

## **WELCOME TO CEREDIGION**

Your success in the appointment process is the gateway to joining the staff of Ceredigion and working with what we like to think is the best County Council in Wales. Ceredigion has a track record of achievement and innovation, especially in providing cost effective, high quality services and we are delighted that you will be helping us continue to achieve the high standards set. We are all facing searching challenges in the way we deliver services to the people of Ceredigion, and we have systems in place to mutually support us in our work.

I hope that your commitment to Ceredigion will result in a high degree of job satisfaction and that we will soon see your individual contribution to the Council's work

## **The County**

Ceredigion is seen to be one of the fastest growing counties in Wales with an increase in population of 15% since 1981 compared with the average growth in Wales of 4%. The population figure of 72,200 is scattered around the county with the main towns being Aberystwyth, Cardigan, Lampeter, Llandysul, Aberaeron and Tregaron.

The area of the County is approximately 179,500ha with a panoramic coastline of 97km that is strategically located between Pembrokeshire's National Park and Snowdonia.

Ceredigion caters for many industries namely agriculture, tourism, food manufacturing companies, retail, scientific research and many other indigenous businesses scattered around the County.

Education plays a big role within Ceredigion, with two Universities, a Further Education College, 7 Secondary Schools and many primary schools dotted around the County.

In addition to the above the County is also home of two very important establishments within Wales namely The National Library of Wales and The Food Centre for Wales.

## The Council

Ceredigion County Council is the Unitary Authority for the County of Ceredigion with responsibility for providing services which include the following: -

- ❖ Education
- ❖ Social Services
- ❖ Housing
- ❖ Economic Development
- ❖ Highways and Transportation
- ❖ Environmental Health and Trading Standards
- ❖ Cultural Facilities
- ❖ Leisure Facilities
- ❖ Housing and Council Tax Benefits
- ❖ Land Use Planning *and many others*

Cyngor Sir Ceredigion County Council is currently made up of 44 Councillors who are elected every 4 years. It employs 3,700 members of staff, in six Departments (see diagram on page 4), who provide the services on a day-to-day basis.

The Council's main offices are located at Aberaeron and Aberystwyth and there are also satellite offices located in Cardigan, Lampeter, Llandysul and Tregaron. People living in the County benefit from the vast services provided by the Council.

The County Council also represents the interests of the people of Ceredigion on many occasions and it works in partnership with many individuals, organisations, and businesses within the County and throughout Mid Wales.

### Cabinet

The Council has adopted the "Cabinet" style of governance comprising the Council Leader plus 7 portfolio members, each portfolio covers the services provided by each of the Council's Departments with the exception of the Chief Executive and Finance Departments that are combined under one portfolio. It is also recognised that there are important cross-cutting matters to which all or some will contribute, which include:

- Community Safety and Crime Reduction
- Objective 1 and European Structural Funds
- Sustainability
- Equalities
- Youth Offending Strategies
- Health Improvement
- Social Inclusion
- Welsh Language Policy Development and Implementation

The work of the Cabinet is scrutinised by a series of Scrutiny Committees, one for each portfolio, they generally meet 6 times per annum

## **Chief Executive**

The department consists of two sections namely Corporate Performance Unit and Personnel

### **Corporate Performance Unit**

The Performance Unit has been established within the Chief Executive's Department to help take forward the Councils corporate aims and objectives.

Based in the Council's Headquarters in Aberaeron the unit takes the lead on performance management and the development of corporate policies across the organisation with our partners. The unit develops operational processes that enable the Council to deliver and monitor its corporate priorities together with business and performance plans.

The Performance Unit is also responsible for the Wales Programme of Improvement, Community Safety, general communications and public relations.

### **Personnel Section**

The Personnel Section is located centrally within the Council's headquarters at Aberaeron. It is a central resource that provides professional advice in matters relating to human resources.

The section deals with the majority of Personnel functions for the Council which includes job advertisements, employee Pensions, preparing employment contracts, dealing with departmental queries, disciplinary and grievance issues and gathering statistical information on matters such as Absence Management and Staffing numbers etc. for both internal and external use.

