

BEING EMPLOYED BY CAMBRIDGESHIRE COUNTY COUNCIL

Thank you for showing an interest in our opportunity at Cambridgeshire County Council. We thought you might like to learn more about what we have to offer and the main terms and conditions that will apply to you when you start with us.

We hope you find this helpful but if you have any questions please ask your Recruiting Manager.

PROBATIONARY PERIOD

If you are new to Cambridgeshire County Council your employment is subject to satisfactory completion of a probationary period (normally 6 months). Having spent time and energy recruiting you, we want you to succeed and enjoy your work, so every effort will be made to support you during this time to become a highly effective employee as soon as possible.

ANNUAL LEAVE AND BANK HOLIDAYS

You will enjoy a generous annual leave entitlement as well as bank holidays. Our leave year runs from 1 April to 31 March and depends on your grade and length of service. If you are part time then you will receive a pro rata entitlement.

Number of years' continuous local government service	Corporate Leadership Team
New Starter	30 days
5 years	30 days
10 years	30 days
15 years	30 days

We understand that some people really appreciate flexibility to help them on a one off or on-going basis, so you can apply to buy up to 4 weeks additional leave – some people use this to celebrate a special event or travel abroad to see their family or enable them to support their family at critical times.. You can also apply to take periods of unpaid leave.

LOCAL GOVERNMENT PENSION SCHEME (LGPS)

Local Government Employees and Professional and Management Level employees are eligible to join the LGPS.

The LGPS is an important **benefit** and provides you with an excellent range of benefits

- You contribute and we will pay a significant contribution too (the amount we pay varies depending on how the pension fund is performing. You are guaranteed defined benefits.
- The scheme is **flexible** - you can choose to pay less or more, and you can draw your benefits anytime from age 55 to 75
- **Benefits** you get include a pension when you retire as well as immediate life cover (3 times your annual salary from day one) and ill-health protection. There are also benefits for your **loved ones** with pensions for dependants if you die (not something any of us like to think about but depending on your personal circumstances could be a really valuable safety net).

There's lots more detail on the LGSS Pensions website but as this is such a valuable benefit we thought it would be useful for you to know a bit more.

Cost

The amount you pay into your pension depends on how much you are paid in your job. The rates vary from 5.5% to 12.5%, and your contribution rate depends on your annual salary.

You get tax relief on your pension contributions too as your contributions are deducted from your pay before you pay tax.

Flexibility

Pay More - You have flexibility to pay more - you can boost your pension by paying more contributions which you would get tax relief on.

Pay Less - You also have flexibility to pay less - with the option to pay 50% of your normal contributions in return for half your normal pension, known as 50/50. This is designed to help you stay in the scheme when times are financially tough.

Benefits at retirement

The LGPS is a great way to save for your future. You build up a pension from the day you join the scheme and once you've been paying in for 2 years your benefits include:

- A secure pension - every scheme year (1 April to 31 March) an amount equal to a 49th of your pay in that year is added to your pension account.
- Tax-free cash - you have the option, when you draw your pension, to exchange part of it for some tax-free cash.
- The freedom to choose when to take your pension - your Normal Pension Age is linked to your State Pension Age but you do not need to have reached your Normal Pension Age in order to take your pension. You can choose to retire and draw your pension at any time between age 55 and 75. (If you choose to take your pension early it will normally be reduced, as it's being paid earlier).

Please do visit the [LGSS Pension website](#) to learn more.

DISCOUNT BENEFITS

Our employee discount scheme offers you a variety of discounts across a range of shops, restaurants, holidays, utilities and days out. These include fantastic savings at local independent stores as well as big name brands like Tesco, First Choice, Costa Coffee, Toys R Us, Debenhams and La Tasca.

DEVELOPMENT OPPORTUNITIES

We hope you are as interested in developing your skills and knowledge as we are. We have our own training and development centre and you will have access to a wide range of training courses, qualifications, online learning (24/7), apprenticeships and bespoke training as well as leadership, management and change expertise. So you will have lots of opportunities to learn knowledge and skills directly related to your job and also to enable you to develop and support your future career aspirations.

AGILE WORKING

We have modern ways of working giving you choices and when and where you work. Working in an agile way allows you to effectively blend your personal and domestic commitments and the requirements of your job role. A flexitime scheme applies to a lot of our roles. You should speak to your manager about how you can work in the most effective way possible.

BUSINESS TRAVEL ARRANGEMENTS

We are currently developing a range of travel options such as pool cars and bikes.

If you do need to travel using your own car on Council business, we will pay mileage in line with HM Revenue & Customs (HMRC) rates (they change from time to time).

Mode of Travel	Rate paid
Travel by car	45p per mile for the first 10,000 miles and 25p per mile thereafter
Cycle rate	20p per mile
Motorcycle rate	24p per mile

FAMILY FRIENDLY POLICIES

We have a number of family friendly policies to help you maintain a healthy work-life balance. Including generous maternity provisions, paternity leave, adoption leave and parental leave.

SICKNESS ABSENCE AND SICK PAY

We are committed to creating a culture that encourages our employees to attend work and in doing so provide the best possible services.

We will give you appropriate support if you are absent from work due to illness and help you to remain in work. We also have a free confidential counselling service you will have access to.

If you are sick the following entitlements apply.

Length of continuous service	Full pay / half pay
0 – less than 4 months	1 month
4 months – less than 12 months	1 month + 2 months
1 year – less than 2 years	2 months + 2 months
2 years – less than 3 years	4 months + 4 months
3 years – less than 5 years	5 months + 5 months
5 or more years	6 months + 6 months

NOTICE PERIODS

We hope you don't want to leave us just yet but we understand you may be interested in understanding how much notice you will need to give us and how much notice you will be entitled to.

Professional and Management Level Employees

Length of Service	By the employee	By the employer
All Professional and Management Level Employees	3 months	3 months