



Employee Handbook



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Welcome

Starting any new job can be challenging so we want to welcome and support everyone who joins our Council and make the early days as smooth and enjoyable as possible.

Every new member of staff will have an induction made up of different elements. Your manager will discuss with you how your induction will run and who will be involved.

You will probably have lots of questions as you settle in. Our induction handbook, which you will be provided with when you commence with the Council, will hopefully answer many of these but please feel free to ask your manager, other team members or a member of our HR Team who will be happy to help.



Section 1: Introduction To Clackmannanshire Council

The Council

Clackmannanshire is Scotland in miniature – magnificent scenery, a turbulent history and welcoming people. We may be the smallest mainland county in Scotland, but we have some big ambitions. We aim to deliver the best services possible to the 51,000 people we serve. We aim to be innovative and to work in partnership with other organisations to achieve our goals.

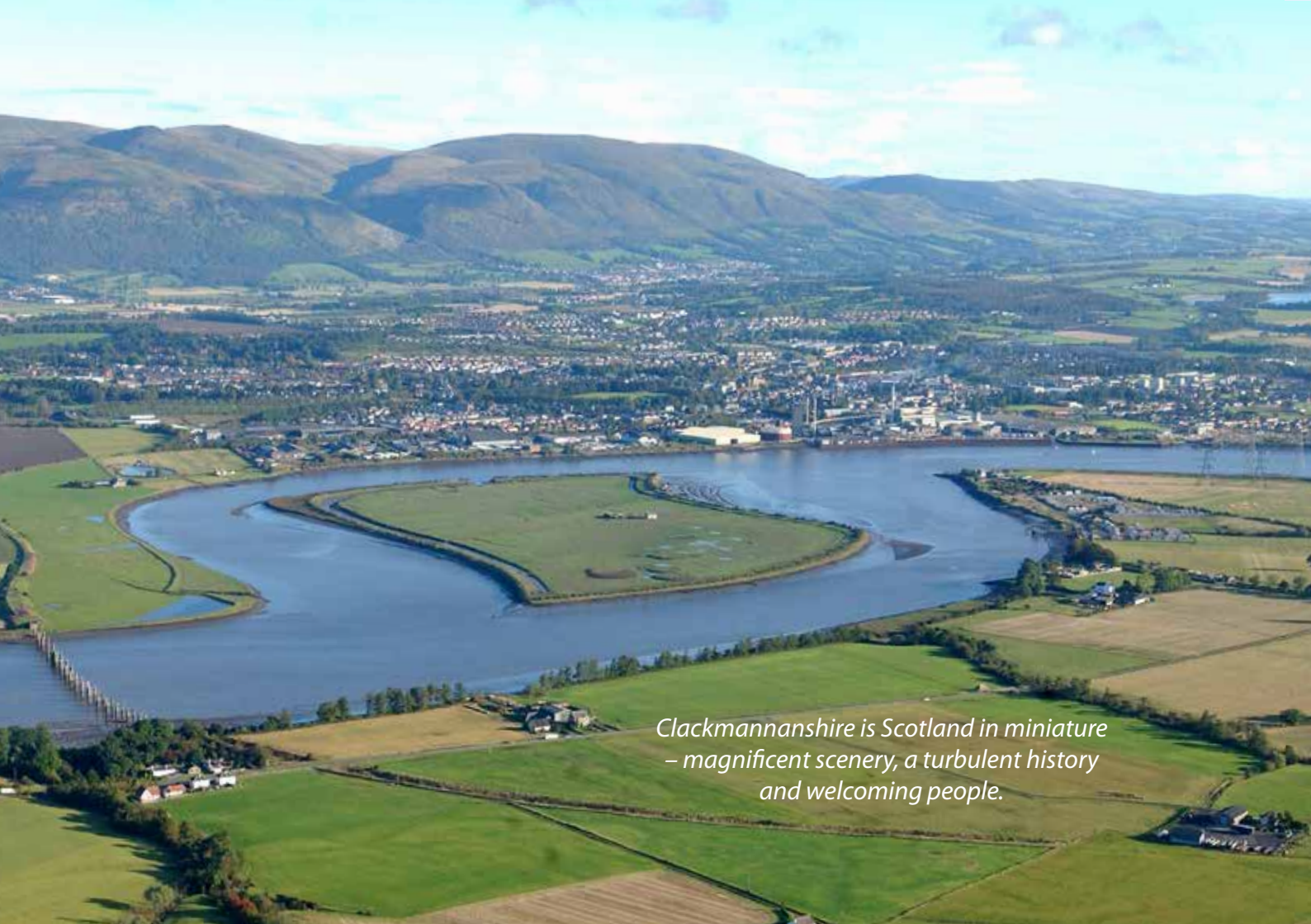
We've already achieved a lot – our work with economic development partners has already led to some dramatic transformations in the area, and while the industries that the area once relied on have declined in recent years, new business accommodation is attracting a growing numbers of new firms. Clackmannanshire's central location and ever improving transport links mean that Edinburgh, Glasgow, Perth and Stirling are in easy reach.

As a Council we are committed to improving the lives of everyone who lives, works and visits Clackmannanshire. We are also committed to improving the way we engage with our employees, residents, communities and other stakeholders, and in doing so, developing and modernising the way we provide services to our citizens.

