

PROPOSED TERMS AND CONDITIONS OF EMPLOYMENT

PARTNERSHIP DIRECTOR

SECTION 1 – PAY STRUCTURE

The salary grade for the post of Director is JNC CO32 – 35. Subject to satisfactory service, salary will rise incrementally to the maximum of the scale, with increments payable annually on 1 April each year or after a minimum of 6 months in post. A performance appraisal scheme may be implemented which links salary progression to achievement of agreed targets. The salary scale may be subject to review in accordance with market rates

Annual inflationary increases will be based on those agreed by the Scottish Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

SALARY FREQUENCY

Employees will be paid monthly on the last working day of each month, by credit transfer to a bank account of their choice.

Employees will be eligible to join the Local Government Pension Scheme. Where appropriate, local authority continuous service will be recognised for employees recruited to TACTRAN. Inclusion on the Redundancy Modification Order has been confirmed by the DTI.

SECTION 2 – TERMS & CONDITIONS

LOCATION

The post is based in Bordeaux House, Perth.

WORKING WEEK

The basic working week will be 37 hours, however the hours worked by the Partnership Director will be those required to fulfil the duties and responsibilities attached to the position.

FAMILY/SPECIAL LEAVE

The following provisions will be subject to separate documentation:

- Maternity Leave
- Paternity Leave
- Parental Leave
- Family Support Leave
- Special Leave

NOTICE PERIODS

Notice from employee

A minimum of 12 weeks notice of termination of employment is required.

Notice from Employer

A minimum of 12 weeks notice of termination of employment will be given by the employer. No notice will be given to any employee dismissed on grounds of gross misconduct.

ANNUAL LEAVE/PUBLIC HOLIDAYS

The Annual Leave Year is from 1 January to 31 December. The Director is entitled to 32 working days Annual Leave. Allocated Annual Leave will be adjusted pro-rata to start or leaving dates.

In addition all employees are entitled to a total of 7 public holidays in any one leave year. These will generally fall at Xmas (2 days), New Year (3 days) plus Easter (1 day) and May Day.

There may be occasions when the Partnership Director will consider it appropriate to close the office for operational reasons, for example in the period between Christmas and New Year holidays, in which case employees will be required to take annual leave for the days in question.

SICKNESS

Subject to employees following recognised absence management procedures, they may be eligible to occupational sick pay during a period of absence due to illness as follows:

Continuous Service at Commencement of absence from duty	Full Allowance for a maximum period of:	Half Allowance or a further maximum period of:
Less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

Where there is less than 26 weeks continuous service at the start of the absence there is no entitlement to the above allowances but there may be entitlement to Statutory Sick pay (SSP).

TRAVEL & SUBSISTENCE

Employees are encouraged to cycle or use public transport wherever possible while travelling during the course of their working day. Where this cannot be done car sharing is encouraged wherever possible.

Where an employee needs to use public transport during the course of their working day, reimbursement will be made on production of a claim accompanied by appropriate receipts. Reimbursement will be based on the cheapest form of payment, e.g. Standard Class rail fare. Payment will not be made for home to work mileage normally incurred by the employee.

Reimbursement for use of an employee's own vehicle will be made on the basis of Inland Revenue rates, which are currently :-

Vehicle used	Flat Mileage Rate
*Cars & vans	25p
*Motorcycles	24p
Cycles	20p

* A VAT receipt for fuel must be provided in respect of claims for motor vehicles.

Subject to availability TACTRAN will provide car parking in the Kinnoull Street car park.

Employees are required to provide for inspection on an annual basis confirmation that they have valid motor insurance which notes the vehicle may be used for business purposes, together with a driving licence relevant to the vehicle used.

SUBSISTENCE EXPENSES

Reasonable expenses incurred during the course of undertaking duties on behalf of TACTRAN will be paid in the following circumstances:

- when prior approval for incurring expenses is given;
- when an employee is away from their normal place of work;
- when appropriate receipts are provided.

Where necessary and approved, accommodation and meals will be paid for by the Partnership.

REVIEW

These Terms and Conditions are subject to review, in consultation with employees, as appropriate in order to meet the developing operational requirements of TACTRAN.

PROPOSED TERMS AND CONDITIONS OF EMPLOYMENT
EMPLOYEES OTHER THAN THE PARTNERSHIP DIRECTOR

SECTION 1 – PAY STRUCTURE

A pay structure will be developed which will set out salary ranges for all posts. The appropriate salary grade for each post will be as indicated on the post Job Description.

