

Dear Colleague

Workers who come within the responsibility of a school governing body are referred to in this document as “school workers”. This term does not include catering and cleaning workers working in schools who are directly appointed by the Council.

## **WORKING ARRANGEMENTS/PLACE OF WORK**

### **Fixed**

If you have a fixed-located working arrangement, your contractual base will be one named CCC workplace as shown in Form ToA1

### **Multi located/Hybrid**

As a multi-located worker your place of work may vary depending upon service requirements and your preferred working arrangement. This can include working from home or from any Council or shared public sector building. These arrangements will be agreed with your manager.

However, your official place of work for the purposes of travel claims, shared space and team working is in form ToA1. You will be required to attend this base as required by your service.

The Authority reserves the right to change your place of work anywhere within the Council’s area in accordance with the needs of the service without any additional paid travelling time on giving appropriate prior notice of such requirement.

If you are appointed as a community-based casual worker you have no fixed place of work. The Council’s address is County Hall, Carmarthen SA31 1JP.

Carmarthenshire County Council’s Home Care Service is a county wide service and you may be expected to work in any areas of the county as required.

### **School workers**

The governors reserve the right to ask you to work on any part of the current or future school site, including additional school sites under Collaboration or Federation arrangements in accordance with the needs of the service. This will be without any additional paid travelling time on giving appropriate prior notice of such requirement.

## **APPOINTMENT STATUS**

Your appointment status is confirmed in form ToA1.

The appointment may, however, be terminated by either side, at any time, as there is no mutuality of obligation by either party. This means that you do not have to accept work and the Council / School does not have to offer work.

## **TERMS AND CONDITIONS**

Your written statement of terms and conditions will be in accordance with be as specified in form ToA1.

## **IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

Your appointment is subject to the restrictions placed on your time to remain in the UK and the statutory requirements to comply with the Immigration, Asylum and Nationality Act 2006 and the UK Borders Agency Codes of Practice. Your continued appointment will therefore be reviewed and dependant on you obtaining future and valid permissions to remain in the UK and to undertake the type of work currently offered.

## **PAY**

Your pay frequency and pay group are specified in form ToA1 and should be read in conjunction with the appropriate paragraphs below.

### **Four weekly paid workers (Pay Groups 9, 16)**

Your pay will be paid four weekly in arrears on submission of certified timesheets by bank credit to a bank account of your choice.

### **Monthly paid workers (Pay Group 11)**

Your pay will be paid in arrears on submission of certified timesheets on the 27<sup>th</sup> of each month for January to November inclusive (or the nearest working day if 27<sup>th</sup> falls on a weekend or bank holiday) for the month of December the pay date is the 24<sup>th</sup> or the last banking day prior to 25<sup>th</sup> December. Payment is by bank credit to a bank account of your choice.

### **Monthly paid workers (Pay Group 15)**

Your pay will be paid in arrears on submission of certified timesheets on the last working day of each month. However, if the last working day falls on a Monday or Tuesday, you will be paid on the previous Friday. Payment is by bank credit to a bank account of your choice.

Your pay will be single rate for all hours worked at the hourly rate of the relevant paygrade as shown on the ToA1. You are not entitled to enhanced payments.

### **Tutors**

Your rate of pay per hour for courses is as specified in form ToA1.

### **Overpayments**

Should you be overpaid, as a result of a mistake in fact, the full amount will be deducted from subsequent salary payment(s) or any other payment due to you from the Council. The Employee Services Section is authorised to deduct 10% of your gross monthly salary to recover the overpayment and will continue until the full

amount has been retrieved. Should you wish to make repayments in larger denominations please contact the Employee Services Section

In the event an overpayment has not been fully recovered before the time of your final salary payment the Employee Services Section is authorised to recover the full amount. If for any reason, the overpayment has not been recovered in full, the matter will be referred to the Authority's Debtors' Section in order that you be invoiced for the payment that remains outstanding.