The Council regards itself as a good employer. We demonstrate this in many ways including implementation of the Living Wage in 2013, working closely with our Trade Unions on all aspects of employment, and adopting and promoting flexible working practices.

We are committed to maintaining and enhancing our reputation as a good employer, and as an employer of choice. This is significant, as to achieve the Priorities in our Corporate Plan we need to ensure our success in continuing to attract and retain the right number and quality of employees.

We also supply a diverse range of services to our citizens. These services range from roads maintenance to social care, and need a similarly diverse range of staff to provide them.



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Our Vision, Outcomes, Priorities and Values

Be the Future

Our Vision	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire..	
Our Outcomes	<ul style="list-style-type: none"> ● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all. ● Our communities will be resilient and empowered so that they can thrive and flourish ● Our families; children and young people will have the best possible start in life. ● Women and girls will be confident and aspirational, and achieve their full potential. 	
Our Priorities	Inclusive Growth, Jobs & Employability	Reducing Child Poverty
	Raising Attainment	Sustainable Health & Social Care
	Empower Families & Communities	Organisational Transformation
Our Values	Be the CUSTOMER	Listen to our customers, communicate honestly and with respect and integrity.
	Be the TEAM	Respect each other and work collectively for the common good.
	Be the LEADER	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	Be the COLLABORATOR	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	Be the INNOVATOR	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	Be the FUTURE	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

Chief Executive

Clackmannanshire Council's Chief Executive is Nikki Bridle.

The Chief Executive is the senior manager who leads and takes responsibility for the work of the staff of the Council. The Chief Executive provides leadership, vision, strategic direction, and effective management of the Council.

Strategic Leadership and Extended Strategic Leadership Team

The Strategic Leadership Group comprises the Chief Executive and 3 Strategic Directors. The extended leadership group includes the statutory post holders i.e. S95, Monitoring Officer, Chief Education Officer and Chief Social Work Officer. These groups are committed to delivering results and meeting community, employee and service needs.



Nikki Bridle,
Chief Executive

Strategic Directors



Fiona McOmish
People



Pete Leonard,
Place



Stuart Crickmar,
*Partnership and
Performance*

Council's Statutory post holders



Lindsay Sim,
Section 95 Officer



Lindsay Thomson,
Monitoring Officer



Lorraine Sanda
*Chief Education Officer
(Interim)*



Fiona Duncan,
Chief Social Work Officer

People

The People Portfolio is responsible for direct personal support to individuals, families or groups of individuals with specific needs and is predominately comprised of Education and Social Services.

Place

The Place Portfolio is responsible for the development of the area, protection and enhancement of the environment and provision of facilities for others. It is predominately comprised of Development and Environmental Services and Housing.

Partnership and Performance

The Partnership and Performance portfolio is responsible for supporting other divisions to deliver their priorities and the organisation. It comprises, amongst other functions, Finance, Legal, HR, IT, Procurement, Revenues as a whole.

Section 2: Principal Terms And Conditions (Single Status / Craft)

Terms and Conditions of Employment

Your Statement of Particulars of Employment (“Contract of Employment”) provides details of your grade and salary and also details the terms and conditions of employment applicable to your post.

Full terms and conditions of employment can be found in Clackmannanshire Council’s Single Status and Craft Agreements and the Scottish Joint Council for Local Government Employees National Agreement on Pay and Conditions of Service. (“Red Book”)

Future Changes

If any changes to terms and conditions arise in the future through local or national agreements or arrangements, then these will be automatically incorporated into your terms and conditions. You will be notified of any such changes through CONNECT (the Council’s intranet site) and through your manager.

Policies, Procedures and Schemes

Where reference is made within this Employee Handbook to a specific policy, procedure or scheme you can obtain the full document from CONNECT or Human Resources.

General

Information within the Employee Handbook details the terms and conditions of employment for full-time employees. If your job is part-time a number of conditions, for example annual leave, public holidays, and salary will be prorated to hours worked. Further details relevant to you will be contained within your Statement of Particulars.

The following provides information on our normal working hours, normal salary payments and additional salary payments.

Working Week

The Council currently operates a standard working week of 7.00 a.m. to 8.00 p.m. Monday to Friday. Your working hours will be within these hours unless specifically provided otherwise and your Statement of Particulars will detail your normal working hours and pattern.

Changes to Working Hours

Your hours of work are contractual and are outlined in your Statement of Particulars. It is recognised that to meet operational service requirements we need to operate various working patterns. Any changes to working arrangements (rosters or working patterns) would only change, in accordance with current consultative arrangements. Changes to working hours or patterns would be proposed by your manager and would only be introduced once consultative procedures have been concluded.

Working Time Regulations

The Working Time Regulations 1998 (Amendment 2003) provide you with basic rights and protection in terms of your working hours. We fully comply with the regulations and would not expect you to work longer than the 48 hour week time limit (an average of 48 hours per week over a 17 week period), unless you have signed a declaration confirming that you have chosen to opt out of the weekly limit. If you have more than one job (including any work outside the Council), and the combined hours are likely to be more than 48 hours, you must agree this with your manager and sign an opt out declaration. Any legislative changes to the Working Time Regulations will be implemented within the Council.

