

SECTION EIGHT

MISCELLANEOUS PROVISIONS

1. Special and/or Protective Clothing (NJC for LGS Part 2.4, Part 4.7)

- (a) If an employee is employed on duties directly associated with members of the public he/she may be provided with and required to wear a corporate uniform. The Director shall have authority to determine the frequency of renewal of such a uniform;
- (b) Protective clothing shall be supplied to employees in circumstances where working conditions make it necessary.
- (c) If such protective clothing is not worn and damage results to normal clothing, no claims shall be considered by the Council.

Special and/or protective clothing shall remain the property of the Council and shall usually be returned on leaving the Council's service.

2. Loss or Damage to Personal Property

- (a) Wherever possible, personal items should not be left unattended at any time in an employee's work place as the Council's insurance policy does not provide cover for fire and theft to personal property.
- (b) Any employee who suffers loss or damage to personal property whilst carrying out his/her employment, may submit a claim to the Assistant Director of Human Resources who will submit a report on the loss or damage to the Cabinet Member responsible for Human Resources for them to decide whether or not a compensatory grant shall be made to the employee concerned.

3. First Aid Allowances

- (a) An employee who possesses an approved first aid certificate and who is required to act as a first aider in addition to the requirements of their job description, shall receive a fixed allowance paid on a monthly basis (refer to financial table for latest figure).
- (b) An appropriate programme of training and retraining for each first aider will be provided by the Council.

4. Long Service Retirement Awards

Employees who have had at least 25 years' continuous employment with Bury Council shall be invited to choose a gift to a maximum value per year

of employment (refer to financial table for latest figure) under the following circumstances:

- They retire in the Local Government service or
- They leave on account of ill-health or similar grounds (including retirement under the Council's Premature Retirement Scheme) **and**
- They are taking their pension when they leave

5. Certificate of Practising Solicitors

The Council shall pay for the certificates of any employee who is employed as a practising solicitor.

6. Membership of Professional Bodies

The Council will pay the annual subscriptions of employees who are precluded by law from carrying out their duties unless they are members of professional or other associations and institutes.

7. Decisions of National Negotiating bodies

The Council has agreed that decisions made by Joint Negotiating Bodies which affect the salaries and/or conditions of service of the Council's employees shall be implemented, so far as is practicable, on receipt.

8. Superannuation Benefits

For details of Superannuation Benefits see the Local Government Pension Scheme Regulations.

9. Telephone Calls

- (a) An employee shall be permitted to make or receive personal telephone calls at work, subject to the requirements of the service. Both the frequency and duration of such calls must be limited as much as possible and employees will be required to pay for any personal calls made on works phones.
- (b) If an employee is reported upon for any suspected abuse or non-payment in relation to any personal telephone calls at work, the Director of the employee concerned may deal with the matter in accordance with the Council's Disciplinary Procedure.
- (c) Making or receiving personal calls on works phones or using any of the functions on a personal mobile phone for any purpose when working on a public reception desk/counter is prohibited.

12. Telephone Charges

If the Council has deemed that it is essential that an employee should be contactable at home outside normal working hours for the performance of official duties the Council will either:

- (a) Reimburse the costs of a land line connection (installation costs, telephone rental and business related calls), or;
- (b) Provide a mobile phone for use by the officer in connection with their contracted duties. Employees will be required to meet the cost of any personal calls and/or personal texts.
- (c) In addition and where it is deemed essential that officers should be provided with network access at their home, the Council will meet the cost/reimburse the officer for the cost of a Digital Subscriber Line.

The Council will decide which method of communication is the most effective in relation to cost, the requirements of the post and the individual circumstances of the employee.

13. Job Descriptions

All employees shall be given a job description on appointment, promotion, or transfer.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the individual concerned who may have his/her Trade Union representative present if so desired.

Job descriptions within the Council shall be prepared in the Council's standard format (see Recruitment and Selection Code of Practice).

Each Director shall ensure that the agreed job descriptions are reviewed prior to the job being evaluated. Job descriptions shall be kept under constant review by the department and revisions will be agreed by the manager and employee in post.

14. Personal Accident (All Duty)

In the event of an employee sustaining bodily injury from an accident occurring whilst the employee is engaged on the business of the Council which results in the death or permanent disablement of the employee, the Council will pay to the employee or his/her estate, a Capital Sum in accordance with the Scale of Compensation.

The full terms and conditions of this scheme are available for inspection in the Department for Corporate Core (HR, Legal and Insurance Sections). (Refer also to Section 5 – Sickness Scheme – Third Party accidents.)

15. Revision of Financial Provisions

As soon as possible after the 1st April each year, representatives from Unison will consult with the Assistant Director of Human Resources to review all those paragraphs of the Local Conditions of Service document which deal

with monetary payments and allowances to employees except where such figures are linked and revised to an agreed outside factor such as National Joint Council Circulars.

16. Access to Personal Files

All employees have the right to access their personal file under data protection rules. Access is free of charge. (See the Council's guidelines on Data Protection).