Where relevant, and subject to satisfactory service, salaries will rise incrementally to the maximum of the scale, with increments payable annually on 1 April each year, or after a minimum of 6 months in post. A performance appraisal scheme may be implemented, which links salary progression to achievement of agreed targets.

Annual inflationary increases will be based on those agreed by the Scottish Joint Council for Local Government Employees.

SALARY FREQUENCY

Employees will be paid monthly on the last working day of each month by credit transfer to a bank account of their choice.

Employees will be eligible to join the Local Government Pension Scheme. Where appropriate, local authority continuous service will be recognised for employees recruited to TACTRAN. Inclusion on the Redundancy Modification Order, has been agreed by the DTI.

SECTION 2 – TERMS & CONDITIONS

LOCATION

All posts are based in Bordeaux House, Perth unless otherwise stated.

WORKING WEEK

The standard working week will be 37 hours, worked between the standard office hours of 7am to 7pm, subject to exigencies of service. The operational hours of the TACTRAN office will be 9 am to 5pm, during which time staff will provide adequate cover to meet operational requirements.

The hourly rate for all staff will be calculated on the basis of a 37 hour calculator. Overtime will be paid in exceptional circumstances at the standard hourly rate and only with the prior approval of the Partnership Director.

FAMILY/SPECIAL LEAVE

The following provisions will be subject to separate documentation:

- Maternity Leave
- Paternity Leave
- Parental Leave
- Family Support Leave
- Special Leave

NOTICE PERIODS

Notice from employees

Employees at Manager level are required to give a minimum of 8 weeks written notice of termination of employment.

All other employees are required to give a minimum of 4 weeks written notice of termination of employment.

Notice from employer

The period of notice of termination of employment to be given by the employer to the employee is dependent on the employee's length of service, as follows:-

Service

Less than four years (but at least one month) 4 week's notice

At least four years one week for each completed year of service, to a maximum of 12 weeks

No notice will be given to any employee dismissed on grounds of gross misconduct.

ANNUAL LEAVE/PUBLIC HOLIDAYS

The Annual leave year is from 1 January to 31 December. Leave entitlement is based on continuous service as follows :-

Continuous Service	Annual Leave Entitlement
Less than 5 years	25 days
More than 5 years	32 days

The above entitlements apply to 5 day working patterns. For alternative working patterns, equivalent leave entitlements will be calculated and may be expressed in hours, where necessary.

Where an employee has less than 1 year's service in any Leave year a proportion of the entitlement will be granted based on full months of service in that year.

In addition staff are entitled to a total of 7 public holidays in any one Leave Year. These will generally fall at Xmas (2 days); New Year (3 days); Easter (1 day) and May Day.

There may be occasions when the Partnership Director will consider it appropriate to close the office for operational reasons, for example in the period between Christmas and New Year holidays, in which case employees will be required to take annual leave for the days in question.

SICKNESS

Subject to employees following recognised absence management procedures, they may be eligible to occupational sick pay during a period of absence due to illness as follows:-

Continuous Service at Commencement of absence from duty	Full Allowance for a maximum period of:	Half Allowance or a further maximum period of:
Less than 1 year	5 weeks	5 weeks
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2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

Where an employee has less than 26 weeks continuous service at the start of their absence, there is no entitlement to the above allowances but they may be entitled to Statutory Sick Pay (SSP).

TRAVEL & SUBSISTENCE

Employees are encouraged to cycle or use public transport wherever possible while travelling during the course of their working day. Where this cannot be done car sharing is encouraged wherever possible.

Where an employee needs to use public transport during the course of their working day, reimbursement will be made on production of a claim accompanied by appropriate receipts. Reimbursement will be based on the cheapest form of payment, e.g. Standard Class rail fare. Payment will not be made for home to work mileage normally incurred by the employee.

Reimbursement for use of an employee's own vehicle will be made on the basis of Inland Revenue rates, which are currently :-

Vehicle used	First 10,000 miles	Each mile over 10,000 miles
*Cars & vans	40p	25p
*Motorcycles	24p	24p
Cycles	20p	20p

* A VAT receipt for fuel must be provided in respect of claims for motor vehicles.

Employees are required to provide for inspection on an annual basis confirmation that they have valid motor insurance which notes the vehicle may be used for business purposes, together with a driving licence relevant to the vehicle used.

SUBSISTENCE EXPENSES

Reasonable expenses incurred during the course of undertaking duties will be paid in the following circumstances:

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