Breaks

In line with legislation if you are required to work more than 6 hours continuously you have an entitlement to a minimum unpaid meal break of 20 minutes.

Pay and Grading

The Council's current Pay and Grading Structure is attached at Appendix 1. These Pay Scales will be updated and published when any national settlement is agreed, or adopted by the Council.

Job Evaluation

As part of the Council's commitment to ensuring pay equality all posts in the authority covered by the Single Status/Craft agreement were evaluated using the Scottish Council's Job Evaluation Scheme. This scheme was endorsed by both sides of the Scottish Joint Council for Local Government Employees and:

- Complies with the Equal Pay Act
- Is free from sex bias
- Follows the ACAS Code of Practice on job evaluation
- Adopts accepted best practice
- Is based on recognised statistical techniques

All posts were and are evaluated using the Convention of Scottish Local Authorities(COSLA) Gauge software by trained Job Analysts who will consider a full range of post information prior to agreeing a grade for a post. All post grades are in line with the agreed Pay and Grading Structure for the Council.

Pay Frequency

Your salary will be paid by BACS transfer direct into your Bank or Building Society on the pay frequency detailed in your Statement of Particulars.

Salary Placement on Appointment

Salary placement is normally to the minimum point of the salary scale. In exceptional circumstances, placing above the minimum point of the salary scale may be considered to take account of an individual's employment history, skills, competencies and experience.

Incremental Progression

Subject to satisfactory performance, salary progression through the Grade is by one incremental point each 1 April until the maximum point in the Grade is reached. The first incremental increase following appointment, promotion or regrading is awarded as from 1 April each year, except in the case where the appointment, promotion or regrading is made between 1 October and 31 March in any year. In these circumstances you would be entitled to an increment after 6 months service in the post (i.e. entered service 15 October, increment payable from 15 April, the following year).

Flexible Working Hours Scheme (Flexi)

A flexi-hour scheme operates in a number of our service areas. Your Line manager will be able to advise you if the scheme operates within your particular area. The scheme allows employees more freedom to balance their working and personal lives. Your manager can work with you to agree working times that will suit both the needs of the service and yourself. Check the Flexible Working Hours Scheme for full details on how the scheme works.

Overtime Working

The Council discourages work in excess of standard hours and you should not be required to consistently work overtime. In order to ensure effective monitoring of overtime the Corporate Management Team have agreed, in consultation with our recognised Trade Unions, a set of protocols that must be adhered to in relation to overtime working.

Where overtime working is unavoidable overtime will be paid at time and a half for all hours worked in excess of 37 hours in any week, including Sunday and Rest Day Working.

Sleep-In Duty Payment

In circumstances where no officer is required on waking night duty, and is rostered to sleep on the premises payment will be made based in an 8 hour shift paid at the Living Wage rate.

Standby

If you are on standby as a requirement of your Statement of Particulars, you must be ready, contactable and be available for immediate call out for duty, if and when required at any time outwith normal working hours.

Standby Payments/Disturbance Payments

Payments for standby, call out and disturbance are available from HR and are in line with SJC Conditions.

Responsibility Allowance

It is recognised that in delivering excellent services there may be a requirement for an employee to undertake a more senior role on a temporary basis (for example to cover long term absence) in this event you will be eligible for a responsibility allowance.

This allowance is not usually paid to cover short term absence such as annual leave, unless there are service delivery requirements. In all cases the temporary nature of the additional role will be discussed with you. You would only be asked to undertake a more responsible role if you have the required competencies/skills to undertake the role. If you are asked to temporarily act up to the duties of a higher graded post you will receive the grade for the higher post, if the full duties (or as comprehensive a range as could be reasonably expected) are undertaken. If the full duties are not undertaken an allowance based on a % of duties undertaken will be paid. The responsibility allowance will normally be paid from the first working day of undertaking the higher duties. Payment of the allowance will be calculated on the bottom of the scale of the higher level post and would be paid as a daily allowance for the number of working days the role is undertaken.

First Aid Allowance

If you are designated by the Council to provide first aid as an extra responsibility you will be paid the nationally agreed allowance. You will require to hold and maintain a valid First Aid Certificate and provide evidence of this to your line manager. The current payment is detailed in Appendix 2.

Transferring to a Different Workplace

Where the Council requires you to move your place of employment, excess travel costs will be paid to you for a period of 3 years, based on:

- The move must require a minimum of 4 additional miles travelling per day.
- If a private vehicle is used, payment will be 20p per mile, or The excess cost of public transport will be re-imbursed.
- The option to receive this in a lump sum to help meet the cost of a early or quarterly ticket.

Subsistence

Meals and accommodation will be paid where there is prior agreement with your line manager that this is necessary. The cost of meals will be reimbursed based on the actual expenditure up to a maximum of £4 for breakfast, £7 for lunch, £10 for dinner and £80 for overnight accommodation.

Travel

The Council will reimburse you for any reasonable travel incurred in the course of your duties. Guidance on travel and travel claims can be found in the Council travel policy.

We give all our employees a generous holiday entitlement, which exceeds the statutory entitlement.



Holiday Entitlement

All local government employees receive a minimum of 28 days holiday entitlement, rising by a day for each complete year of service upto a maximum of 33 days after 5 years continuous local authority service (or recognised service within the Redundancy Modification Order).

