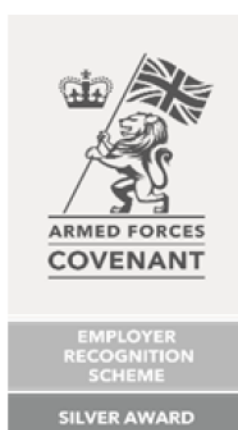






BCP Standard Statement of Appointment Conditions

For all BCP Council employed colleagues



We treat everyone with  **respect** We are  **passionate** about our communities

We have  **integrity** We embrace  **innovation** We take  **pride** in what we do

Introduction

We aim to provide all our colleagues with the information that they need from the outset to understand their job role at BCP Council. Accordingly, this document sets out the standard terms and conditions which apply to your commitment as an employed colleague of BCP Council.

We have an open-door policy and wish to support our colleagues as best we can. If you need any support, please contact your Manager or Supervisor.

Your Employer

Your employer is Bournemouth, Christchurch and Poole Council. Your employer is known as BCP Council.

Our Values

At BCP Council, all our colleagues have a role to play in contributing to the success of our organisation. We are committed to making a difference through our values. You can read more about our values and behaviours on [BCP Intranet](#)

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What is this document?

This is an important document, which you may need to refer to now or in the future. It details standard terms and conditions which apply to all BCP council colleagues. Some terms may not be relevant and applicable to your role, for example: Political restrictions

You should keep it in a safe place along with your Contract of Employment.

The specific terms that apply to your employment (e.g. hours, pay etc) are contained in your separate Contract of Employment. These Standard Statement of Appointment Conditions and your Contract of Employment together form your “Contractual Terms” and are your “written statement of employment particulars” (required under the Employment Rights Act 1996).

You can access the policies referred to in this document on the BCP intranet or Pay and Reward website. If you cannot access, or wish to ask questions please ask your manager, or contact: People & Culture, Civic Centre, Bournemouth, BH2 6DY Email: hrservice.delivery@bcpcouncil.gov.uk

Relationship with Other Agreements (including Collective Agreements)

BCP Council is associated with other local authorities represented on the National Joint Councils, dealing with local government services.

These terms and conditions are based on agreements made through the Pay & Reward 2025 Collective bargaining process resulting in a signed collective agreement with our recognised Trade Unions.

These terms and conditions may change as a result of future negotiations by the National Joint Council for Local Government Services, detailed in the Green Book, and local agreements made with recognised Trade Unions.

National Conditions

Detailed key provisions (Pay and Reward 2025 will provide enhancements to some terms and conditions described) contained within the National Conditions of Service (The Green Book) include:

- Equalities
- Official Conduct
- Training and Development
- Health, Safety and Welfare
- Pay and Grading
- Working Time
- Annual Leave
- Part-time colleagues
- Temporary employees
- Sickness Scheme
- Maternity Scheme
- Reimbursement of expenditure
- Continuous Service
- Grievance Procedure
- Disciplinary procedure

Trade Union Membership and Facilities Agreement

You have a right to join a trade union and take part in its activities.

We support the process and believe in the principle of solving colleague concerns or issues by discussion and agreement. Colleagues' will have the right to appropriate representation at any formal meeting through a People and Culture policy/ process, they are asked to attend.

BCP Council has a Facilities Agreement, which recognises the following trade unions:

- GMB and UNISON for all council colleagues in services and colleagues in support roles in maintained schools.
- ASCL, NAHT, NASUWT, NEU and Voice for school teaching colleagues covered by school teachers pay and conditions document in maintained schools.

BCP Council agrees to allow union representatives time off to undertake certain duties, further information on this can be obtained from:

- GMB – Andy Geeves, GMB Union Side Secretary
andy.geeves@bcpcouncil.gov.uk

- UNISON – unison@bcpcouncil.gov.uk

Under this Facilities Agreement, BCP Council agrees to provide colleagues with the option to have trade union subscriptions deducted directly from their pay. Trade Unions will provide enough information to ensure payroll arrangements run smoothly.

Changes

We will let you know if we plan to make any changes to any terms and conditions that apply to your employment as soon as possible.

This will also apply in the event of major changes, such as under a collective agreement.