## **HOURS OF WORK**

Normal office hours are Monday to Thursday 8.45 to 17.00 and Friday 8.45 to 16.30. Your work pattern and normal working hours per week exclusive of meal breaks will be provided to you by your line manager/Head Teacher. The Authority operates a range of different shift patterns which are developed and from time to time amended to meet the needs of the service.

Your hours of duty are to be worked in accordance with the needs of the service and at the direction of the Head Teacher/Director of the Department or his/her nominated representative.

### **Drivers**

Drivers must take unpaid breaks in accordance to EU & AETR rules on drivers' hours.

## **PENSION**

In accordance with the Local Government Pension Scheme Regulations all new workers will automatically become a member of the Local Government Pension Scheme (LGPS). Should you wish to opt out of LGPS membership an Opt Out Form is available from Dyfed Pension Fund website: [www.dyfedpensionfund.org.uk](http://www.dyfedpensionfund.org.uk). Alternatively contact Dyfed Pension Fund, County Hall, Carmarthen SA31 1JP.

You should have received a guide on the LGPS summarising the benefits of the pension scheme. Further details are available on the Dyfed Pension fund website – [www.dyfedpensionfund.org.uk](http://www.dyfedpensionfund.org.uk).

Your contribution rate will be assessed in accordance with your actual pensionable pay, as specified in form ToA1.

The pension banding tables are reviewed periodically and as a result there may be an automatic increase or decrease in your pension banding. Your pension banding may also increase as a result of a pay increase. Pension contributions will be payable on all of your taxable pay.

## **HOLIDAYS and BANK HOLIDAYS**

Your annual leave as a casual worker is calculated and pro-rated based on your working hours during an assignment and paid on a pay run basis.

Leave entitlement is calculated on the basis of 27 days pro rata + 8 days bank holidays.

## **ABSENCE DUE TO SICKNESS**

If you have been offered and accepted work, and you become unwell, you may be entitled to statutory sick pay. You are required to complete a self-certification form via [Resourcelink/My View](#) for the first 7 days of the period you were due to work (including Saturday and Sunday) - Catering and cleaning workers should complete a paper form SA128 (Self Certification Statement of Absence). This should be done immediately upon your return to work or as soon as possible if the absence is long term.

For details of your eligibility to Statutory Sick Pay see <https://www.gov.uk/statutory-sick-pay>

## **MATERNITY**

For Information on the Authority's Maternity Policy please click [here](#).

## **PATERNITY**

For information on the Authority's Paternity Policy please read the [policy](#).

## **CARS/TRAVEL**

Please note if you are authorised to use your car for work purposes you should ensure that you are able to drive and that you are covered by the appropriate business insurance. The Authority also reserves the right to ensure at any time that you are covered by the appropriate documents (MOT, car insurance and the appropriate driving licence.)

Authorised work related car journeys are reimbursed at the Authority's car user allowance rate.

## **BENEFITS**

For details of your eligibility to benefits that may be available to you as a worker of the Authority, please see the [benefits page](#) and our [Staff Rewards](#).

## **CONFIDENTIALITY**

You may not, during or after the termination of your appointment with the Council, disclose to anyone other than in the proper course of your work, any information of a confidential nature relating to the School, the Council or its business. This confidentiality of information applies during working and non-working hours. Breach of this clause may lead to your summary dismissal.

As a worker of the Council you are responsible for complying with Data Protection legislation when processing personal data as part of your duties. You are also responsible for adhering to relevant Council policies when handling personal data.

## **GENERAL REQUIREMENTS OF THE POSTHOLDER**

You will be held responsible for ensuring that the accountabilities of your post (job profile available on request) are fulfilled and your performance in doing so may be assessed from time to time. You will carry out such work and duties as are usual or necessary in connection with your appointment or such work as may reasonably be required. You are required to invoke the Council's/School's established processes and procedures to challenge and report dangerous, abusive, discriminatory or exploitive behaviour and practice. You will be responsible for your own actions, behaviour and any subsequent consequences. All workers are expected to recognise the limits of their competence and be responsible for limiting their actions to those which they feel competent to undertake. You will have due regard for economy and use of resources whilst maintaining standards at all times.

