

## Pay, Benefits and Conditions of Service

### Salary and Benefits

The London Borough of Bexley reviews its remuneration package for staff each year based on specialist advice about pay trends, market factors and taking into account issues relating to recruitment and retention for specific key roles. The remuneration package includes a number of elements:

#### **Salary**

The grade of the post is Bexley21 and the salary range is £59,751 - £70,296. Progression through the grade is based on performance against agreed annual objectives and is related directly to individual performance assessed against pre-determined standards and targets. Please be aware that the appraisal and Performance Related Pay Scheme is under review with the possible implementation of a new scheme. All employees will be consulted on changes via the normal consultation process undertaken with the unions. The annual cost of living award is considered each July and performance awards are effective from 1<sup>st</sup> August each year. Payment is normally made by bank credit transfer on the 15<sup>th</sup> of the month.

#### **Market Premium**

An additional 20% market premium payment is payable to this post which will vary depending on the salary point but will be a minimum of £11,950.20 to a maximum of £14,059.20. The premium will be subject to review annually. You should note that subject to market changes the premium may either be increase or reduced, including complete removal.

#### **“Choices” – a flexible approach to**

A choices benefit package is attached to the post which offers a range of benefits for you to choose from. Please note, however, that this benefit is under review and may be amended or removed in due course under the terms of a local agreement. The choices benefit value is £4,050.

#### **Pension**

We operate a career average revalued earnings pension scheme. Further details are available at: [Your Pension](#)

#### **Relocation Benefits**

Full details of the relocation benefits package can be found on the Council’s website: [Relocation/Housing Allowance Scheme](#)

#### **Interest Free Public Transport Season Ticket Loans**

The Council is actively pursuing ways to reduce the number of employees travelling to work in their car, by encouraging the use of alternative means of transport. As part of this objective the Council is delighted to offer all employees the opportunity to obtain interest free public transport season ticket loans.

## **Reservists**

The Council recognises the vital role of Britain's Reserve Forces and the valuable contribution that Reservists make to our Defence, their communities and their civilian workplace. A copy of the Council's policy is available at: [Reservist Policy](#)

## **Voluntary Benefits Packages**

### **MyChoice Staff Benefit Scheme**

Bexley's 'one stop shop' to access a range of staff benefits which include:

- The cycle to work scheme via Halfords or local traders – giving you the opportunity to purchase a brand new bike and cycling equipment through salary sacrifice
- Access 24/7 confidential support and advice through the Employee Assistance Programme
- The opportunity to drive a brand new, fully maintained and insured car for a fixed monthly salary sacrifice – a brand new benefit now available to all staff
- Access to high street shopping vouchers, reloadable retail cards, online discount codes and cash back offers

Further details about these benefits are available at: [LBB My Choice](#)

### **Private Health Care**

Benenden Health is a mutual, not-for-profit provider of discretionary healthcare. As a mutual friendly society, they offer an alternative to private medical insurance. Further details are available at: [Benenden](#)

Alternatively, we also offer employees a discounted plan for your everyday healthcare appointments through Simplyhealth. With the Simply Cash Plan you can claim money back towards the cost of check-ups and treatment for you and your family.

### **Annual Leave Purchase Scheme**

Up to ten days additional leave (pro rata for part-time employees) may be purchased in any one annual leave year.

### **Employee Volunteering Scheme**

Employee volunteering can bring a wealth of benefits to the Council and is a traditional way to support the development of key skills such as communication, team working, project management, etc. and provides an opportunity to give practical and specialised support to community groups

### **Car Share Scheme**

To help combat rising fuel costs and congestion, the Council has a liftshare scheme dedicated for employees who commute from the same area and wish to car share.

### **Pool Car Scheme**

This scheme enables employees to use brand new (environmentally friendly) vehicles to drive to meetings, site visits and other work-related travel, allowing them to leave their own cars at home

### **Local Authority Discount Scheme**

The Council has teamed up with KAARP to offer staff a range of specially selected goods and services at a discount. The offers change regularly but include discounted entry at several of the big theme parks and attractions as well as local offers in and around Bexleyheath. Staff also benefit from 10% discount on Adult Education courses.

### **Sport and Leisure Activities**

The Marriott Hotel in Bexleyheath offers staff a corporate rate and discounts are also available at Marriott Restaurants.

## **Terms and Conditions**

### **Working Hours**

The normal working week is one of at least 36 hours. You will be required to work a reasonable number of hours necessary for the effective performance of your duties, which may exceed 36 per week. These requirements are reflected in the salary for the post and will not attract additional payments.

### **Flexible Working**

Bexley's flexible working arrangements recognise the work-life balance issues that challenge our employees. The Council is therefore committed to promoting equal opportunities and maximising the performance and potential of all its employees. The Council encourages flexible working practices supported by ICT. Further information is available at:

[Flexible Working Guide](#)

### **Political Restriction**

This post is politically restricted and further details can be provided at interview if required.

### **Probationary Period**

A six-month probationary period applies to all appointments to the Council.

### **Annual Leave**

The annual leave entitlement is 27 days a year, rising to 30 days after 5 years' service, plus Bank Holiday entitlements.

### **Sick Pay**

Sickness payments are made in accordance with the nationally agreed local government scheme which provides for a maximum of 6 months' full and 6 months' half pay after a qualifying period of service.

### **Notice Period**

The minimum period of notice to which you would be entitled and are required to give is 3 months. Individuals dismissed due to failed probation will receive one week's notice.

### **Location**

This post will be based at Civic Offices, 2 Watling Street, Bexleyheath, Kent, DA6 7AT.

### **Appraisal and Development**

Bexley is strongly committed to helping employees to succeed by investing in their potential. The Appraisal and Performance Related Pay (PRP) scheme includes a strong emphasis on personal development and achievement. Incremental progression for all employees is subject to the Appraisal and PRP scheme which provides the opportunity for incremental progression and/or one-off non-consolidated bonus payments. Performance Related Pay is awarded, where appropriate, to employees in post on 1<sup>st</sup> August.

### **Smoking at Work**

The Council seeks to protect and promote the health and well being of employees, customers, students and visitors by providing a smoke-free environment. The Council's Smoke Free Policy is available at:

[Smoke Free Policy](#)

## **Pre-Employment Clearances**

### **Medical Fitness**

The person selected for appointment will be required to satisfy the Council as to his or her medical fitness. The candidate will be asked to complete a confidential questionnaire on his or her medical history but may also be asked, in certain circumstances, to undergo a medical examination by the Council's Occupational Health Physician.

### **References**

Appointment will be subject to the receipt of satisfactory references.

### **Disclosure & Barring Service Check**

Appointment to this post will be subject to the outcome of an Enhanced Disclosure obtained through the Disclosure and Barring Service. A copy of the DBS Code of Practice and Explanatory Guide can be accessed at [DBS Code of Practice](#) and the Council's Policy on the Recruitment of Ex-Offenders and Security of Disclosure Information is available at [Recruitment of Ex-Offenders & Security of Disclosure Information](#)

Where an issue is revealed on a Disclosure this will not automatically prevent your appointment. The Council will consider the information revealed and determine whether or not this will affect the appointment process.

### **Social Work England Registration**

The title Social Worker has been protected in England by section 61 of the Care Standards Act 2000. Individuals who are not registered on the Social Care Register will be in breach of section 61 if they describe themselves as a social worker; describe themselves in a way which implies registration with Social Work England; or hold themselves out as registered with Social Work England. The successful applicant will be required to register with Social Work England and to provide evidence of their registration.