Terms of employment

Your role

Your job title and mapped role profile are written in your Contract of Employment. The role profile can be found in the library of role profiles on the [Pay and Reward Website](#)

You may be required to undertake other duties from time to time as we may reasonably require commensurate with your level of work or in emergencies (see below paragraph regarding preparedness for emergencies).

Your manager

You will have been advised who your manager is. On a day-to-day basis you may need to report to a supervisor as nominated and notified to you by your manager from time to time.

Start Date

We have confirmed the date you started in your Contract of Employment. This is the date on which your employment in your current role with BCP Council started.

Continuous service

You may have a different date for when your 'continuous employment' started. This will be reflected in your Contract of Employment. This may be the case if you transferred to us from another organisation, for example an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, which covers local authorities and related bodies. This allows for your service to continue between employers.

The length of your continuous employment is relevant in calculating your entitlement to:

- Maternity leave, or leave concerned with caring for children or other dependants
- A redundancy payment
- Sickness allowance
- Annual leave

Different conditions will apply to colleagues employed on teacher's terms and conditions within BCP Council maintained schools.

If you have had a break in service, for example if you leave but then return to us, previous continuous service will not be counted unless the break was for family leave, in which case the following provision of the Green Book Conditions applies:

Where a colleague returns to local government service following a break for maternity reasons, or reasons concerned with caring for children or other dependants he or she will be entitled to have previous service taken into account in respect of the sickness and maternity schemes provided that the break in service does not exceed eight years and that no permanent paid full time employment has intervened. For the calculation of entitlement to annual leave the eight years' time limit does not apply provided that no permanent full time employment has intervened. If you are returning to us following a break for maternity/paternity reasons, you will be entitled to have previous service with one of the above organisations taken into account in respect of the sickness and maternity schemes. This is provided that the break in service does not exceed 8 years and that no permanent paid full-time employment has intervened.

Probationary Period

A six-month probationary period applies to all new colleagues. This includes those who have joined with continuous local government service (as defined in the Modification Order).

Probationary reviews take place at 1, 3 and 5 months.

For newly qualified social workers employed in Adults or Children's Social Care, please see the relevant ASYE Contract Arrangements which runs alongside the normal Probation process.

For further details please see the Probation Policy available on the colleague intranet.

Your Place of Work

Your normal place of work is set out in your Contract of Employment. However, you may be required to work at any other place within the BCP Council area which we may reasonably require for the proper performance of your duties.

Your normal place of work may be changed on notice (minimum 4 weeks) to any place within the BCP Council area for business needs or due to the discontinuance of use by BCP Council of that location for your work.

Subject to the suitability of your work and the agreement from your Manager, on any day when you are not required to attend your normal place of work or any other specific place to perform your duties, you are permitted to work from any of the BCP Council offices or from your home provided that these are equipped with all necessary IT, communications and other facilities as we consider necessary or desirable for the performance of your duties.

You will not be required or permitted to work outside the UK during your employment with us. You can find more information on [Agile working](#).

Pre-employment Disclosures, checks and Declarations

Medical Clearance

New appointments to BCP Council are made subject to medical clearance, which may include a referral to BCP Council's Occupational Health Provider. This provision does not normally apply to internal appointments where medical clearance procedures have already been carried out. (See also sickness).

Declaration of Criminal Offences

The Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 empowers employers to ask any applicant about "spent" convictions in connection with certain posts and employment.

If the post to which you have been appointed is exempted under the exemptions order of the Rehabilitation of Offenders Act 1974, and you have failed to declare, or in the future do not declare any or all past court convictions, bind overs, cautions or any other judgements or investigations pending, BCP Council may end this or any subsequent contracts of employment.

Therefore, if any of the above has occurred either prior to, or during the course of your employment, it must be declared in writing to the Director of People & Culture. In addition, all colleagues during the course of their employment must also advise their Director of service in the event of them being charged with a criminal offence which (if proven) would be incompatible or inconsistent with their duties to the Council.

Those colleagues with substantial access to children and other vulnerable groups must therefore disclose details of court convictions / bind overs / cautions.

