

Remuneration

1. Salary and Choices

The basic salary is £171,408 - £196,785 (on a 4 point scale on a local grade determined through the Hay evaluation scheme). Progression through the scale is subject to the Council's Performance Management Scheme, which also allows for payment of a 5% bonus in accordance with the Scheme criteria. The scheme is currently under review

In addition, a Choices benefits package of £7,512 is attached to the post. This offers a range of benefits for you to choose from, including contribution to a leased car, child care vouchers or a cash sum paid as part of salary. This sum is not pensionable.

Any cost of living award is determined by General Purposes Committee taking into account a range of factors including the Government's expectations in relation to public sector pay.

2. Allowances

An Allowance is paid on a monthly basis to cover out of pocket expenses and hospitality. This is currently being reviewed but it is anticipated that it will be £2,000 per annum in 2019/20.

These allowances are taxable.

3. Duties as Returning Officer

No additional payment is made for undertaking duties as Returning Officer at the local borough elections.

4. Other Benefits

Pension

The Local Government Pension Scheme provides a defined benefits pension scheme which provides an index linked pension and other benefits (widows and children's pensions, ill health and redundancy pensions) for those employees who contribute to it. Contribution percentage rates vary by reference to pensionable pay each month and both the pay bands and percentages are reviewed annually. (The current percentage for the Chief Executive pay band is 12.5%. Contributors currently receive tax relief on their contributions.

MyChoice

A range of staff benefits can be accessed through the Council's MyChoice portal which offers lease cars, childcare vouchers, cycle scheme and other benefits through salary sacrifice. A number of discounts are available at local retailers, hotels and service providers. [MyChoice](#)

Annual Health Screening

Our Occupational Health Service provides an annual health and wellbeing check for the management team.

Relocation Benefits

Full details of the relocation benefits package can be found on the Council's website: [Relocation Benefits](#)

Transport Options

The Council is actively pursuing ways to reduce the number of employees travelling to work in their car, by encouraging the use of alternative means of transport. Our Offices include excellent facilities for cycling, good public transport links and pool cars are available for our staff. The Council offers all its staff interest free public transport season ticket loans.

Terms and Conditions

1. Working Hours

The normal working week is one of at least 36 hours. You will be required to work the number of hours necessary for the effective performance of the duties which may exceed 36 per week. These requirements are reflected in the salary for the post and will not attract any additional payments.

Attendance at evening meetings is a frequent requirement of the role for which no additional payment is made.

2. Flexible Working

Bexley's flexible working arrangements recognise the work-life balance issues that challenge our employees. The Council encourages flexible working practices supported by excellent ICT.

3. Political Restriction

This post is politically restricted and guidance is set out in this document. [Guidance on Political Restriction](#)

4. Probationary Period

A six-month probationary period applies to all candidates.

5. Annual Leave

The annual leave entitlement is 32 days a year plus the usual Bank Holiday entitlements and a concessionary day at Christmas.

6. Sick Pay

Sickness payments are made in accordance with the nationally agreed local government scheme which provides for a maximum of 6 months' full and 6 months' half pay after a qualifying period of service.

7. Notice Period

The minimum period of notice to which you would be entitled and are required to give is 3 months.

8. Location

This post will be based primarily at Civic Offices, Bexleyheath Kent.

9. Smoking at Work

The Council's policy is that when an employee is at work they are required not to smoke on or around Council premises or to take smoke breaks. The policy is available here: [Smoke Free Policy](#)

Pre-Employment Clearances

The appointment will be subject to the following checks being completed to the satisfaction of the Council

Medical Fitness

The person selected for appointment will be required to satisfy the Council as to his or her medical fitness. The candidate will be asked to complete a confidential questionnaire on his or her medical history but may also be asked, in certain circumstances, to undergo a medical examination by the Council's Occupational Health Physician.

References

Appointment will be subject to the receipt of references satisfactory to the Council.

Disclosure and Barring Service Check

Appointment to this post will be subject to the outcome of an Enhanced Disclosure obtained through the Disclosure and Barring Service. Where an issue is revealed on a Disclosure this will not automatically prevent your appointment. The Council will consider the information revealed and determine whether or not this will affect the appointment process.