The annual leave year begins on 1 April and ends on 31 March. With the agreement of your Strategic Director you may carry forward a maximum of 5 days leave which should be taken by 30th June.

If you join the council or leave the Council part way through the year, your entitlement will be proportionate to your completed service during the leave year.

3 days of annual leave is required to cover the period between Christmas and New Year when the Council is closed. The only exceptions to this are staff required for emergency cover or provide a statutory 24/7 service.

Rewarding Other Local Authority Service

If you join us directly from another local authority, or a body on the Redundancy Modification Order, you will be pleased to know that your service with your previous authority/body may be recognised for the purposes of enhancing certain of your service entitlements such as annual leave, maternity pay, sickness allowance, and redundancy pay.

Public Holidays

In addition to annual leave there are currently 7 fixed public holidays throughout the year. If you work part-time your public holidays will be pro-rata. The 7 fixed public holidays as shown below:

- New Year's Day (or next working day)
- 2 January (or next working day)
- Good Friday
- Easter Monday
- May Day (first Monday in May)
- Christmas Day (or next working day)
- Boxing Day (or next working day)

Work on a Public Holiday

If you are required to work on a public holiday as part of your normal working week you will be paid at double time and time in lieu (to a maximum of 1 days full time hours) for the time worked.

Special Leave

We will consider requests for leave, other than holidays, which come up from time to time. This may include granting paid or unpaid special leave or asking you to take annual or flexi leave to cover the time. The list below shows the sort of things we will consider:

Bereavement

Compassionate leave following the death of a near relative e.g., partner/son/daughter/ mother/father will be granted with pay for a period not in excess of five working days.

In other circumstances where you are the immediate survivor of a deceased person and required to make the necessary arrangements for the funeral - winding up the estate etc. a total of three working days with pay will be granted for this and attending the funeral.

Otherwise, leave with pay to the extent of one day will be granted to allow you to attend a funeral of a close relative. Any additional time necessary due to the funeral being outwith the area would be granted without pay. (Annual/Flexi Leave may be used)

Leave with pay to the extent of one half day will be granted to allow you to attend the funeral of a close friend. Such leave will be closely monitored.

Medical Treatment

You will be granted such reasonable time off without loss of pay as is required for the purpose of preventative medical examination. Reasonable notice and service needs must be taken into consideration when appointments are being made.

We will give you paid time off to attend hospital appointments.

For routine appointments for medical treatment we would expect you to arrange this outwith working hours or by using flexi-time.

Jury and Witness Service

If you receive a summons to serve on a jury you must report the fact to your manager and shall be granted special leave with pay to attend, unless an exemption is secured by you

In every instance you must obtain a form from the courts for expenses and loss of earnings which is completed by Payroll, detailing your level of pay. At the end of the jury service you are entitled to retain the expenses element of the claim, but the loss of earnings element must be handed over to Payroll.

Staff Elected or Appointed to Local Authorities

We recognise our obligation to allow facility time to staff, who are elected or appointed to Local Authorities in terms of Section 50 of the Employment Rights Act 1996 as qualified by Section 10 of the Local Government and Housing Act, 1989. Subject to certain provision (available from Human Resources) we will grant reasonable time off to enable staff who are councillors to carry out the normal duties of the office to which they are appointed.

Parliamentary Candidate Duties

Time off for parliamentary duties is limited to those staff nominated as parliamentary candidates including the Scottish Parliament.

The period of absence for carrying out parliamentary duties is limited to the period immediately prior to a General or By-Election for the purpose of "electioneering".

Approved time off for parliamentary duties is limited to a maximum of four weeks paid leave (either from the dissolution of parliament or from the announcement of the date of a forthcoming By-Election, which ever is the lesser).

Requests for unpaid leave for other related activities, over and above the threshold of four weeks paid leave, should be dealt with by the Strategic Director on an adhoc basis.

Family and Domestic Emergencies

We would cover the time it takes for you to make alternative arrangements to deal with the emergency up to a specified limit. Check the Special Leave Scheme for full details.

Reservists

If you are a member of the non-regular forces and attend an annual training camp for a period of not less than a week, you will be granted special leave with pay equal to the period which you attend the training camp, but not exceeding a period of 15 days and subject to the deduction of service pay and allowances received in respect of the period of special leave.

Examinations

If you undertake an approved course of training in connection with your employment you will be entitled to paid time off in connection with any set examinations. This will amount to half a day per examination. In addition if you undertake an authorised course of study by way of evening classes or correspondence course and you are required to undertake formal examinations, you will be entitled to receive three days per year study leave.

Carers Leave

The Council acknowledges that employees have to deal with the daily demands of caring for dependants as well as providing long term care for a seriously ill dependant. The Council are committed to encouraging a positive culture of support for carers recognising the demands of balancing work and caring responsibilities. Our Carer's leave policy and procedure is designed to help employees balance their caring responsibilities their work commitments.

Menopause Policy

The Council encourages everyone to understand what menopause is, and our policy is intended to allow all staff to be able to talk about it openly, without embarrassment.

Section 3 - Principal Terms and Conditions (Teaching Staff)

Your Statement of Particulars of Employment (“Contract of Employment”) provides details of your salary and details the terms and conditions of employment applicable to your post.

