



Employment Information

Website	www.tandridge.gov.uk
Place of work	This role is based at Council Offices, Station Road East, Oxted RH8 0BT
Car parking	There is a limited number of spaces available in the Council Offices for staff who are in receipt of mobility allowance (essential users)
Travel Loans	The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase quarterly or yearly rail season tickets, or a season car park pass.
Cycle Scheme	The Council offers staff the opportunity to purchase bikes and related safety equipment as a tax free benefit. The scheme is an optional employee benefit, available to all directly employed staff who have successfully completed their probationary period. Employees are required to use the bike mainly for journeys between home and work.
Smoking policy	Smoking is not permitted in Council buildings or vehicles. Any breaks for smoking must be taken in an employee's own time.
Flexible working hours	There is a scheme of flexible working (flexi time) which will apply to this post. Flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time. Authorisation of flexi time will be solely at the discretion of Line Managers. The scheme enables employees to strike a better work/life balance. Flexi-time, allows for the alteration of start/leave times and length of lunchtime break, time off in lieu of longer hours worked, and a flexible working system. Employees are expected to manage their time and keep working hours within acceptable limits.
Childcare Vouchers	Council runs a childcare voucher scheme to enable employees to save as much as £1,195 in tax and National Insurance each year. The scheme is an optional employee benefit, available to all contracted staff (male and female) who have parental responsibility for a child. It allows employees to sacrifice part of their salary in return for childcare vouchers. By doing so employees will save tax and National Insurance on the first £55 they earn each week, without affecting any other benefits provided by the Council.
Holiday	The basic holiday entitlement is 23 days per annum pro rata, rising to 28 days pro rata after six years continuous local government service. One of those days has to be taken on Christmas Eve or the nearest Friday as the office is shutdown. The exact annual leave entitlement will depend on the working pattern agreed and will be calculated in hours.
Pension	The post holder will automatically join the Local Government Pension Scheme, to which the employee and employer contribute. Employees are able to transfer funds into the Local Government Scheme. However, employees can also choose not to join the scheme and make their own arrangements. Member's pension contribution rate will depend on their annual salary. If a member does not work full time, their contribution will be based on what their pay would be if they worked full-time (their full time equivalent pay). The salary and rates are reviewed annually on 1st April each year.
Professional Subscriptions	Where membership of a professional body is a requirement of your post, the Council will reimburse you for one subscription fee per year. This does not

	include student membership.
Probationary period	If you are appointed from outside the local government service you will be subject to a period of six months' probation during which time your progress will be reviewed and discussed with you.
Appraisal	At least once a year staff and their managers' will meet to discuss performance. This will involve agreeing objectives, discussing development issues, setting performance targets and reviewing progress.
Training & education	Tandridge District Council actively encourages employees' continued professional development. Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.
References/ Confirmation of immigration status	Appointments are offered subject to the receipt of two satisfactory references, one of which must be from your current or last employer. You will be asked to supply the details of referees upon the offer of employment. Employment with the Council is conditional on you producing certain documents that provide us with appropriate evidence of your eligibility to work within the UK. In most cases this can be done by producing a British, Swiss or European Economic Area passport or national identity card. If you are unable to produce one of these documents, please contact Personnel, who will be able to provide you with details of other acceptable documents.
Medical screening	All employees are required to undergo a medical assessment with our Occupation Health company. Initially, this is by an online questionnaire, but may involve a face to face appointment if necessary.
Paid work with another employer	If you are appointed to the post, your contract with us should normally be classed as your main employment. You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting our permission through the relevant Head of Personnel & Training Services.
Paycare Cashplan	The Council pays for all staff to join a Cashplan Scheme from the start of their employment. This enables staff to claim cash back for dental, optical, health screening, specialist consultations, acupuncture, chiropractic, osteopathy, chiropody and physiotherapy treatments up to a specified level. Details are available from the Personnel Department.
Eyecare vouchers	All employees who regularly use a VDU or drive as part of their job are entitled to an eye care Voucher. This voucher entitles the individual to a free eye test every two years. Details are available from the Personnel Department.
Benenden Health	The Council offers membership to Benenden Health. This is a voluntary scheme and the monthly premium may be made by staff as a deduction from salary.
Salaries	Salaries are paid by credit transfer to your bank or building society on the 15th of each month, unless this falls on a Saturday, Sunday or bank holiday when it will be paid on the previous working day.
Other conditions	All other conditions of employment will be in accordance with the Council's Local Conditions of Service.
Disclaimer	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Tandridge District Council. These will be outlined in any contractual documents addressed to you directly.