You are expected to uphold at all times the core values of the Council/School and ensure that your behaviour does not deliberately bring the Council/School into disrepute.

The Council reserves the right to seek a Disclosure and Barring Service check for all workers in posts that have safeguarding responsibilities.

Workers in posts requiring them to register with Social Care Wales or in Registered Services under Care Inspectorate Wales, will be required to register with the DBS Update Service (for which there is an annual subscription fee) and it is your responsibility to ensure that subscription is maintained annually to uphold professional registration.

You are required to inform your Manager/Head Teacher/Director and/or the Human Resources section at the earliest opportunity if you are under investigation for a criminal offence or are convicted of a criminal offence (including cautions and bind over orders). Please note that all declarations will be treated in strictest confidence and will not necessarily affect your ability to carry out your post. Failure to report such matters may result in disciplinary proceedings.

Where required you will maintain membership of appropriate professional bodies.

### **For workers within Social Care**

If you are appointed within the Social Care Sector, you are also required to abide by the principles of the Code of Professional Practice as per the document published by Social Care Wales. You can download a copy at [www.socialcare.wales](http://www.socialcare.wales) You will also be obliged to register and maintain registration with the Care Council for Wales when it is required.

## **DISCIPLINARY POLICY AND PROCEDURE**

Full details of the Council's [disciplinary](#), [grievance](#) and [behavioural standards](#) policies and procedures applicable to your appointment can be found by following the links above.

The full policies and procedures may not apply to workers where there is no mutuality of obligation or regular working. All matters of discipline concerning workers will be reported to the worker's line manager. In the event of a problem all relevant facts will be obtained and acted upon as quickly as possible in accordance with the Acas Code of Practice on discipline and grievance [www.acas.org.uk](http://www.acas.org.uk)

The designated person will have the authority to offer to refer workers to Care Council for Wales and Education Workforce Council (if applicable) and, if it is necessary, to discontinue the worker's appointment. If you wish to appeal against a disciplinary decision, you may apply in writing to the Assistant Chief Executive. If you have a complaint or grievance you should, in the first instance, refer the matter to your line manager.

### **School staff**

The school's disciplinary, grievance, and Dignity and Respect policies/guidance are available from the school office.

### **Chief Officers**

The disciplinary procedures applicable to you are set out in the J.N.C. for Chief Officers of Local Authorities Conditions of Service.

## **POLITICAL RESTRICTION**

If you have been advised in form ToA1 that your post is a 'politically restricted post' please refer to the terms outlined in the political restriction document (available on request).

## **LEARNING AND DEVELOPMENT**

It is a condition of your appointment that you undertake all appropriate learning and development in order to enable you to perform your duties fully (including additional duties you may be reasonably required to perform).

## **HEALTH AND SAFETY**

You are required to abide by the appropriate Health and Safety Rules of the Authority. If you occupy a post that is subject to health surveillance you are expected to attend for medical examination as and when required.

This Written Statement of Terms and Conditions supersedes any previous Written Statement of Terms and Conditions. I would be grateful if you would kindly signify, via e-mail, your acceptance of the appointment on the specified terms and conditions, retaining a copy for your own records.

Yours sincerely



**Mr Paul Thomas**  
**Assistant Chief Executive (People Management)**

Mae croeso i chi gysylltu gyda'r Cyngor trwy gyfrwng y Gymraeg neu'r Saesneg.

You are welcome to contact the Council through the medium of Welsh or English.

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DOCUMENTS & POLICIES – are available on the Authority's intranet site.

Or for school staff – All policies are available from the school office.