Full details on terms and conditions of employment are set out in the SNCT Handbook of Conditions of Service available at <http://www.snct.org.uk>. This provides details on pay, main duties, working year and working week, class size, annual leave etc. This is also supplemented by locally agreed conditions as devolved to the Local Negotiating Committee for Teachers (LNCT).

LNCTs have the powers to vary certain devolved conditions of service agreements and to reach agreement on a range of matters not subject to national bargaining. National matters remain to be negotiated nationally while devolved matters can be varied by agreement locally.

Future Changes

If any changes to terms and conditions arise in the future through local or national agreements or arrangements, then these will be automatically incorporated into your terms and conditions. Notification of these will be through either the SNCT Handbook, CONNECT or www.edu.clacks.gov.uk.

Policies, Procedures and Schemes

Where reference is made within this Employee Handbook to a specific policy, procedure or scheme you can obtain the full documentation from CONNECT or Human Resources.

National and devolved matters are defined as follows:

National Matters	Devolved Matters
Pay (including related allowances)	Other allowances
The working week and working year	Cover agreements
Annual leave entitlement	Appointment procedures
Class size	Particulars of employment
Sick leave	Expenses of candidates for appointment
Maternity/family leave	Transfer of temporary teachers to permanent staff
National and local recognition procedures	Promotion procedures
Disciplinary and grievance framework	Staff development arrangements
Main duties	Specific duties and job remits
Staff development framework	Arrangements for school based consultation
	Other leave and absence arrangements
	Notice periods
	Housing
	Indemnification procedures
	Disciplinary and grievance procedures

Section 4 - Principal Terms and Conditions (Chief Officers)

Your Statement of Particulars of Employment (“Contract of Employment”) provides details of your salary and details the terms and conditions of employment applicable to your post.

Full details on terms and conditions of employment are set out in the SJNC Scheme of Salaries and Conditions of Service for Chief Officials known as the Chief Officials Book. The new agreement supersedes the previous one and became fully effective from 1 April 2014.

A Copy of the Chief Officials Book is available from Human Resources.

Future Changes

If any changes to terms and conditions arise in the future through local or national agreements or arrangements, then these will be automatically incorporated into your terms and conditions. Notification of these will be through either the SNCT Handbook or CONNECT (the Council’s intranet site).

Policies, Procedures and Schemes

Where reference is made within this Employee Handbook to a specific policy, procedure or scheme you can obtain the full documentation from CONNECT or Human Resources.

Section 5 - Family Friendly Policies And Schemes

We believe that individuals should be able to work and enjoy a quality family life, and that the ability to balance life inside and outside of work is key to attracting and retaining the best employees. It is for this reason we are committed to providing a range of family friendly benefits, which in most cases exceed the statutory requirements

Maternity and Adoption Leave and Pay

We offer excellent maternity and adoption benefits for all employees. The leave and pay entitlements you may be entitled to depend on length of service and earnings. The entitlements include:

- Up to 52 weeks maternity/adoption leave
- An additional 12 weeks at half pay on top of statutory entitlements for employees on maternity or adoption leave (for employees with 26 weeks service at the qualifying period)
- Paid time off to attend ante-natal/pre-adoption meetings
- Up to 20 Keep in Touch Days (KIT) days

Our HR Teams is happy to have an individual meeting with you if you are expecting a baby, or adopting a child to ensure you fully understand your employment rights and entitlements and get all the support needed during what can be a happy, but anxious time.

Paternity Leave

In addition to Maternity Support Leave fathers or partners of an expectant mother who have worked for the council for 26 continuous weeks at the start of the 15th week before the baby is due are entitled to an additional week's Statutory Paternity Leave.

Partners of adopters are also entitled to 1 or 2 weeks' Statutory Paternity Leave and Pay, based on the date the child is expected to be placed.

Statutory Paternity Leave can be taken:-

1. From the date of the child's birth
2. Within 56 days of the actual birth of the child.

If the child is born early, the leave must be taken within the period from the actual date of the birth up to 56 days after the expected week of birth.

Employees absent on Statutory Paternity Leave shall receive Statutory Paternity Pay (SPP). It will be paid at the same rate as Statutory Maternity Pay. Employees whose average earnings are below the Lower Earnings Limit for National Insurance Contributions will not qualify for SPP.



Employees wishing to take Statutory Paternity Leave must inform the Council of their intention to take paternity leave by the 15th week before the week on which the child is expected, where reasonably practicable. They must state in writing:

1. The week in which the child is due;
2. Whether they wish to take 1 or 2 weeks' leave; and
3. When they want the leave to start.

Employees may alter the date on which their leave starts by giving 28 days' notice in writing, where this is reasonably practicable.

Maternity/Adoption Support Leave

Maternity Support Leave of five days with pay to be granted to the child's father or partner or nominated carer of an expectant mother, at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

Fathers or partners of an expectant mother who have worked for the Council for 26 continuous weeks at the start of the 15th week before the baby is due are entitled to a second week's leave under Statutory Paternity Leave provision.

As much notice as is practical should be given by the member of staff to the supervisor or manager.

Maternity support leave to be taken in half day, single days or block periods. In the case of part-time staff all maternity support leave to be pro-rata to the hours worked.

