

**Information For Applicants**

LiveArgyll was established by Argyll and Bute Council. It is a company which is limited by guarantee and is governed by its articles of association. We are a charitable company and began trading on 2nd October 2017.

The following notes relate to the post you have applied for. They provide general information and do not form part of any subsequent Contract of Employment.

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| **Conditions of Service** | LiveArgyll has adopted the National Agreement on Pay and Conditions of Service agreed by the Scottish Joint Council for Local Government Employees as they applied at 2nd October 2017. Terms and conditions are also contained within collective agreements with specified trade unions recognised by LiveArgyll for collective bargaining purposes. |
| **Hours of Work** | Normal hours of work for a full-time post will be either 35 or 37 per week (dependent upon the employing service) |
| **Pay** | Pay will be as indicated in the post advertisement. Subject to satisfactory performance, annual increments, where appropriate, are paid on 1st April each year (unless your date of appointment falls between 1st October and 31st March, in which case you will receive an increment 6 months following your date of appointment, and thereafter on 1st April each year) until the maximum of the grade is reached. This includes internal applicants for promoted posts.  The pay period is from the 16th of the month to the 15th of the following month, and you will be paid on the 14th of the month, the day before the period end, directly into your bank account. |
| **Annual Leave /**  **Public Holidays** | The annual leave for the post is 20 days, rising to 25 days after 5 years’ service, and to 28 days after 10 years’ service with LiveArgyll (pro rata for part time employees and those working other than 5 days a week).  The annual leave year runs from 1st January to 31st December.  There are 12 additional days per annum which are designated as public holidays (those who work less than 5 days per week receive public holidays pro rata). 8 of these 12 days are fixed, and 4 are floating. Details of the dates of public holidays will be issued each year by LiveArgyll. |
| **Sick Pay** | Employees with 26 weeks or more continuous service with LiveArgyll are entitled to 5 weeks full pay and 5 weeks half pay, rising to 26 weeks full pay and 26 weeks half pay after 5 years’ service.  There is no entitlement to sick pay for employees with fewer than 26 weeks continuous service. |
| **Pension** | LiveArgyll is an admitted body to Strathclyde Pension Fund. Employees with permanent contracts, or temporary contracts lasting 3 months or more, become members of the Local Government Pension Fund, unless they apply to opt out. The employee contribution is based on salary level.  The Local Government Pension Scheme is currently a Career Average Revalued Earnings (CARE) Scheme. |
| **Travelling** | Certain posts require the post holder to have access to a car for business purposes therefore, where specified, post holders must hold a full driving licence and the vehicle must be insured accordingly.  All business mileage will be reimbursed at the current recommended Inland Revenue rates.  Officers incurring expenses for meals or accommodation whilst on official duties away from the normal place of work will be entitled to claim LiveArgyll ’s subsistence allowances as appropriate. |
| **Group Life Assurance Scheme** | A non-contributory Group Life Assurance Scheme is in operation. This provides a benefit of one year’s salary to the dependants of permanent and temporary employees of LiveArgyll who die whilst in service before the age of 75. |
| **Interview Expenses** | Travelling and subsistence expenses reasonably incurred will be reimbursed as detailed in the email inviting you to interview. Expenses will not be reimbursed for return journeys of 100 miles or less.  In the event of a candidate withdrawing his/her application or refusing an offer of employment on grounds which LiveArgyll deems to be inadequate, no expenses will be paid.    Loss of salary or wages is not reimbursable. |
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| **Website** | For more information about LiveArgyll and other general information please visit our website: [http://www.liveArgyll .co.uk/](http://www.liveargyll.co.uk/) |

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