be greeted with an agreed phrase).

To ensure goals are achievable, understood and within timescales use the SMART goals acronym:

S	Specific and stretching	Well defined/Clear to anyone that has a basic relevant knowledge
M	Measurable	Know if the goal is obtainable and how far away completion is/find out when you have achieved your goal
A	Achievable	agreement what the goals should be
R	Relevant	within availability of resources, knowledge and time
T	Timed	enough time to achieve the goal/not too much time, which can affect performance.

Where standards and objectives are not satisfactorily met a discussion should take place to discuss reasons and agree actions to be completed. [Discussion Meetings 1:1](#) and [Workplace Development Plan](#).

Failure to improve following appropriate levels of support may result in formal action, please refer to the designated HR advisor for guidance and support.

2.2.2 What support resources are required

When discussing the support and resources required to assist in the development of an employee it is best tailored to each employee and service area.

There is a very broad scope of training and support to assist available.

Training

- group sessions with a trainer;
- learning on the job;
- attending conferences/specific courses;
- networking and shared learning with peers;
- reading publications and textbooks;
- online activities; and
- NVQ, college and/or university courses.

Individuals have differing learning styles, therefore be open-minded when planning and agreeing training. Please contact organisationaldevelopment@carlisle.gov.uk for further support and guidance.

Support

- coaching;
- mentoring;
- project supervision to promote professional and personal development;
- team meetings;
- 1:1 meetings with line manager;
- informal or formal peer support.

Details of coaching [<click here>](#) and guidance on mentoring [<click here>](#) can be found on the intranet.

2.3 'Settling in' Period

The policy ensures that all employees will be subject to the new engagement policy as this is the preferred way to integrate them into the Council, with the addition of a 'settling in' period for those new to local government. Those with 'continuous service' are deemed to have served their 'settling in' period at their previous employment.

Therefore, those with continuous service will be subject to the usual processes and procedures regarding capability, whilst those new to Local Government will be subject to a 'settling in' period processes and procedures explained in more detail below.

All new employees to local government will be subject to the 'settling in' period of six months with option for management to extend to 9 months, if necessary.

During the 'settling in' period employees new to local government will be subject to all the terms and conditions of their contracts of employment with the exception of those terms noted below.

- a. The amount of notice that an employee must give to the Council if they wish to resign, and the amount of notice that the Council must give to the employee of dismissal are different during the 'settling in' period.

During the 'settling in' period either party may terminate the employees contract of employment by giving two weeks' notice following the procedure set out at 2.3.2 below. In the event that the organisation decides to terminate the employees employment, their employment will come to an end immediately and the employee will receive pay in lieu of the two weeks' notice, together with any outstanding holiday pay.

- b. Additionally, the full scope of the disciplinary procedure will not apply to those new to local government during the 'settling in' period.

Once the 'settling in' period has been completed, the notice periods will be as defined in the employees contract of employment and the full scope of the disciplinary procedure will apply.

2.3.1 Extending the 'settling in' period

The Council reserves the right to extend an employees period of 'settling in' at its discretion. However, this should only be required in extreme cases. This will be limited to one extension and the total period of 'settling in' will be no longer than 9 months.

An extension may be implemented in circumstances where the employees performance during 'settling in' period has not been entirely satisfactory, but it is thought likely that an extension may lead to an improvement, or where the employee or line manager has been absent from the workplace for an extended time during the 'settling in' period.

Before extending an employees 'settling in' period, the line manager must consult with a member of the HR Advisory Services Team. If an extension to the 'settling in' period is agreed, the organisation will confirm the terms of the extension in writing to the employee, including:

- the length of the extension and the date on which the extended period of 'settling in' will end;
- the reason for the extension and, if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards;
- the performance standards or objectives that the employee is required to achieve by the end of the extended period of 'settling in';
- any support, for example further training, that will be provided during the extended period of 'settling in'; and
- a statement that, if the employee does not meet fully the required standards by the end of the extended period of 'settling in', their employment will be terminated.

2.3.2 Formal 'Settling in' Disciplinary Proceedings

Termination following an unsuccessful 'settling in' period should follow the procedure set out in [Appendix E](#) and [Appendix F](#) are explanatory notes of the hearing. The reasons for instigating this action should be clear from the development plan and associated documentation.

If an employee is failing to meet the standards required by the Council during the 'settling in' period then a formal meeting will be held, with an option of dismissal. However, at this stage of the process there should be no surprises and both the employee and management should be aware of all issues and problems resulting in this meeting. Management will have consulted with a member of the HR Advisory Services Team at each of these stages and will be provided with support from a member of the HR Advisory Services Team during the final disciplinary proceedings.