In addition, the Personnel Section plays a vital role in the consultation and negotiation process with the Trade Union. The County Council acknowledges numerous unions who act upon the welfare and benefits of its employees.

January 2002 saw the launch of the Staff Development and Review process, which give employees the chance to discuss their training and development needs with their managers. This process is coordinated centrally within the Personnel Section who in turn will organise and co-ordinate various training courses to meet the demand from the employees. Training courses range from Customer Care to Information Technology to Dealing with Aggression. A Corporate Training Plan is produced annually.

## **Environmental Services And Housing**

The Environmental Services and Housing Department is the main regulatory department of Cyngor Sir Ceredigion. The Council's Licensing function is also added to the department's function.

The department itself is structured into three divisions:

- ❖ Town and Country Planning
- ❖ Environmental Health, Trading Standards and Licensing
- ❖ Housing (Public and Private Sector)

### **Town and Country Planning**

The Planning Division provides the officer support for carrying out the requirements of the Town and Country Planning and Countryside Acts. This involves formulating land-use policies, advising on proposed developments and planning applications, operating conservation-grant schemes together with a wide range of promotional and educational activities along the coast and in the countryside. The Division maintains various statutory records of development, public rights of way and common land.

### **Environmental Health, Trading Standards and Licensing**

The Environmental Services Division comprises of three teams – Environmental Protection, Trading Standards and Food and Safety – and is responsible for the enforcement of a range of statutory requirements aimed at protecting the public health the environment and the interests of individuals and business. Whilst consistent, firm and fair enforcement of these statutory provisions are important in securing compliance; these alone will not achieve long-term improvements in standards. An integral function of the section is to educate, advise and assist individuals and organisations and to provide guidance on the implementation of effective management controls to ensure that they discharge their statutory and moral responsibilities in a satisfactory manner. The development of alliances and partnerships with various agencies will be central to the establishment of robust strategies and policies aimed at sustaining local environments and securing long term health gains across Ceredigion.

### **Housing**

The Housing Division deals with the management of the Council's own housing stock, homeless families and persons, private sector housing including Renovation Grants, Disabled Facilities grants etc, as well as Housing standards and fitness in owner occupied, tenanted and multi occupied properties. Housing complaints and enforcement are dealt with as well as the strategic role in establishing the need and agreeing an appropriate development programme for the Housing Associations operating in the area.

## **Corporate and Legal Services**

The Department of Corporate and Legal Services has wide ranging responsibilities including responsibility for Business Support Services which includes indigenous and inwards investment businesses, Tourism promotion and information, Objective 1 and community regeneration advice on European and community grants and Agri-food technology support. The Department also provides full Legal Services and Democratic support to the Council, translation, reprographics and receptionist services. The Department also has responsibility for Local Land Charges, Electoral and Civil Registration as well as Hyfforddiant Ceredigion Training.

The administrative headquarters for the Directorate is at Penmorfa although there are training centres, tourist information centres and other offices located throughout the county.

### **What we do?**

#### **Economic Regeneration**

- ❖ Advice and Grants to businesses
- ❖ Provision of training to business
- ❖ Identify land for development
- ❖ Tourism service
- ❖ Provision of Tourism Brochure
- ❖ Monitor Beaches and provide Lifeguard services
- ❖ European Objective 1 and National Grant Advice
- ❖ Secretarial Support for Objective 1
- ❖ Community Regeneration

#### **Hyfforddiant Ceredigion Training**

- ❖ Support School Leavers
- ❖ Training for Adults and New Deal
- ❖ Promotion of Youth Access Initiative
- ❖ Assistance for disabled job-seekers
- ❖ Employment Liaison

#### **Legal and Land Charges**

- ❖ Monitoring new legislation
- ❖ Committee advice and assistance
- ❖ Advice and support to all services
- ❖ Conveyancing and Leasing
- ❖ Internal appeals – clerking and advice
- ❖ Making Orders and Byelaws
- ❖ Conducting prosecutions and litigation
- ❖ Representing the Council in various Appeals
- ❖ Advising at Case Conferences and Adoption Panels
- ❖ Local Land Charges Register