New colleagues in employment where BCP Council considers criminal record screening appropriate will be required to give consent to a check by the Disclosure and Barring Service (DBS). This also applies to volunteers and contractors. DBS checks are also carried out for existing colleagues in the following circumstances:

- a) When a colleague/volunteer/contractor who is already working with BCP Council moves to a post working with a vulnerable group for the first time
- b) Where a colleague/volunteer/contractor who has undertaken a disclosure to work solely with either children or vulnerable adults, changes to work with the other group
- c) Where there is a legal requirement to re-check individuals on a regular basis
- d) Any other circumstances where the Head of Service or Head teacher considers the post presents a particular risk or if serious allegations are made against an individual or new information about an individual comes to light

It will not be necessary to re-check existing colleagues who move between posts in the same or another Service Unit or between Service Units and Schools providing they have an

appropriate DBS disclosure and there has been no break in the continuous service and none of the conditions in A-D above apply.

Any information given will be treated confidentially and only assessed in relation to the particular duties and responsibilities of the post(s).

In the event of any information being inconsistent with that provided by the DBS, it would normally be the subject of a discussion with the colleague/prospective colleague concerned. Where the DBS record is inconsistent with the information provided by the colleague, this may lead to the end of your employment.

Colleagues during the course of their employment must advise their Director of Service / Headteacher (Director of Service/ Headteacher or above to advise a more senior colleague/ Governors) in the event of them being charged with a criminal offence which (if proven) would be incompatible or inconsistent with their duties to BCP Council.

It should be emphasised that a criminal offence will not necessarily of itself render a colleague unsuitable for appointment. This will depend on the nature of the offence and other circumstances. However, failure to disclose a criminal offence may lead to the end of your employment, including the possibility of summary dismissal.

Training and Development

At the core of our learning organisation model is the principle that learning is the responsibility of the organisation, the team and the individual. All colleagues are required to complete a core set of mandatory training modules as part of their induction. Your manager will provide you with details of these modules and support you in planning your learning.

We are committed to supporting your development throughout your time with us and encourage you to engage in regular development conversations with your manager. These conversations will help identify learning needs, career aspirations, and opportunities to build your skills and confidence.

Your Pay and Benefits

Pay and grading

You will be paid monthly by BACS transfer on 28th of each month or the last banking day before it if 28th falls on a non-banking day. No payment methods other than BACS transfer are available.

Pay Bands for positions are determined through the application of a job evaluation scheme which meets the requirements of the Local Government Services National Agreement 1997. BCP Council use the Hay methodology for job evaluation.

If on leaving employment with BCP Council you are due pay from a backdated pay award, you will need to write requesting this payment to payroll.team@bcpcouncil.gov.uk confirming your address and bank details.

Recovery of Overpayments

As a colleague, you are responsible for checking your payslip each month for any discrepancies and promptly notify the Payroll Team if you notice an underpayment or overpayment. Failure to inform the Payroll Team of any overpayment may be considered misconduct, depending on the circumstances and the scale or visibility of the overpayment, and could result in formal disciplinary action. In serious cases, BCP Council may refer the matter to the Police.

BCP Council reserves the right to make deductions from your pay if you have been overpaid or owe any other sums to the Council. In the event of an accidental overpayment, whether due to administrative error or otherwise, the Council may recover the overpaid amount by making deductions from future pay, subject to reasonable notice and agreement on the repayment schedule. Such deductions will be made in accordance with Section 14 of the Employment Rights Act 1996. The Council will work collaboratively with you to establish an equitable and reasonable repayment plan, particularly where the overpayment is significant or recovering the full amount at once would cause financial hardship.

Career grades

If your role forms part of a career grade, this will be included in your contract of employment. Career grades define different levels of competence, skills, and pay within a series of jobs, using a career matrix to structure progression.

Career grades should only apply to roles that are hard to recruit to or to support a transition from an apprenticeship.

Colleagues are expected to progress to the top of a career grade once full competence has been met and evidenced against each level of the agreed matrix. Colleagues will be required to attend relevant training and development to support them to progress.

Career grade progression must have a sequential increase in pay bands, for example a Social Worker cannot move from Social Worker I to Social Worker III. Normal recruitment processes will not apply, however, if there is more than one individual who has achieved the relevant level of competence to move up to the next career pay band, and there is not sufficient work available at that level, then a selection process may be undertaken.