Employees with continuous service (i.e. not subject to the 'settling in' period) who are not meeting the required standard will be subject to the Council's usual performance management procedures.

Please discuss with a member of HR Advisory Services for further support.

2.4 Definition of Continuous Service

Continuous employment is when an employee has worked for the Council or transferred from an organisation covered under the Modification Order and in line with the Green Book.

List of appendix and suite of documents

Appendix A Prior to arrival Checklist

Appendix B Prepare a welcome letter

Appendix C Prepare an email announcement for team

Appendix D Workplace Development Plan checklist

Appendix E Formal 'Settling in' Disciplinary Proceedings

Appendix F Explanatory Notes 'settling in' Disciplinary Hearing

- Engagement Policy Flowchart
- The Role of a Buddy Guidance
- The Role of a Mentor Guidance
- Workplace Development Plan
- 1:1 record 6 weekly intervals

Policy Review Schedule

POLICY SCHEDULE	
Policy title	Engagement Policy Guidance Notes and Procedures
Policy Location	K:\Personnel Documents\Policies, Procedures & Guidance
Policy owner (Directorate)	HR Advisory Service
Policy lead contact	HR
Approving body (SMT)	Employment Panel
Date of approval	
Date of implementation	
Version no. (amendment date)	V1.2
Related Guidelines, Procedures, Codes of Practice etc.	Induction New Starter Line Manager Guidance Redeployment Appraisals Performance Enhancement Absence Management Disciplinary Officer Code of Conduct Family Friendly Policies, Guidance and Procedures Recruitment
Review interval	2018

Version Control:

Revision date	Issue No.	Summary of Changes

STATEMENT OF PARTICULARS

*
*
*
*
*

DIRECTORATE:
Civic Centre
Carlisle CA3 8QG
Our Ref: *

Date of Issue: *

Dear *

The following are written particulars of the MAIN TERMS of YOUR EMPLOYMENT:

1. General

During your employment by the Council of the City of Carlisle (hereinafter referred to as "the Council") your rate of remuneration, hours of work, entitlement to holidays and holiday period, holiday pay (including the basis for calculation of accrued holiday pay), sick leave and sick pay, maternity leave and maternity pay etc., will be in accordance with the scheme of Conditions of Service of the National Joint Council for Local Government Services (hereinafter called the "National Conditions") Carlisle City Council's Pay Policy, other rules and decisions on local conditions made by the Council, (as amended from time to time), and collective agreements with the recognised trades unions.

Copies of these documents are available on the intranet or in the HR Department, Civic Centre, Carlisle, CA3 8QG.

The Council undertakes to ensure that any changes in the terms and conditions of your employment will be entered in these documents, or otherwise recorded for you to refer to, within 28 days of any change being notified to or made by the Council. Such changes will be communicated to you in an appropriate manner.

~~Your appointment is subject to a 26 weeks' probationary period. At the end of the probationary period, subject to a satisfactory report by your Chief Officer, you will be transferred to the established staff.~~

Your attention is directed to part 2, paragraph 2 of the National Conditions "Official Conduct", and information given to you when you start, particularly to the constraints on undertaking additional employment. You shall carry out such work and duties as are usual or necessary or reasonably required by the Council in connection with your appointment, acting under the directions of the Chief Officer of your Department or such officer as may be appointed for that purpose by your Chief Officer. As an employee of the Council you are liable to service at any of the Council's establishments, but consideration will be given to any detriment suffered as a result of such transfer.

2. Engagement Policy and Procedures

A copy of the Engagement Policy and procedures applicable to your employment will be provided at, and as part of, your induction.

[[Delete as appropriate] Employees new to Local Government note that your employment by the Council is subject to a 'settling in' period of 6 months, during which time you will be required to demonstrate to the organisation's satisfaction your suitability for the position in which you are employed. Once the 'settling in' period has been completed, the notice periods will be as defined in your contract of employment.

This period may be extended at the organisation's discretion and is without prejudice to the organisation's right to terminate your employment before the expiry of the 'settling in' period.

During your 'settling in' period, the full procedures described in the organisation's disciplinary procedure may not apply to you. Please refer to the Engagement Policy for clarity.

In the event that your 'settling in' period is extended, the terms and conditions of employment that apply during your 'settling in' period will continue to apply for the duration of the extension, unless you are notified otherwise.]