Maternity support leave is available to attend the partner's ante-natal appointments. Reasonable notice to Heads of Service regarding such appointments must be given by the member of staff.

In the event of the child being stillborn, the five days maternity support leave will still be available.

The period between which maternity support leave should be available should be the 11th week prior to a partner's expected due date and up to seven weeks after the birth.

In exceptional circumstances, Strategic Directors are able to grant a period of unpaid leave in addition to the paid maternity support leave.

Parental Leave

Parental leave is unpaid. You are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child. You must take parental leave as whole weeks (eg 1 week or 2 weeks) rather than individual days. You don't have to take all the leave at once.

Right to Request Flexible Working

You have the right to request flexible working if you meet the criteria within our Scheme. Under our scheme you can request a change to your working arrangements and we will fully consider your request. If we are unable to support your request we will provide you with written reasons for this, and give you an opportunity to appeal our decision.

Alternative Ways of Working

To encourage work life balance the Council has various schemes to balance work and personal life. These include compressed hours, home working, term time working and job share. Full details of these can be found on CONNECT.

Security

You will be issued with a security pass allowing you access to your place of work.

Accidents at Work

Whilst our aim is to provide a safe and secure workplace, we recognise that accidents can and do happen. It is important to us, that you promptly report any accident or violent incident you may be involved in to your line manager.

Local arrangements will be in place for this purpose and your line manager will advise you of the procedure.

Protective Clothing

Every effort will be made in the first instance to remove hazards at source, thus removing the need for protective clothing. However, where such equipment is required we shall supply you with suitable protective clothing/footwear or other equipment for the identified risk. In the event that such equipment or clothing is made available then it must be worn and treated appropriately.



Health Surveillance

Health surveillance is a system of ongoing health checks. These health checks may be required by law for staff who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

Health surveillance is important for:

- detecting ill-health effects at an early stage, so employers can introduce better controls to prevent them getting worse
- providing data to help employers evaluate health risks
- enabling employees to raise concerns about how work affects their health
- highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment
- providing an opportunity to reinforce training and education of employees (eg on the impact of health effects and the use of protective equipment)

Display Screen Equipment

If you are working in an office this will mean you may use a computer workstation for a significant proportion of your working day. It is therefore a statutory requirement under the Display Screen Equipment (DSE) Regulations 2002 to ensure that a DSE assessment is completed.



First Aid

We have a list of designated First Aid persons within the workplace. Up-to-date details of current First Aiders are displayed on notice boards throughout the workplace.

Fire Safety

You must receive Basic Fire Safety Awareness Training every 3 years. This is now available on an e-learning module. If you become a Fire Warden or have extinguisher duties you will also still need to attend face to face training. You should receive an annual refresher on your departmental fire safety procedures from your line manager.

Smoking at Work

It is the policy of Council that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. Smoking (including the use of e-cigarettes) is prohibited in all workplaces including Council vehicles.



Stress

All employers have a legal responsibility under the HSW Act and Management of Health and Safety at Work Regulations 1999 to ensure the health safety and welfare at work of their employees. This includes minimising the risk of stress-related illness to employees.

To meet our responsibilities a number of support measures are available to staff experiencing difficulties including:

- Support from your line manager;
- Occupational Health Service;
- Employee Counselling through PAM Assist;
- Human Resources;
- H & S Team;
- Mental Health First Aiders;
- The stress risk assessment process;
- Mental Health & Wellbeing self help guides.

Stress management measures include:

Stress policy, bullying and harassment procedures, mediation, a stress risk assessment process for individuals and teams, OH Provision and, Employee Counselling.

Personal Safety Policy

If you deal directly with the public, Service Users with additional support needs or carry out lone working as part of your duties there is a greater likelihood that you could encounter unpredictable behaviours. To address this your manager will ensure any risks are assessed and suitable control measures put in place.

Wellbeing

Your health is very important to us and we have our own Occupational Health Service to provide support to employees and managers. We also have a range of additional support services that can be found on the Councils intranet sites.

Additional Health and Safety Support

The above list of Health and Safety topics is not exhaustive. Additional information can be found on CONNECT at <http://connect/index.php/working-for-us/health-and-safety>.

Employee Counselling

The Council provides free confidential counselling to all its employees through PAM Assist. The service is available 24/7, 365 days a year.

Section 7 - Policies And Procedures Affecting How We Work

On this page you will find a number of key policies and procedures which you should be aware of. The full policies can be accessed on Councils Intranet sites. For general queries relating to policy details, updates or revisions please email hr@clacks.gov.uk

Maximising Attendance

Support and guidance for employees and managers in dealing with sickness absence.

Disciplinary

Information and guidance on the Council's Disciplinary Procedures.

Grievance

Information on how problems in relation to work, the working environment or working relationships can be raised and addressed by employees.

Dignity at Work

Information and guidance on how problems in relation to bullying and harassment in the workplace

Organisational Change Policy

Information on the procedures to be followed during organisational change e.g. service restructure/ redesign

Redeployment Procedure

Information on the redeployment procedures arising from restructuring or for employees identified as at risk of redundancy or require to seek alternative employment due to ill health or capability issues.

Protection of Vulnerable Groups

Information on the processes to be followed by employees and managers when working with children and/or protected adults.

Severance

Information and procedures in relation to the required processes associated with employment legislation in terms of redundancy and consultation.

