

Church Stretton Council Summary of Terms and Conditions

Salary

The salary will be set at SPC point 35 - 38 in accordance with terms set by the National Association of Local Councils and the Society of Local Council Clerks.

For all other purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services, a copy of which is available on request.

Starting Date

It is intended that the successful candidate will start employment as soon as possible.

Interview Expenses

Candidates attending for interview will be paid expenses in accordance with the scale laid down by the National Joint Council. Expenses will not be paid until the conclusion of the interview. In the event of a candidate withdrawing their application or refusing the offer of an appointment on grounds which in the opinion of the interviewing panel are inadequate, no expenses will be paid.

The expenses of the candidate appointed to the post will not be paid until the successful applicant takes up their duties with the Council.

Probation period

All new employees will be subject to a six month probationary period which will involve regular discussions on progress.

Membership Fees for Professional Institutions

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events organised by these bodies.

Working Week

The normal working week is 37 hours. The Chief Officer is required to attend the meetings which form part of the Council's published Calendar of Meetings and specified annual civic and ceremonial events.

Flexible working

Full consideration will be given to a reasonable request for flexible working arrangements.

Other Employment

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

Annual Leave

In accordance with the national conditions of service (currently 21 days per annum, plus 3 Local Government concessionary days.)

Period of Notice

At least three months written notice is required on either side to terminate the employment after the probationary period. (One week's notice on either side in the first six months).

Pension

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Shropshire Pension Fund.