There will be fair and consistent application and management of career grades across BCP Council. Career grades are available to both full time and part time colleagues.

Career pathways

Career pathways identify a roadmap for career progression, depending on a colleague's personal aspirations or ambitions. Career pathways can be used to identify the training and support a colleague might need in order to progress in their career.

When a vacancy or higher level of work becomes available, colleagues are supported to evidence their achievements and competence.

Career pathways differ from career grades as there is no contractual expectation to progress to the top of a career pathway. Progression through a career pathway is subject to competitive and fair recruitment procedures.

Additional payments (*role dependant*)

Depending on your role with BCP Council, you may undertake work at a time outside normal standard working time, for which you may be entitled to receive payments on top of your basic pay. If you are, and it is a contractual requirement, this will be noted in your Contract of Employment. If it is not stated in your Contract of Employment, you may undertake work outside normal standard working time on a voluntary basis. The rates of pay either way are the same and detailed within Pay and Allowances policy.

Additional allowances are calculated according to your hourly rate of pay in line with the Pay and Allowances policy

Additional allowances (excluding salary supplements) do not apply to colleagues at Band 12 and above (unless by exceptional circumstance, and only with evidence of business rationale and approval from the Corporate Director).

Expenses

We shall reimburse the cost of travel and subsistence expenses in line with our [Travel and Subsistence policy](#).

Your Time

Hours

BCP Council's standard working week is 37 hours Monday to Friday (equivalent to 7.4 hours per day exclusive of unpaid rest breaks) between the hours of 8am and 6pm.

Your specific contracted weekly hours are specified in your Contract of Employment. Your working pattern or rota is determined by your Line Manager.

Work Life Balance

BCP Council strives to support colleagues in achieving a healthy balance between work and home life. A number of our policies support these values and commitments – refer to [Work Life Balance](#) on the intranet.

Annual Leave

Our annual leave year runs between 1 April and 31 March. The annual leave entitlement is 28 days, this rises to 31 days after two years' continuous service. Pro-rata for part-time colleagues.

This is additional to the usual public holidays in England and Wales. Full details can be found in the [Annual Leave & Time Off policy](#)

Part time colleagues:

Where part time colleagues work more than their contractual hours but up to 37, they can claim additional annual leave through an annual leave adjustment form or claiming the annual leave by timesheet. Hours above 37 per week do not attract a leave entitlement.

For part-time colleagues and colleagues with a contract of less than 52 weeks (e.g. term time only) specific leave provisions apply.

Term time only colleagues:

For colleagues working term time only, paid weeks include the full entitlement for the number of weeks worked and all leave will usually be taken outside term time.

Requesting Annual Leave (all colleagues except colleagues on term time only contracts):

The normal notice for requests to take annual leave is a minimum of 1 week for each week of leave requested.

We may require you to take (or not to take) annual leave on particular dates, including during your notice period.

Pay whilst on annual leave

You will be paid your base pay for all authorised annual leave. Colleagues who receive additional salary supplement payment will be entitled to such payments during annual leave.

What happens when you leave us

We understand you may leave in the future, so we want you to be aware of key considerations when planning your departure.

If you are not able to take any of the re-calculated annual leave based on the proportion of the time you have worked in the annual leave year before your departure, we'll include payment instead of any untaken annual leave in your final pay. Similarly, if you've taken more annual leave days than you've accrued upon leaving, we'll deduct a sum reflecting any annual leave taken in excess of your entitlement from your final salary.

The amount of such payment or deduction shall be calculated according to the formula in regulation 14 of the Working Time Regulations 1998.

Except in cases where your employment with us ends, we will not provide payment instead of unused annual leave.

If we dismiss you without notice (e.g. for gross misconduct) or if you have resigned without giving us the required notice, any payment instead of annual leave will be limited to your statutory entitlement under the Working Time Regulations 1998. If you have taken annual leave, these days will be deemed to have been taken in satisfaction of that statutory entitlement.

Please refer to the [Annual Leave and Time off policy](#) for full details on all leave provisions.

Other Paid Leave

BCP Council offers the following types of paid leave. Your entitlement to this depends on you meeting any statutory eligibility requirements and BCP Council's rules on each type of leave:

- maternity leave
- paternity leave
- adoption leave
- neonatal leave
- shared parental leave
- compassionate/ bereavement leave.
- time off for public duties and volunteering (volunteering must be approved and through Community Action Network)
- time off for reservists training.
- time off for election duties.
- carers leave.
- disability leave.