Capability

Information and procedures in relation to the Council's capability procedures related to absence and performance.

Social Media

Information for employees and managers on the appropriate use of social media.

National Code of Conduct

This National Code sets out the minimum standards of conduct that are expected of you as a Council employee. The Code does not affect your rights and your responsibilities under the law; its purpose is to provide clear and helpful advice to you.

Section 8 - Benefits And Facilities For Council Employees

We offer an excellent employment benefits package to all our employees and we have listed some information below on the benefits you can enjoy.

Local Government Pension Scheme

If you are going to work for us you may be eligible to join the Local Government Pension Scheme (LGPS) - which is a very secure scheme as the benefits are defined and set out in law.

The amount of pension you pay is based on your rate of pay in line with the contribution rate set out by Falkirk Pension Fund who will provide you with details of the contribution rate. You also benefit from tax relief on your contributions when they are deducted from your pay and lower National Insurance contributions. We will also make a contribution to your pension.

Details of the scheme can be obtained from Falkirk Council Pension Fund at:

<http://www.falkirkpensionfund.org/>

Cycle to Work Scheme

We support the Government scheme to encourage healthier journeys to work and to reduce environmental pollution. We have introduced a Cycle to Work Scheme where you agree to sacrifice part of your gross salary in return for the hire of a bike and any related safety equipment. The Scheme is offered on an annual basis and information on the scheme is published on CONNECT.

Wasp Leisure

Council staff are able to become members of Wasp Leisure at a reduced membership fee which is deducted directly from your salary. The current membership fee is £130 per annum which allows members the use of most facilities throughout the year.

Long Service Awards

We value the service of our employees and we have long service awards for employees who reach 25 or 40 years service.

After 25 years eligible service staff will be entitled to receive a long service award to the value of £450. In addition, in the leave year in which the long service award is granted recipients (except teachers) will be granted an extra five days annual leave for that year only.

After 40 years service the value of the award will be £1000. Again with an addition of an extra five days annual leave in the year in question (except teachers). More information is available on CONNECT.

Enhanced Scheme of Leave

As part of Council's ongoing commitment to flexible working, the Council offers a scheme of enhanced leave (Holiday Buy Back).

The Council recognises the growing demands placed on employees to try to achieve a work-life balance and by allowing flexibility in working arrangements we can assist with accommodating individual circumstances in line with the needs of the service. This scheme allows employees the opportunity to supplement their existing annual leave entitlement by applying to buy additional holidays.

Section 9 - Miscellaneous

Learning and Development

We are committed to providing all employees with effective learning and development opportunities. The ongoing training, skills development, and learning of our employees is fundamental to ensure we have a highly skilled and talented workforce who achieve their personal best and deliver the highest quality services to our customers.

A range of learning and development opportunities are provided through departmental training plans and all employees are encouraged to discuss their personal development needs with their line manager and agree a plan which will facilitate the required support, training, and continuous development.

Performance, Review and Development

To provide excellent services to the people of Clackmannanshire, we need to ensure that all our staff have the right skills, knowledge, competencies and enthusiasm to enable them to do their jobs.

Regular feedback through the Council's Performance, Review and Development (PRD) process is a key part in achieving this goal.

Within your first few weeks in the Council, your Manager should arrange to have a PRD meeting with you. At this meeting, your Manager will tell you what is expected of you within your role, and your objectives for the forthcoming year.

The PRD process is a two way process. As you develop within your new role your Manager should be holding regular one-to-one meetings with you, and at key stages in the year, holding PRD meetings where you will be able to raise any issues or concerns, celebrate your successes, and receive specific and relevant feedback on your performance from your Manager.

Competency Framework

Clackmannanshire Council has in place a set of core values which underpin everything that we do, these are:

Our Values



In order to embed these values into our day to day work, we operate a core competency framework. This framework outlines what behaviours (rather than skills) we expect you to demonstrate within your role. There are nine different behaviours, however not all of these will relate to your current job, and will be tailored for your role by your Manager. They are:

- Working with others;
- Delivering results;
- Managing change;
- Commitment to quality;
- Developing people;
- Effective communication;
- Planning and organising;
- Leading others; and
- Customer service.



At your first PRD meeting, your Manager will outline and discuss with you which behavioural competencies relate to your job role. Once agreed, these will form a key part of your continued development within your role, and should be discussed at each of your PRD meetings from that point onwards.

Employee Communication

We value our employees and believe that good employee communications are important.

In our drive to create an environment of trust, we recognise that all employees are entitled to information that impacts on their work life and we fulfil our responsibility to provide this.

In communicating with our employees, we are committed to:

- Communicating with employees in an open and honest way;
- Ensuring that employees are given priority in receiving information that is relevant to their job;
- Ensuring employees receive information about Council and service developments directly from the Council and as early as possible;
- Encouraging two-way communication with employees and listening to their views; and
- Involving trades unions and elected members in the communication process.

Equal Opportunities

Clackmannanshire Council is committed to ensuring that the ethos and principles of equality of opportunity and valuing diversity are embedded in all aspects of service delivery and are a guiding principle for all our activities.

The Council strives to embrace a positive attitude towards the promotion of equality and diversity and to create a working environment which is inclusive of everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

iTrent

iTrent is the Council's Employee and Management self service system and can, amongst other things, be used to request annual leave, make travel and expenses claims, update your personal information and access your payslips.