#### **Demographic Services and Corporate**

- ❖ Democratic support for the Council, Cabinet, Committees and Individual Members
- ❖ Translation Facilities
- ❖ Reprographics, Telephonists and Receptionists

#### **Electoral and Civil Registration**

- ❖ Register of Electors
- ❖ Local Government, National Assembly, Parliamentary and European Elections
- ❖ Civil Register
- ❖ Performing Civil Marriages

## Highways Property and Works

This is the Department that looks after the everyday services that the population tends to take for granted, from emptying your bins to cleaning the roads or repairing Council Houses or ensuring that new buildings are built to the appropriate standards. It employs nearly 900 staff ranging from roadmen to school kitchen staff as well as architects and engineers and the clerical and administrative staff necessary to support the wide-ranging functions managed by the Department.

There are two main administrative blocks at County Hall, Aberaeron and 26 Bridge Street, Aberystwyth as well as depots and other offices in Aberystwyth, Lampeter, Aberaeron and Cardigan. Many of the staff will be employed at other sites throughout the County.

What we do:

- ❖ Collect refuse from 31,000 households and 1,200 businesses a week
- ❖ Dispose of over 40,000 tonnes of waste every year
- ❖ Recycle over 3,500 tonnes of waste every year
- ❖ Manage, maintain and clean 2138km of highway
- ❖ Keep the roads clear of snow and ice in Winter
- ❖ Keep some 4,500 street lights operational
- ❖ Manage over 2,500 car parking spaces
- ❖ Subsidise, organise and monitor public transport services
- ❖ Monitor coast protection, sea and flood defences
- ❖ Manage the harbours
- ❖ Carry out road safety and traffic calming measures
- ❖ Promote cycling schemes
- ❖ Maintain 2,600km of footpaths and bridleways
- ❖ Manage and maintain the Council's fleet of vehicles
- ❖ Provide a seven day 24 hour emergency service
- ❖ Provide a building control service on all new buildings
- ❖ Maintain and clean all the Council's buildings, land and properties
- ❖ Provide 6,300 school meals a day
- ❖ Manage the property helpdesk available to all tenants and building occupiers
- ❖ Maintain and optimise energy use in buildings
- ❖ Deal with dangerous buildings, liaising with the police and fire brigade
- ❖ Provide and commission the Council's new buildings
- ❖ Ensure the safety and adequacy of play areas
- ❖ Provide and maintain amenity spaces and gardens - Wales in Bloom
- ❖ Purchase catering supplies, meat and food from local suppliers
- ❖ Review security and risk management in all buildings
- ❖ Review disabled access to buildings
- ❖ Provide and maintain public conveniences throughout the county
- ❖ Manage the Council's corporate estate properties
- ❖ Manage Council farms and smallholdings, markets, marts and industrial estates

## **Education and Community Services**

The Department of Education and Community Services, which includes Education, Cultural and Leisure Services employs in the region of 2,000 people and is the largest of the County's departments with an annual budget in excess of £45m of which £38m (for 2001/2002) is directed to Education.

The administrative headquarters for the education service in Ceredigion is situated at Education and Community Services Department, County Offices, Marine Terrace, Aberystwyth, and provides a focal point of contact for parents, pupils, students, elected members, staff and the general public. In addition to advice on the service, a number of support agencies such as advisers, educational psychologists and welfare officers are also located at the County Offices.

### **What we do**

#### **Education Service**

- provide education both statutory and non statutory to the inhabitants of Ceredigion through school and community education
- provide support and services to 83 schools for the education of 5615 primary and 5080 secondary pupils
- administer a net education budget of £38m (of which £30m is delegated to the management of school Governing Bodies)
- employ over 600 primary and secondary teachers (and an additional 29 peripatetic teachers)
- provide curriculum and professional development to schools
- monitor standards, educational achievements and school budgets
- undertake strategic planning of educational services and school places
- provide support services to pupils with special educational needs
- administer the admissions of pupils to County schools
- provide adult education and youth services
- provide Governor support and training.