Unpaid leave

In addition to paid leave, we also offer the following types of unpaid leave to colleagues. Your entitlement to this depends on you meeting any statutory eligibility requirements and BCP Council's rules **on** each type of leave:

- parental leave.
- time off for dependants.
- study leave.
- time off for GP and Dental appointments (some medical appointments are paid at Manager's discretion)

We also have an unpaid leave option, where we allow colleagues to take unpaid leave in exceptional circumstances. However, annual leave should be utilised first where possible.

Further detail on all types of leave, paid and unpaid can be found on BCP Council's [Annual Leave and Time off policy](#)

Sickness

Pay related to sickness is set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and the Sick pay conditions documents.

Reporting an absence due to sickness

Colleagues must:

- report directly to their manager, or another manager if their manager is unavailable (where possible, contact should be made in person by telephone, where this is not possible contact by another means (e.g. via Teams message, text or email will be acceptable)
- give as much notice as possible of their absence, and notification must be no later than 30 minutes of their normal start time on the first day of absence

- indicate in general terms what the reason for the absence is
- indicate how long they anticipate their absence lasting
- say whether they intend to consult their GP.

Please refer to [BCP Council's Attendance and Wellbeing at Work Policy](#) for details on procedures and support available.

Details of [Sick Pay Entitlement](#) and [Sick Pay Conditions](#) can be found on the BCP intranet.

Maximum sick pay allowances are as follows:

During 1st year of service	1 month full pay and (after completing 4 months' service) 2 months' half pay
During 2nd year of service	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th and 5th year of service	5 months' full pay and 5 months' half pay
After 5 years' service	6 months' full pay and 6 months' half pay

If you have been absent from work for a prolonged period, and you return to work on a phased return, you may be eligible to receive full pay for up to 4 weeks of your phased return to work.

If you are off work due to an injury sustained as a result of an accident caused by a third party and you receive compensation for this, you must notify BCP Council of this and refund to BCP Council compensation recovered by you relating to the loss of earnings for the period of absence in order to reimburse BCP Council for the amount paid to you during the period of absence.

Colleague Benefits

Pension Scheme

Local Government Pension Scheme (LGPS)

Entry to the Local Government Pension Scheme is automatic for colleagues under the age of 75 and with a contract of more than 3 months. Colleagues with a contract for less than 3 months may elect to join the scheme by completing and returning a pension membership form.

A short colleague's guide can be found on the Dorset Pension Fund website at: [Home | Dorset Pension Fund](#) or the National Teachers Pension website: [Member Hub | Teachers' Pensions](#)

Youth and Community Workers and Tutors (not available to new starters)

Depending on your role you may be eligible for membership of the Teachers Pension Scheme and will be automatically remain in the Teachers Pension Scheme but may then choose to opt out.

Details of the Teachers Pension scheme were sent to colleagues on commencement of employment. Further information is available at www.teacherspensions.co.uk

Pension - Death in service

A Death in Service benefit is available if you are an active member of either the LGPS or the Teachers Pension Scheme. The benefits provided differ depending on which of the pensions schemes you are a member of.

If you die in service as a member of the LGPS the following benefits are payable:

- A lump sum death grant of three times your assumed pensionable pay.
- Pensions for eligible children.
- A spouses, civil partners or, subject to certain qualifying conditions, an eligible cohabitating partners pension.

If you die in service as a member of the Teacher's Pension Scheme the following benefits are payable (depending on the type of scheme you are a member of):

- If you're in the career average scheme, a death grant of three times your final full-time equivalent salary (at your date of death) will be paid;
- If you're in the final salary scheme, the death grant would be three times your final average salary; or
- Your surviving spouse or civil partner will automatically receive your death grant unless you make a death grant nomination.

Flexible colleague Benefits

You can find full details on our wide range of flexible attractive non-contractual benefits on: the Pay & Reward website: www.bcppayandreward.co.uk

Our Careers site www.workingforbcp.co.uk where you can access the [More than just a job brochure](#).

