

Summary of Terms and Conditions

Chief Officer



Pay Method and Frequency	Payment is every 4 weeks in arrears by credit transfer to your bank or building society.
Hours of Work	Your contracted hours of work are 36 hours per week. The nature of your position requires flexibility to meet demands and, subject to the provisions of the Working Time Regulations, you are required to arrange your hours of work to meet organisational needs. This may require working out with standard hours of work and working more than 36 hours in a week, for which no additional remuneration will be received.
Leave	<p>The leave year runs from 1 January to 31 December.</p> <p>Annual leave entitlement for full-time is:</p> <ul style="list-style-type: none">• 25 days for up to 5 years continuous service at the commencement of the leave year• 30 days after completion of 5 years continuous service at the commencement of the leave year <p>Public Holidays:</p> <p>There are 8 fixed public holidays, as follows:</p> <p>6 days over the festive and new year period</p> <p>1 day in May</p> <p>1 day in July</p> <p>The Council provides a range of statutory and other leave, such as family-friendly leave.</p>
Sick Pay	<p>The amount of sickness allowance depends on the length of employment service.</p> <p>Less than 26 weeks continuous service - SSP</p> <p>26 weeks or more but less than 1 year - Full allowance for 5 weeks; half allowance for 5 weeks</p> <p>1 year, but less than 2 years - Full allowance for 9 weeks; half allowance for 9 weeks</p>

Summary of Terms and Conditions

Chief Officer



	2 years, but less than 3 years - Full allowance for 18 weeks; half allowance for 18 weeks 3 years, but less than 5 years - Full allowance for 22 weeks; half allowance for 22 weeks 5 years or more - Full allowance for 26 weeks; half allowance for 26 weeks
Pension	You will be automatically enrolled to the Local Government Pension Scheme (LGPS). You may opt out. Full details of the terms and conditions relating to pensions and the LGPS are available at www.fifepensionfund.org
Whole-time Service	Chief Officers will be expected to devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other appointment without the express consent of the Council.

Canvassing	Canvassing of members or officials, directly or indirectly, will be a disqualification for consideration for appointment.
Restrictions on Political Activity	<p>This post is designated as politically restricted within the terms of Section 2 of the Local Government & Housing Act 1989.</p> <p>The Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment be deemed to incorporate additional provisions set out in the Schedule to the Regulations. Copies are available from the Chief Legal Officer, Legal Services, Fife House, North Street, Glenrothes.</p> <p>References to "the appointee" in the Schedule apply to you, and you are subject to the restrictions in parts I and II. Part III only applies to political assistants.</p> <p>The principal effects of the restrictions are:</p> <ul style="list-style-type: none"> i. If you wish to stand for election as an MP, European MP, MSP or Local Authority Councillor, you must resign from this post before your intention becomes public knowledge. ii. You may not act as an election agent or sub-agent while holding the post. iii. If you are a member of a political party, you must not hold any office or be a committee member if this would involve representing the party or local branch, or engaging in its general management. iv. You may not canvass for any candidate or political party. v. You may not speak in public, give an interview or publish any written or artistic work which supports or opposes a particular political party or the point of view identifiable as the view of a particular political party (applies to all political parties within the European Community). However, this does not prevent you displaying an election poster or similar document, nor shall it prevent you carrying out the proper duties of your post.
Employee Benefits	A range of employee benefits, such as discounts with local businesses, childcare vouchers and lifestyle benefits such as cycle scheme and technology scheme, is available.
Notice Requirement	The period of notice to be given by either party to terminate employment will be 12 weeks.

Place of Work	Your place of work will be Fife House, North Street, Glenrothes. A blended workstyle arrangement applies, allowing flexibility in working from home and working from base to meet the demands of the role.
Relocation Expenses	The Council can provide financial assistance up to a maximum of £5, 000 if you are moving home in order to take up an appointment with the Council. Further details can be found here RS13 Relocation guidelines.doc (fife.gov.uk)