#### **Cultural Services**

- provide Library, Museum and Archive Services together with Theatr Felinfach
- provide 2 full-time, 5 part-time and 6 mobile libraries which issue 669,000 books and other materials
- manage 1 full-time museum and 7 Branch museums which were visited by approximately 30,000 people.
- run our own Theatre which attracts audiences of 26,000 but a community attendance at a variety of functions of 64,000
- provide grant aid of almost £50,000 to support Aberystwyth Arts Centre and Theatr Mwldan at Cardigan.

#### **Leisure Services**

- run 5 dual use Leisure Centres and 1 Sports Hall. An estimated 390,000 people visit our leisure services facilities.
- a wide range of leisure activities through the Sports Development Programme
- administer sports grant applications
- provide the voluntary sector with professional expertise
- work in partnership with the external agencies to provide additional resources and opportunities for sport and recreation.

## Finance

The Finance Department supports the Director of Finance primarily in providing a comprehensive range of financial services necessary for the proper administration of the financial affairs of the Council in compliance with the requirements of Section 151 of the Local Government Act 1972. We are also responsible for the provision of Information and Communications Technology to the whole Authority.

### Services provided by the Finance Department

The functions of the department can be summarised as follows:

- **Financial Services**
- Treasury management
- Accountancy service
- Budget preparation
- Preparation and monitoring of the capital programme
- Income accounting
- Administration of the Council's Community Grant Scheme
- Payment of creditors
- Payroll
- Administration
- Departmental health and safety
  
- **Revenue Services**
- Council tax
- Non-domestic rates
- Housing rents
- Housing and council tax benefits
- Investigation of housing benefit fraud
- Cash collection / local district offices / debt recovery
  
- **Information Technology**
- Provision and maintenance of hardware and software
- Communication systems
- E-government systems
  
- **Internal Audit**
- Examine, evaluate and report on the adequacy of systems and procedures to ensure proper management of the Council's affairs
- Provision of insurance risk management and advice
- Provide advice on financial and other controls, e.g. when new systems are being implemented
- Provision of insurance cover plus claims handling

## **Social Services**

Social Services are responsible for the provision of personal social services for adults and for children and families. They aim to support elderly people and people with disabilities or who are sick. They assist them to live in the community if this is possible and appropriate, or help them to find suitable residential or nursing home accommodation if this is their wish and meets their needs.

In working with children and families, Social Services aim to support families to bring up their children themselves and work in partnership with parents and other carers. Where the child's interest require Social Services to look after them, Social Services will assist the family to keep in contact.

Who do Social Services provide services for?

### **Children Services**

- ❖ Children in need
- ❖ Children with Disabilities
- ❖ Children with Serious Health Problems
- ❖ Children being looked after
- ❖ Care Leavers
- ❖ Children Subject to Investigation or on the Child Protection Register
- ❖ Children at Risk of Family Breakdown
- ❖ Young People who are Homeless
- ❖ Children in Private Fostering Arrangements
- ❖ Under 8's Services
- ❖ Disaffected Youth
- ❖ Children and Young People who have challenging behaviour

### **Adult Services**

- ❖ Older people
- ❖ Elderly Mentally Infirm People
- ❖ People with a Physical Disability
- ❖ People with a Learning Disability
- ❖ People with Mental Health Problems
- ❖ People who have Visual and/or Hearing Impairment
- ❖ Those who misuse Substances
- ❖ People affected by HIV/AIDS
- ❖ People with Long Term Illness
- ❖ People being discharged from Hospital
- ❖ Carers

# **Your Conditions of Employment**

## **1 Collective Agreements:**

The main terms and conditions of your employment are contained in nationally negotiated agreements (and where appropriate provincial agreements), such agreements being concluded by the National Joint Council (NJC) for Local Government Services. In addition to these national or provincial agreements there are local agreements concluded with Trade Unions recognised by this Council for collective bargaining purposes for your employment group.

These agreements are respectively contained in circulars issued from time to time by the negotiating committee in the National Agreement on Pay and Conditions of Service relating to employees in Local Government Services, and in other documents that are similarly available to your place of work on notice.

