CONDITIONS OF SERVICE

Ribble Valley Borough Council
www.ribblevalley.gov.uk

Balancing work and life . Excellent pension scheme . Job security . Training and development

Conditions of Service Summary
The job you have applied for is subject to the National Joint Council's Scheme of Conditions of Service for Local Government Services, as amended or supplemented by Ribble Valley Borough Council.

Equal Opportunities
Ribble Valley Borough Council, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of their sex, gender, marriage and civil partnership, race, religion or belief, pregnancy and maternity, gender reassignment, sexual orientation, marriage and civil partnership or, subject to the physical requirements of the post, disability; nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Medical
All appointments are subject to the successful candidate satisfying the council as to their medical fitness to undertake the duties of the job. If an appointment is offered, the candidate will be required to complete a medical declaration and may be required to undergo a medical assessment.

Probation Period
New employees of the council are subject to a probation period of 6 months. Employees will be informed within two months how their work is progressing. At the end of the probationary period, and subject to a satisfactory report form their manager, the employee's appointment will be confirmed.

Salary
Salaries are paid by direct credit to the employee's Bank/Building Society on the 15th of each month (unless this is a Saturday, Sunday or Bank Holiday - when pay day is brought forward as appropriate). Increments within a grade are normally awarded on 1 April each year.

Working Week
The council's standard working week is 37 hours for office based staff. These are usually spread over Monday to Friday, and between the daily hours of 8.00 am to 6.00 pm. A flexitime scheme is in operation and details will be issued to all new employees on appointment. Different working arrangements may apply depending on the post you have applied for. Entitlements are pro rata for part time appointments.

Pensions
You will automatically be included in the Local Government Pension Scheme, unless you decide to opt out. Employees contribute a percentage of gross earnings dependent upon salary. The Council also pays contributions to meet the total cost.

Annual Leave and Public Holidays
Employees with less than 5 years' local government service are entitled to 23 days annual leave, which will increase to 28 days after 5 years' local government service. The annual leave arrangements will apply (pro rata) to all part-time employees irrespective of the number of hours they work. In addition, staff who have worked for Ribble Valley Borough Council for 5 years' will receive an additional extra day. A further extra day will be given after 10 years working for the Council.

In addition to annual leave:-
Statutory Public Holidays are Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Spring Bank, May Day and Late Summer Bank. There are a total of four non statutory days holiday to be taken during each holiday year. Employees joining us from another local authority and/or some other public sector organisations with 5 years' continuous service may be entitled to 28 days holiday from their start date at the Council.

Sickness
All employees are entitled to sick pay in accordance with national conditions. The scale of allowances provides for one month at full pay and (after completing four months service) two months half pay during the first year of Local Government service. This rises to six months at full pay and six months at half pay after 5 years' service.

Training and Development
We are committed to the training and personal development of all our staff. We offer two types of training:
• On-the-job – specifically for skills needed to carry out your job.
• Off-the-job – seminars, workshops, training courses. These may be non-qualification courses or courses that lead to a professional qualification. We use a digital learning system to deliver our mandatory corporate training.

Family Friendly Policies
The Council has a number of family friendly policies, e.g. flexitime.

Car Allowance
Car mileage allowance is available in approved cases.

Canvassing
Canvassing of councillors of Ribble Valley Borough Council directly or indirectly for any appointment with Ribble Valley Borough Council shall disqualify the candidate concerned from that appointment. This provision does not prevent a councillor of the council from giving a written testimonial on a candidate's ability, experience or character.

Reviewed July 2025

For any further enquiries, please contact 01200 425111