Our Codes, Rules and procedures

Code of Conduct

BCP Council has adopted a [Code of Conduct](#) which sets out rules relating to matters including personal interests, gifts, hospitality, private work and other employment.

The Code applies to every employed colleague of the Council. If you require a printed copy please ask your manager or you can access a copy on the intranet or Pay and Reward website.

Polygamous working (multiple full time jobs held simultaneously)

You shall not work for anyone else while you are employed by BCP Council without our prior written approval.

If you already have secondary employment or business activities, you must disclose this to BCP Council. Failure to declare such activities may result in disciplinary action, up to and including your employment being ended.

Other work

No colleague shall undertake any **private work** or give private advice if it is in any way related to the work of BCP Council, unless they have first obtained the consent of their Director of service. BCP Council has a responsibility to ensure that private work does not conflict with the best interests of the Authority and the public and it retains the right to control or limit such activities.

No colleagues of BCP Council may operate, own or otherwise participate in the running of a private residential or equivalent care establishment.

You may not either during or after your last day of working **divulge any information** known or made available to you through your employment unless you are required to do so under legal process or the discharge of your duties.

BCP Council colleagues must not discuss or correspond about any Council policy, business, or property in a private capacity without approval from their Director of service.

Driving on BCP Council Business

Colleagues who drive on BCP Council business should familiarise themselves with our [Safer Driving for Work Procedure](#) (available on the intranet) and must abide by the obligations and requirements set out in this document.

ICT Policies

If your role requires use of BCP Council's IT systems, software or applications, you must comply with BCP Council's [ICT Security Policy](#) and [email use](#) and other ICT user Policies. By having access, you are deemed to have read and agreed to comply with these. A copy of these policies can be accessed on the BCP Council's intranet. Private use of BCP Council's IT systems is permitted within reasonable parameters and not during working hours. If you are unsure or need further clarity, please discuss with your manager.

Discipline

BCP Council applies its Disciplinary Rules and Procedure, which was prepared in consultation with the recognised trade unions. A copy can be obtained on the BCP intranet, or from your Manager.

Full details can be found in [Disciplinary Policy](#) & [Disciplinary Procedure](#)

We reserve the right to suspend you with pay for no longer than is necessary to investigate any allegation of misconduct against you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.

Grievances

Whilst there is an informal and a formal process, it is hoped that formal grievances can be avoided through effective communication and early discussion between colleagues and their immediate supervisors/ managers.

If the matter has not been resolved informally and the colleague wishes to raise the matter formally, they should set their grievance out using the grievance form.

Full details can be found in our [Grievance Policy](#) and [Grievance Procedure](#)

Data Protection

We will collect and process information relating to you in accordance with the [Privacy notice](#).

You must comply with our Data Protection policy when handling personal data in the course of employment including personal data relating to any colleague, worker, contractor, customer, client, supplier or agent of BCP Council.

Failure to comply with the Data Protection policy may be dealt with under our Disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Further information can be found in our [Information Governance Policy](#).

Confidential Information

Whilst you are working with us you will deal with confidential information. "Confidential information" means any information about the operations or affairs of BCP Council or any of its contacts. It includes matters which are not in the public domain.

Both during your employment with us and after you have left, you must not use or disclose any confidential information to any person. However you are permitted to disclose or use confidential information in the below circumstances:

- a) where the use or disclosure of confidential information has been authorised by us, is required by law or is carried out in the proper course of your duties; or
- b) to make a 'protected disclosure' (i.e. whistleblowing).

Politically restricted roles

If you are employed in a role which is deemed to be 'politically restricted' we have advised you in your contract of employment. You are prevented from:-

- Holding or standing for elected public office (except Town or Parish Councils.) You cannot hold or stand for any of the following positions:-

- local councillor
 - Member of Parliament
 - Member of the European Parliament
 - Member of the Welsh Assembly
 - Member of the Scottish Parliament
- Acting as an election agent or sub-agent for any candidate for election.
 - Canvassing on behalf of a political party or a person who is, or proposes to be, a candidate for election.
 - Speaking to the public or publishing any written or artistic work (including on social media) that could give the impression you are advocating support for a political party.

There is provision for officers below Head of Service to seek exemption from this restriction from the Local Standards Committee. In the first instance you should write to the Chief Executive.