From time to time variations in your terms and conditions of employment, resulting from negotiations and agreement with the recognised unions, will be separately notified to you or otherwise incorporated in the documents to which you have access. Management undertake to ensure that future changes resulting from these agreements will be entered in your contract, or otherwise recorded to you to refer to within one month of the change.

## **2 Car User Definitions:**

**Essential Car User:** The postholder is required to provide a car and hold a current full driving licence. As an essential car user you will be paid travelling allowances at the essential car user rate, in accordance with the national agreements referred to under the heading Collective Agreements.

**Casual Car User:** It is considered desirable that the postholder provide a car and hold a current full driving licence. As a casual user you will be paid travelling allowances at the casual car user rate, in accordance with the national agreements referred to under the heading Collective Agreements

**Unspecified Car User:** The postholder is not required to provide a car, but should you for any reason use your own vehicle on Council business you will be paid the casual user allowance.

If you are designated as an essential or casual car user you are eligible for assistance with the purchase of a car under the Council's assisted car purchase scheme. The Council will accept by transfer existing car loan agreements, car leasing or car contract hire arrangements.

## **3 Duties**

These have been notified to you either by virtue of the job description that accompanied the job application form or verbally prior to or during your appointment interview.

## **4 Payment of Salaries**

The monthly pay date will be the last Friday of each month unless it falls on a Monday or Tuesday in which case payment will be made on the preceding Friday. Salary will be paid direct to an employee's bank/building society account and additionally union membership fee will be deducted direct from salaries where authorised. Salary plus allowances will be paid monthly in arrears.

## **5 Hours of Duty**

Your working week will be 37 hours spread over five days Monday to Friday these will normally be 8:45am to 5:00pm, Monday to Thursday inclusive and 8:45am to 4:30pm on Friday with a daily lunch break between 1:00pm and 1:45pm. A Flexible working hours scheme is available to certain members of staff, details of which will be notified to you upon taking up your appointment, the Council reserves the right to refuse or withdraw this facility if deciding to do so temporarily or on a continuing basis.

There are certain posts for which this does not apply (please check with your Line Manager).

## **6 Overtime**

On occasions management may decide that some overtime working would be desirable in the interests of the Council. If and when this happens, you may be asked to undertake it and, if so doing, you will be remunerated for the overtime worked at the rates contained in the national agreement for your employment group.

Overtime premium rates are only payable once normal full-time hours (37) have been worked in any one-week.

## **7 Probationary Period**

All new entrants to the Council's Service shall be subject to a six months probationary period. At the end of the period and subject to a satisfactory report from the Head of Department your position with the Council will be confirmed.

## **8 Increments**

Annual increments may be granted on 1<sup>st</sup> April each year until the maximum of the scale is reached, subject to six months' service in that grade (whether that grade has been attained by appointment, promotion or regarding).

Officers with less than 6 months service in the grade by 1<sup>st</sup> April will be granted their first increment six months after their appointment, promotion or regarding.

## **9 Annual Leave**

The annual leave provision for all employees covered by the National Agreement on pay and conditions for Local Government Services are currently set at:

- ❖ Officers with less than 5 years' continuous service in Local Government – 20 working days per annum
- ❖ Officers with 5 years or more continuous service in Local Government – 25 working days per annum

In addition all employees in your employment group will receive additional leave entitlement based on the following provisions:-

- ❖ After 15 but less than 20 years continuous Local Government Service – 1 day
- ❖ Plus a further 1 day additional leave for each additional 5 year period of continuous Local Government service thereafter.

In addition staff are entitled to 13 days statutory and extra statutory holidays.

The annual leave year is from 1<sup>st</sup> April to 31<sup>st</sup> March

New entrants to local government will receive one-twelfth of your leave entitlement for every completed month of service in the leave year of entry. Only in exceptional circumstances and with the approval of the employees Chief Officer can leave be taken before the employee has completed six months service.

## **10 Sick Pay**

Detailed provisions of the sickness payments' scheme are contained in the national agreements for your employment group referred to in paragraph 1, the following information briefly outlines key features of that scheme.