Your username and password will be created automatically and you will be advised of these when you start with the Council.

CONNECT

CONNECT has been the Council's corporate intranet since 2012. It can be accessed by launching any internet browser from your desktop.

Like any intranet, CONNECT aims to support colleagues in their daily activities, reflect the Council's ethos and ultimately help people get their work done

There is quick access to the most popular pages and documents from the front page, where you will also find the 'news' section.

As well as a communications channel and a repository for corporate content, some teams and services have set up project areas on CONNECT where they can share information with colleagues about an ongoing project.

If you think that you would be able to contribute to CONNECT or have any ideas about content then please contact the Communications and Community team.

GLOW

GLOW is the Council's intranet for schools and is available at www.edu.clacks.gov.uk

Clacks Academy

Clacks Academy is the Council's online learning system for staff.

It can be accessed from any computer either at work or at home. You may use various web browsers such as Internet Explorer, Firefox, as well as Safari on the iPad.

Clacks Academy contains several types of training courses, some of which are mandatory (Health & Safety, Data Protection/Security).

Your login will be your current 6 digit employee/payroll number and the password will be your Surname with a Capital letter at the beginning and the rest in lower case. The exception to this are surnames beginning in Mc or Mac, for example, if your payslip shows McInnes, or MacDonald or Maclean then use Capital letters in the same place.

When you first login you will be asked to create a more meaningful password.

If you forget your password in the future then you can have it reset yourself by following the directions on screen or alternatively contact IT to have your password reset.

For further information email training@clacks.gov.uk

Personal Information

You need to keep us up to date with any changes to your personal details such as home address, next of kin, and emergency contacts. This can be done via iTrent (employee self service). We will keep all your confidential details secure at all times and will not inappropriately disclose these to any third parties without your knowledge or consent.

Information Management

Managing information is a challenge for any organisation, but as a public authority, Clackmannanshire Council must comply with several important pieces of legislation:

The Freedom of Information (Scotland) Act 2002 (FOI(S)A);

Environmental Information (Scotland) Regulations 2004 (EIR);

Data Protection Act 2018 and

The Public Records (Scotland) Act 2011.

In order to assist compliance with these Acts, each service area has a Data Protection Co-ordinator (DP Co-ordinator) and a Freedom of Information Monitoring Officer (MO) who will be your first point of contact.

We have also pulled together, from various sources, policies and guidance which we hope will help service areas and individuals to manage the information under their control. The Information Management Guidance available on CONNECT includes information on:

- Access to Data - covers Subject Access Requests, FOIs and EIRS
- Security of Data - taking care of data
- Processing Data - how information can be lawfully used
- Sharing Data - between services and outside agencies
- Records Management - good practice for filing, storing and destruction

IT

Clackmannanshire Council's IT Department provides technological services appropriate to the Council's innovative, cost effective and customer focused services. The Services we provide to the council include:

- Backups and Restores – We provide backup and restore facilities for all your files.
- Citrix - Thin client technology used to provide the vast majority of council desktops.
- Development – Providing end-to-end IT system delivery and project management.
- Education IT – We provide a similar service to our schools, as we provide in corporate.
- IDOX – Electronic Documents and Records Managements System, Corporate Document Management System.
- IT Security – Security is a top priority, view our security page for more information.
- Networking – Our network provides high speed access in the main council offices and schools.
- Service Desk – Managing the progress of calls and monitors performance targets.
- VoIP Telephony – Voice networking which runs along side our data network.

Trade Unions/Partnership Working

The Council is committed to working in partnership with all our recognised Trade unions. You have the right to choose to join a Trade Union if you wish.

At the heart of the Council's relationships with its staff is a positive and progressive relationship with the Trade Unions that represent them. The Council recognises the undernoted unions.

- UNISON - contact Pam Robertson at clackunison@btconnect.com
- EIS - contact Karen Farrell at clkfarrell@glow.sch.uk
- GMB - contact Maggie Hall at clmhall3@glow.sch.uk
- UCCAT/UNITE - contact Sandy Harrower at sandy.m.h@hotmail.co.uk
- STSS - contact Maggie Nesbitt at clmnesbitt@glow.sch.uk

The Council and Trade Unions recognise that engagement is an ongoing process that happens informally and formally in a number of settings. Trade Unions representatives and managers are encouraged to meet regularly to develop trust, understand points of common agreement and areas for further discussion and consider their collective responsibility to ensure the successful delivery of the Council's stated outcomes.

There are formal engagement frameworks in place and at the apex of the meeting structure is the Council's Tripartite meeting drawing together elected members, Executive management and Trade Unions representatives. This is supported by a management and Trade Union bi-partite meeting and then service level meetings to consider service specific issues. Trade Unions may also be invited to be part of project boards, programme boards or ad hoc working groups in regard to specific policy initiatives.

Pay and Grading Structure

For the latest pay and grading structures please see Connect or ask your line manager.

Human Resources,
Clackmannanshire Council,
Kilncraigs,
Greenside Street,
Alloa
FK10 1EB



Clackmannanshire
Council

www.clacks.gov.uk

Comhairle Storrachd
Chlach Mhanann