3. Payment of Salary

Your salary will be paid on the 15th day of each month for the full month, other than in the first and last month of your employment, generally by Bank credit to an account of your choice.

4. Grievance Procedure

A copy of the Grievance Procedure relating your employment with the Council will be given to you at your induction. In the event of you having a grievance relating to your employment you should discuss the matter in the first instance with the *.

5. Membership of a Trades Union

The Council, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes this can only be conducted by representatives of the employer and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employees' organisations should be fully representative. The Council is associated with other Local Authorities represented on the National and Regional Councils dealing with Local Authorities' services. You have a right to join a trades union and to take part in its activities. Details of the specified trades unions represented on the appropriate negotiating body are contained in the National Conditions.

6. Annual Holiday Arrangements

Annual holidays are to be taken during the leave year after due notice has been given and at a time approved by your Chief Officer. The leave year commences on 1st April each year. On those occasions when Christmas or New Year holidays fall in such a way that only one day intervenes between the holiday and a weekend, staff will be required to take this day as a deduction from Annual Leave, should the Council wish the Civic Centre to remain closed.

7. Health and Safety

Safety is a prime responsibility of management, but, equally, all employees must exercise their personal responsibility in avoiding accidents and in creating safe and healthy working conditions. A copy of the Statement of the Council's Policy, Organisation and Arrangements for Health and Safety at Work will be issued to you on taking up your appointment.

8. Continuous Service

Your period of continuous service dates from the date of commencement of your service with the Council, except where:

1. Periods of previous service with other Local Authorities and related employers are allowed to count as continuous employment for specified purposes in the National Conditions and other agreements referred to in Section 1 "General"; or

2. You are made redundant, in which circumstances continuous periods of service with Local Authorities and certain other specific employers may be aggregated with service with the Council for the purpose of calculating your redundancy payment.

9. Pension

Pension and associated benefits are a matter of individual choice; details of the Local Government Pension Scheme are available from the Personnel & Payroll Section.

10. Disciplinary Rules and Procedures

The Disciplinary Rules and procedures applicable to your employment will be given to you at your induction.

11. Maternity Leave

The Council operates the Local Government Occupational Maternity Scheme. Full details are available from the Personnel & Payroll Section.

If you are, or become, pregnant you should notify your manager and Personnel & Payroll as soon as possible, and must do so, in writing, at least 28 days before you intend to start your maternity leave.

The conditions contained in this document are those applying at the date of issue of these particulars. For subsequent amendments which may from time to time be made, reference should be made to the National Conditions and other documents referred to in Section 1 "General".

I should be pleased if you will signify your acceptance of this appointment on these terms and conditions by signing one copy of this letter and returning it to me.

Yours sincerely,



Jason Gooding

Town Clerk and Chief Executive

I HEREBY AGREE TO ACCEPT the above appointment on the terms and conditions stated.

Signed _____

Date _____

12. JOB TITLE: * (T****)

Salary Grade * From: £* (pay point *) To: £* (pay point *)

Starting Salary: £* (pay point *) per annum *(pro rata)

Payment **is/is not** normally made for overtime working.

Special Salary Provisions (if any) See above

Starting Date: *

Date of next increment (subject to satisfactory service) **1st April 2015 (delete if not applicable)**

Normal hours of work * **hours per week**

Annual Leave Entitlement: 23 working days, **exclusive of any long service leave** to which you may be entitled, plus statutory holidays.

The minimum period of notice to which you are entitled is ***one/two month(s)**. After ***4/8** years of continuous employment, this will rise by one week for each additional year of service up to a maximum of 12 weeks.

The minimum period of notice of termination which you are required to give is ***one/two calendar month(s)**.

The Council's flexitime **is/is not** applicable.

Your normal place of work is *

Your continuous service with this Council dates from *

Other conditions (if any)

As you job involves working and practices on safeguarding (delete if not applicable) with, or proximity to, children and young people, you must follow all the councils policies

A standard/enhanced DBS check is a requirement of this post (delete if not applicable)

At present an Essential Car User Allowance is attached to this position as it meets the necessary criteria. However, if circumstances change and the work carried out no longer meets the criteria, the allowance could be withdrawn. Three months notice would be given for any withdrawal of the allowance (DELETE IF NOT APPLICABLE)

FOR OFFICE USE ONLY	
Employee Reference No	*

Working Pattern	*
Section	*
Trent updated – Date & Initials	

The conditions contained in these particulars are those applying at the date of issue. For subsequent amendments which may from time to time be made, reference should be made to the National conditions and other documents referred to in Section 1 "General".