If you are absent from duty owing to illness, injury or other disability you shall be entitled to receive an allowance in accordance with the following scales:

During 1 <sup>st</sup> year of service	up to 1 month's full pay and after completing 4 months' service up to 2 months half pay
During 2 <sup>nd</sup> year of service	up to 2 months' full pay and 2 months' half pay
During 3 <sup>rd</sup> year of service	up to 4 months' full pay and 4 months' half pay
During 4 <sup>th</sup> and 5 <sup>th</sup> years of service	up to 5 months' full pay and 5 months' half pay
After 5 years of service	up to 6 months' full pay and 6 months' half pay

(Service = continuous service as defined in the national agreements for your employment group)

## 11 Notification of Absences

All employees are expected to notify their immediate supervisor/line manager on the first day of their absence and generally this should be done within the first hour of their normal start time, giving the nature and probable duration of the absence. For those jobs where replacements/relief staff needs to be arranged employees are expected to notify management prior to the shift commencing. The person to be notified of the individuals' absence and any non-standard arrangements are to be circulated to the employees so affected by management of the department concerned.

If the absence continues beyond the period originally specified employees must further notify their immediate supervisor/line manager providing an update as to the nature and probable duration of the absence.

Employees must on every occasion they are absent (other than for authorised absence) complete the 'Employee's Statement' section of form SN1 'Notification of Sickness/Unauthorised Absence' returning it to their immediate supervisor/line manager who will complete the section headed "Line Managers Report" and taking the appropriate action when necessary.

If the sickness absences exceeds one week (7 days) a medical certificate (sometimes called a sick note or doctor's statement) must be forwarded to the employee's immediate supervisor/line manager, unless it has been provided earlier. Subsequent doctors statements must be provided to cover any sickness absence period that extends beyond the period covered by the initial certificate.

Failure, without good cause, to comply with these arrangements may have the effect of disqualifying you from entitlement to sick pay and may also render you liable to disciplinary action.

## 12 Termination of Contracts

Entitlement to receive or give notice of termination of your employment is as follows:

### *Employment Terminated by the Council:*

Continuous Service	Period of Notice
1 month or more but less than 2 years	1 week
2 years or more but less than 12 years	1 week per year of continuous service
12 years or more	maximum of 12 weeks

For the purpose of assessing continuous service, all service with a previous public authority that is recognised as a continuous service employer within the national agreement for your employment group, shall be aggregated at full rate.

### *Termination by you at any time during your employment:*

The minimum period of employment to be given by an employee of the Council shall normally be the ordinary period from one payment of salary or wages to the next. These arrangements shall not prevent the Council or an employee from giving or agreeing to give a longer period of notice than the minimum.

If your employment is not terminated before you attain the statutory retirement age for your employment group, your employment will terminate automatically when you attain that age unless an extension beyond that date is offered and accepted by you.

### **13 Political Restrictions**

Certain senior posts are politically restricted in accordance with the Local Government and Housing Act. There are a number of different criteria used to determine which posts fall within the definition of being politically restricted with the main criteria being posts where the grade includes Spinal Column Point 44 and above. You will be informed if your post is deemed to be politically restricted for reasons other than its assigned grade. A person holding a politically restricted post is disqualified from becoming (whether by election or otherwise) or remaining a member of a local authority, membership of the House of Commons or European Parliament. This disqualification does not apply to membership of a Town, Parish or Community Council. An appeals procedure is available for those who feel their post has been unjustly defined as politically restricted, details of which are available from the County Council's Personnel Section

### **14 Health and Safety & Welfare**

#### **Duty of the Employer**

Cyngor Sir Ceredigion County Council recognises and accepts its responsibility for conducting its affairs in such a way to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, trainees, members, contractors and the general public.

#### **Duty of the Employee**

Employees have a duty under the Health and Safety at Work Act 1974 (section 7 & 8) to take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with the employer and others in meeting statutory requirements. Employees must not interfere with or misuse anything provided to protect their Health, Safety and Welfare in compliance with the Act.

