



WORKING FOR PLYMOUTH CITY COUNCIL

This information aims to give you an outline of the recruitment procedures, working conditions and benefits you can expect if appointed to a job within Plymouth City Council under the NJC Single Status Terms & Conditions of Service. It is a guide only and is designed to answer some of the commonly asked questions that applicants have about working for Plymouth City Council.

The Recruitment Process

Please refer to the Guidance Notes for Applicants prior to completing your application form. We undertake recruitment within a Recruitment & Selection code of practice. We particularly welcome applications from disabled people and are committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people. There is a complaints procedure open to any applicant.

Short-listing should take place within one week of the closing date for receipt of applications. If you are short-listed for interview you will be contacted as soon as possible after the closing date to invite you to interview, giving a reasonable period of notice. If you do not hear from us within 4 weeks of the closing date you can assume that your application has been unsuccessful.

Interview details

The interview panel will normally consist of at least two panel members. A minimum of one panel member will be recruitment trained. Selection tests may be used to assess abilities not best determined by interview. Candidates are usually told in advance of tests to be undertaken.

Interview Expenses

Details of how to claim interview expenses, where appropriate, will be sent with the letter inviting you to interview.

References

References may be sought for all short-listed candidates before interview, unless you have indicated that we may not approach a referee on your application form. For the majority of positions, job offers are made subject to the receipt of two satisfactory references. However, for appointments to sensitive posts (i.e. Social Workers, etc.) we will require a full reference history for five years prior to any offer of employment being made. Further information is available in the 'Guidance Notes and Information for All Applicants' document.

Medical Fitness

All appointments to Plymouth City Council are made subject to you being medically fit to undertake the duties of the post. You will be asked to complete a medical questionnaire and in some cases a medical examination may be necessary.

Annual Leave

We offer a basic leave entitlement of 25 days annual leave, rising to 30 days after 5 years' service, pro rata for job share and part time employees. The annual leave year runs from 1 April to 31 March. If you are new to local government your entitlement will be pro rata to your service in your first year.

Flexi-time (where applicable)

The flexi-time scheme allows you to start work between 7.00 a.m. and 9.45 a.m., and finish between 3.00 p.m. and 7.00 p.m. A minimum of 30 minutes, or maximum of 1.5 hours, must be taken for lunch between 11.30 a.m. and 2.00 p.m. These times depend on work requirements and the need to complete an average of 37 hours a week (pro-rata for job share and part-time). 1 day (pro rata for job share and part time) flexi-time leave can be taken in any 4 or 5 week accounting period, following approval by Section Head subject to the exigencies of service.

Job Sharing

A Job Sharing scheme exists which allows all full-time positions (unless specifically identified otherwise) to be shared by 2 employees.

Existing employees can also apply to share their job. All jobs are deemed suitable for sharing unless they are considered inappropriate. A valid reason for not allowing the post to be occupied on a job share basis must be clearly demonstrated.

Maternity Leave

We offer a variety of provisions in relation to Maternity. Full details regarding Maternity, Maternity Pay, Time off for Ante-Natal care etc. are available on request.

Parental Leave

Employees are entitled to unpaid Parental Leave to look after a child for which they have responsibility. Further details are available on request.

Maternity Support Leave

Leave of up to 3 months (the first 5 days with pay, the remainder unpaid) will be given to the father/partner or nominated carer of an expectant mother at or around the time of birth.

Time Off for Dependants Care

Unpaid leave can be taken by employees for incidents involving a dependant. A dependant is defined as anybody for whom the employee is the main carer including partner, child, somebody who lives with the employee as part of the family or others where the employee is the main carer.

Adoption Leave

Leave of 5 weeks with pay at or around the time of the placement. Up to 3 weeks' leave on half pay may be taken following the initial 5 weeks and a further 10 weeks on unpaid leave may then be taken.

Family Support Leave

Up to 5 days' leave with pay in the case of death of certain relatives or partner, and up to 5 days' leave with pay (following 2.5 days' annual leave or unpaid leave) in the case of sickness.

Flexible Working

If you are a parent of a child under six years old or a disabled child under 18, you have the right to apply for flexible working provided you have completed at least 26 weeks' continuous local government service.

Salary

Your salary will be paid directly into your bank/building society account on the last day of each month.

Probation

All new employees, except those coming from another Local Authority (provided 6 months' continuous local government service has been completed), have a 6 month probationary period. On completion of a satisfactory probationary period you will receive written confirmation of your permanent employment status.

Trade Unions

We recognise a number of different trade unions and support collective bargaining to resolve industrial relations problems by agreement. You have a right to join, or not to join, a trade union and take part in its activities.

Pensions

You have the option to join the Local Government Pension Scheme. You will contribute 6% of your gross pensionable pay, and we will make a contribution. This is transferable between local authorities and certain other public authorities. Further details will be given to you if you are appointed.

Sick Pay

During the first year of employment full sick pay is provided for 1 month and half pay for 2 months (after 4 months' service). This rises in subsequent years in accordance with the nationally agreed NJC Conditions of Service.

Smoke Free Policy

Plymouth City Council is committed to providing a safe and comfortable working environment, and recognises its legal duty to prevent exposure of employees, and others to the potentially harmful effects of tobacco smoke.

Employees are not permitted to smoke in enclosed or substantially enclosed Council workplaces and buildings. Employees are permitted to smoke in designated smoking areas in authorised smoking breaks.

Applicants should note that these arrangements will cease from 1 January 2008.

Training and Development

We are committed to the training and development of employees to help us meet our objectives. Our Corporate Appraisal Scheme will set individual objectives and assess development needs. We also provide sponsorship and time off for professional and vocational training leading to a qualification.

Grievance, Harassment and Discipline Procedures

We have agreed procedures for dealing with any grievances, harassment and disciplinary issues that may arise.

Other Personnel Policies

We have a range of other specific policies covering different aspects of employment that are available to employees on the Intranet site.

Please note that these guidance notes are not intended at this stage to form part of any contract of employment.