

Appendix 1

North Ayrshire Council

Chief Officers, Local Government and Craft Employees

The following paragraphs set out information, which is supplementary to your offer of appointment.

1 Annual Leave and Public Holidays **(Please Note: This Paragraph Does Not Apply To School-Based Staff)**

At management discretion, residual leave may be taken up to 31st January of the following year.

Unless there is any other local agreement for your Service applicable in respect of the eight fixed public holidays, these are: -

- Christmas Day & Boxing Day
- New Years Day & 2nd January
- Good Friday & Easter Monday
- May Day (1st Monday in May)
- September Ayr Gold Cup weekend Monday

2 Flexible Working Hours

The Council operates a Flexible Working Hours Scheme in those areas of its Services which are appropriate for this type of working. If you are employed in a group where Flexible Hours working applies, a copy of the Conditions and requirements is attached.

3 Collective Bargaining

North Ayrshire Council, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employees' organisations should be fully representative. North Ayrshire Council is in association with other Local Authorities represented by the Scottish Joint Council for Local Government employees and the Scottish Joint Negotiating Committee for Local Authorities Services for Craft Operatives, and the Scottish Joint Negotiating Committee for Chief Officers. Accordingly, it is equally sensible for employees to be in membership of a trade union representing you on the appropriate negotiating body.

The Trade Unions that are recognised by the Council for collective bargaining on Local Government Employee issues are: UNISON, GMB, UNITE and UCATT and contact details can be obtained from Human Resources, Cunninghame House, Irvine, KA12 8EE. Please see the question on Section A(i) of the enclosed Response Form.

4 Workforce Monitoring

The Council periodically monitors its workforce by asking employees to complete and return a monitoring form. You are requested to co-operate in any such exercises which will, for example, enable the Council to meet its statutory duty to monitor the ethnic composition of their workforce. Further details will be provided at the time of such exercises.

5 Wearing of Safety Clothing and Equipment and Workware

In the course of your employment you may be required to wear safety or workware clothing and/or safety equipment. This is provided for your safety and protection and may also be necessary under the Council's and your obligations under Health & Safety legislation. Serious disregard of the Council's safety rules or requirements including instructions regarding the wearing of personal protective equipment where supplied by the Council is a breach of Disciplinary Rules.

6 Group Life Assurance Scheme

The Council presently operates, at its discretion, a non-contributory Group Life Assurance Scheme, which provides a benefit of 1 year salary to the dependants of employees who die while in service. A leaflet and nomination form is included with your offer.

7 Change of Home Address and/or Telephone Number

Any alteration to home address and/or telephone number must be notified as follows using form PER/PAL1, which is available as follows: -

- Employees in all Services except Education & Skills – to your line manager.
- Employees in Education & Skills – to Education & Skills Personnel.

Please note it is also your responsibility to notify the Strathclyde Pension Fund (if appropriate).

8 North Ayrshire Council – Policies and Procedures

The Council has Corporate Human Resources policies and procedures, which you are, required to follow and to apply as appropriate. They must be amended from time to time to meet changing business conditions and good employment practice. The policies and procedures are available either through your manager or Navigate, the Council's internal website. Those specific policies and procedures relating to employees that are not already referred to in your letter of appointment are noted below.

- ◆ Special Leave Scheme (Statutory and Discretionary)
- ◆ Flexible Working – the Right to Apply
- ◆ Secondment
- ◆ Redeployment
- ◆ Smoking in the Workplace
- ◆ Acceptable Computer Usage Policy
- ◆ Defalcation Procedures
- ◆ New and Expectant Mothers at Work
- ◆ Stress Awareness and Management
- ◆ Working Time Regulations
- ◆ Public Interest Disclosure
- ◆ Relocation (where appropriate)
- ◆ Dignity and Respect at Work

Full details of all North Ayrshire Council's Human Resources Policies and Procedures and Terms and Conditions of Employment are available within Human Resources, Cunninghame House, Irvine KA12 8EE.