

**Information For Applicants**

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****Employee Benefits Scheme** **Equality and Diversity**  | Conditions of Service are those of the Scottish Joint Council for Local Government employees as adapted and amended by Argyll and Bute CouncilThe scheme offers a range of benefits and savings designed to help your physical, financial and mental wellbeing. For example, savings on bikes, travel and leisure and gym memberships.We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about our commitment to this please visit [equality\_and\_diversity\_policy\_approved\_002.pdf (argyll-bute.gov.uk)](https://www.argyll-bute.gov.uk/sites/default/files/equality_and_diversity_policy_approved_002.pdf)  |
| **Hours of Work** | Normal hours of work for a full-time post will be either 35 or 37 per week (dependent upon employing service / department) |
| **Pay** | Pay will be as indicated in the post advertisement. Annual increments, where appropriate, as 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 grades 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 24 days, rising to 29 days after 5 years’ service and to 32 days after 10 years’ service (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 8 additional days per annum which are designated as public holidays (those who work less than 5 days per week receive public holidays pro rata). |
| **Sick Pay** | Employees with 26 weeks or more continuous service 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****Learning and Development opportunities**  | 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.Employees are provided with opportunities to access ongoing development ranging from internal training courses to externally provided professional qualifications. Employees who have completed a qualification are acknowledged at the Council’s annual Learning Awards Ceremony which recognise their achievements and hard work.  |
| **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 paid the Council’s Subsistence Allowance as appropriate. |
| **Group Life Assurance Scheme** | A non-contributory Group Life Assurance Scheme is in operation, which provides a benefit of one year’s salary to the dependants of permanent employees who die whilst in the service of the authority before the age of 70 |
| **Interview Expenses** | Travelling and subsistence expenses reasonably incurred will be reimbursed as detailed in the email inviting you to interview. (Local Authority subsistence rates should be taken as a guide). 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 the Council deems to be inadequate, no expenses will be paid. Loss of salary or wages is not reimbursable. |
| **No Smoking Policy** | The Council operates a No Smoking Policy on its premises for employees, elected members and members of the public. |
| **Website** | For more information about the Council and other general information please visit our website: [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)  |
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