Any failure on the part of any employee to fulfil their responsibility to health, safety and welfare will be considered to be a serious matter and may be subject to Disciplinary Action.

### **15 Data Protection**

During the term of your employment, it will be necessary from time to time to collect, store and process personal data relating to you: e.g. to administer your employment contract, to establish training requirements, to gather further evidence where there is a prima facie case for disciplinary action, for remuneration policy and payroll administration etc.

It is the duty of the Authority to protect the public purse. Accordingly you should be aware that your data might be used in data matching exercises within the Authority, aimed at fraud prevention and debt recovery.

The collection, use and storage of all personal data is governed by the terms of the Data Protection Act, guidance of which can be found on the Council's intranet site (Cardinet)

### **16 Maternity Provision**

The Occupational Maternity Scheme applies to all pregnant employees regardless of the number of hours worked per week or their length of service, for further details please contact the Personnel Section.

### **17 Trade Unions**

Most people join a Union because they want protection at Work – help with pay and conditions of service, Legal or H& S advice or representation in cases when things go wrong at work. The council recognises the following Trade Unions for Collective Bargaining purposes.

<b>NAME OF TRADE UNION</b>	<b>CONTACT NUMBER</b>
UNISON	01792 467218
General Municipal Boiler Makers Union	01792 467803
Managerial & Professional Officers	01545 572064
Transport and General Workers Union	01646 690618
Union of Construction, Allied Trades and Technicians	02920 498664

New employees have an option of joining a Trade Union of their choice.

If you require any further information with regards to Trade Unions or any of the above points, please do not hesitate to contact the Personnel Section.

## Local Government Pension Scheme

Retirement must be the last thing on your mind now you have started a new job with the Council, however, it should be a goal to look forward to. It is vital that you plan ahead to secure your retirement income.

The Local Government Pension Scheme (LGPS) provides a wide range of retirement, family and death benefits, which are linked to your pay and guaranteed by your employer. The LGPS is a statutory, funded pension scheme.

The LGPS is available to all employees in Local Government, or in other organisations that have chosen to participate in it. Teachers, police and fire fighters are not allowed to join if they are eligible to join their own schemes.

You can join the LGPS provided that:

- You are between 16 and 65 years of age
- If you are a casual employee you have to elect to join

From day one, you have life cover equivalent to two year's pay (tax free). Children's benefits may be payable. In addition you can increase your retirement benefits through additional voluntary contributions and if you leave you can transfer your benefits to another scheme or have a refund of contributions (less deductions).

After two years if you become too ill to work you qualify for an immediate pension and tax free lump sum. If you have at least five years' service it will be increased to compensate for early retirement.

If your employer wants you to retire at age 50 or over you will qualify for immediate payment of pension and tax free lump sum – possibly enhanced if you have five or more years' service.

If you leave voluntarily, benefits may be transferred to another scheme or preserved until you reach retirement age.

On retirement you will receive a regular income for life with full inflation proofing; a tax-free lump sum (three times your annual pension) and a widow's/widower's and children benefits.

Admission to the LGPS is automatic for those eligible, however, you may opt out of the scheme if you wish. You should consider carefully the benefits that you would be losing by leaving the LGPS.

### **How much does it cost?**

Your contribution is 6% of the pay you receive for your contractual hours. If you have no contractual hours of employment, contributions are deducted on all the pay you receive. Your contributions are very secure. As the LGPS is set up by Statute, law guarantees payment of benefits to its members.

## **Policies**

The following section of the Induction is an overview of the County Council's policies. It must be noted that they are only an introduction and the full document can be obtained through your line manager or through the Personnel Section.

### **Code of Conduct – Local Government Employees**

Local Government employees are expected to give the highest possible standard of service to the public, and where it is part of the duties, to provide appropriate advice to Councillors and fellow employees with impartiality.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of the service. Employees must report to the appropriate manager any impropriety or breach of procedure.

### **Managing Employee Performance**

The County Council endeavour to promote the highest possible standards of performance from its employees. It is important that employees know what standards of performance their employer expects of them.