Furthermore, during your employment, you will be restricted from disclosing or using any information or matter known or made available to you by reason of your employment relating to BCP Council's contract strategy, pricing policy and performance, unless you are required to under legal process or as necessary for the discharge of your duties. Link to Transparency Code page where full list of politically restricted roles are displayed with exemptions for post holders and details of right to appeal.

Preparedness in emergencies

In accordance with the Council's statutory obligations and public duty to ensure resilience and preparedness for emergencies, all colleagues may be required, at the discretion of the Council, to temporarily undertake alternative duties in response to emergency situations.

This may include, but is not limited to, staffing emergency communication centres and hotlines, providing humanitarian assistance, supporting accommodation and financial aid efforts, maintaining accurate records of affected individuals, and assisting with public communications including door knocking.

The Council will provide appropriate training and support to enable colleagues to fulfil these responsibilities effectively.

Professional Registration and Membership

If your role requires you to have a professional registration or membership with a recognised regulatory or professional body it is your responsibility to ensure that such registration or membership is maintained and kept up to date at all times. This includes complying with any renewal processes, continuing professional development (CPD) obligations, and other requirements set by the relevant body.

Failure to maintain the required registration or membership may result in you being unable to lawfully or professionally carry out the duties of your role. In such circumstances, the council may place you on a period of unpaid leave until your registration or membership is reinstated. Further action may also be considered in line with the council's policies and procedures, including disciplinary action, where appropriate.

Uniform

Where a uniform is required as part of your role you will be provided with your own appropriate personal uniform which must be worn during all periods of duty. All clothing must be kept clean at all times

Identity Badge

Colleagues are required to wear an identity badge with photo showing your name and service unit. This should be worn in all Council buildings, and in line with arrangements within your service.

Travel requirements

You must be able to fulfil any travel requirements in order to carry out the course of your duties.

Moving on

Your notice to end employment

We understand you may choose to leave us, but we ask that you give prior written notice of your intention to do so. Please send a letter (or email) to your Manager or Head of Service. We ask that you give reasons for your decision to leave us so that we can understand your decision. As a minimum, we ask you give:

If you are a Band 1-7 colleague	–	1 month
If you are a Band 8 and 9 colleague	–	2 months
If you are a Band 10 and above colleague	–	3 months

If your last working day is a Friday you will be paid up to the Sunday. If you are joining another Local Authority, please ensure that your last day of employment with BCP Council is the day before you commence your new post.

Example: Your last day should be a Sunday if you are starting on the Monday.

Once your resignation letter has been received, it will be acknowledged in writing as soon as possible.

We value each colleague and strive to foster a positive and inclusive work culture that promotes colleague engagement, performance, and well-being. It is helpful to understand why a colleague has chosen to leave therefore, each colleague will have an opportunity to complete an exit questionnaire.

If you decide to leave us and still owe money to BCP Council (for example, a Cycle to Work Scheme loan), we may deduct the amount you owe from your final salary or any other payments due to you.

The People and Culture team will let you know how much you owe before you leave. You must either:

- Pay the full amount before your final payday, or

- Agree to have it taken from your last salary payment.

Our notice to end your employment

On occasions where we need to end your employment with us, we will give you either the notice period entitlement that you qualify for above; or as outlined below, whichever is longer:

- During the period of probation and with no continuous service - 1 week's notice
- Up to 4 years continuous service - 4 week's notice
- 5 years or more but less than 12 years continuous service - a minimum notice period of 1 week for each complete year of continuous service
- 12 years or more continuous service - a minimum notice period of 12 weeks

Pay in lieu of notice

The council reserves the right to end your employment immediately, without requiring you to work your statutory or contractual notice period, by making a payment in lieu of notice (PILON). This payment will be equivalent to your basic salary you are entitled to for the duration of your notice period, subject to deductions for tax and National Insurance.

PILON will be paid as a lump sum. You have no automatic entitlement to PILON unless the council chooses to exercise this right, which may be used in cases of a conflict of interest, commercial matters, inappropriate or unprofessional conduct, business need, if you cease to be entitled to work in the UK or by mutual agreement.

Next Steps

We are very much looking forward to continuing to work with you and hope you enjoy your time with BCP Council.