The Procedure applies to all employees (excluding those staff working in a school under the scheme of Local Financial Management) who are employed by Ceredigion County Council

The Procedure is designed: -

- a) To help and encourage all employees to achieve and maintain satisfactory standards of job performance; and
- b) To ensure that all employees are treated fairly and consistently and without discrimination.

### **Whistleblowing Policy**

Employees are often the first to realise that there may be something seriously wrong with the way that certain activities are carried out within the Council. However, they may not be able to express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation as a result of their actions. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that staff can do so without fear of reprisals.

## **Internet/Intranet and E-Mail Usage**

These services can be immensely important and useful in accessing data and information from anywhere in the world or from central databases at Ceredigion. They can also be extremely addictive and time wasting unless one is organised and concentrates on the task in hand. Whilst there are no direct connection or usage costs associated with these services, officer time is.

Working hours for Internet use are defined as the hours of 8:45am – 1pm and 1:45pm – 5:15pm. During these periods, the Internet is only to be used for tasks related to Council business and the use of the Internet for personal purposes during these periods is strictly forbidden

## **Health and Safety Policy**

Cyngor Sir Ceredigion County Council recognises and accepts its responsibility for conducting its affairs in such a way as to ensure that, so far as is reasonably practicable its employees, trainees, contractors and the general public are not put at risk.

The Authority will take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of: -

- a) Plant, equipment and systems of work that are safe and without risk
- b) Making arrangements to ensure that the use, handling, storage and transportation of articles and substances are safe.
- c) Providing all relevant and necessary information, instructions, training and supervision to ensure safety
- d) Maintaining all places of work in a condition that is safe and without risk.
- e) Providing and maintaining a safe working environment, and adequate welfare resources

There are also in addition to the general Health and Safety Policy, policies on areas which include:

- ❖ Alcohol and drug abuse
- ❖ Smoking
- ❖ AIDS

## **Disciplinary Procedure**

It is recognised by the County Council that discipline is necessary for the efficient operation of the business and for the health and safety at work of all employees. In order to provide a fair and effective procedure for dealing with disciplinary matters, the disciplinary procedure will apply, other than where an informal reprimand is given for some relatively minor act of misconduct

## **Grievance Procedure**

This grievance Procedure is available for all employees with the exception of those appointed by a School's Governing Body.

The object of the grievance procedure is to provide a means for dealing promptly with any grievance that an employee may have in the course of, and connected with, his or her employment.

## **Flexible Working Hours Scheme**

The overriding principle of Flexible Working Hours is that the general efficiency of the office and the needs generated by the public's demand for service must take priority. Staff are therefore required to arrange with management their times of work bearing in mind current personal workload and the overall pattern of work in the Section or Department

## **Equal Opportunities**

Ceredigion County Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, being married, sex or disability.

As an equal opportunities employer meeting the needs of a bilingual community the County Council believes that it is in its best interests, and all those who are employed by it, to ensure that the talents and skills available throughout the whole community are considered when employment opportunities arise. To this end, and within the framework of the law, the County Council is committed wherever practicable to achieving and maintaining a work force that broadly reflects the local community it serves.

## **Anti Fraud and Corruption**

Fraud and Corruption are defined in CIPFA's publication "The Investigation of Fraud in the Public Sector" as follows:-

*Fraud: The intentional distortion of financial statements or other records by persons internal or external to the Authority which is carried out to conceal the misappropriation of assets or otherwise for gain.*

*Corruption: The offering, giving, soliciting or acceptance of an inducement or reward, which may influence the action of any person.*

In administering its responsibilities in relation to fraud and corruption whether it is attempted on the Authority or from within it, the Authority is committed to an effective anti-fraud and corruption strategy designed to:

- Encourage prevention
- Promote detection
- Identify a clear pathway for legislation

The Authority's expectation on propriety and accountability is that Members and employees at all levels will lead by example in ensuring adherence to legal requirements, and to all Authority's regulations, procedures and practices.

The Authority also expects that individuals, claimants, organisations, suppliers and contractors (service providers) that it comes into contact with will act towards the Authority with integrity and without intent to commit fraud, corruption or malpractice against the Authority.