

Dear Applicant

Important information about Terms and Conditions of Employment

Birmingham City Council has been engaging with staff on proposals to change its terms and conditions of employment since a Council-wide Section 188 Notice was issued in December 2015. As a result of successful consultation with the Trade Unions, a Collective Agreement has been reached and the changes were agreed at Full Council on 1 November 2016.

A collective agreement means all employees terms and conditions of employment will change with effect from **1 September 2017** regardless of whether they are a Trade Union member.

If you are successfully appointed and join a School where Birmingham City Council is the employer before **1st September 2017**, you will be appointed on the Council's current terms and conditions (The Birmingham Contract). If the duration of your contract of employment exceeds 31st August 2017, you will then become subject to the new terms and conditions on **1st September 2017** and at that point will transfer to the 'Birmingham Workforce Contract.'

The following changes to the Birmingham Contract have been made;

• **Performance Related Pay - Increments for 2016/2017**

Existing employees who have achieved the required performance criteria as part of the City's performance management scheme, 'My Appraisal', and therefore meet the pay progression criteria, will be eligible for a one-off, lump sum, non-consolidated payment in lieu of an increment. The payment will be the equivalent value of the difference between the employee's current spine column point (SCP) and the next SCP. Employees' SCP will not increase as a result of the 2016/2017 My Appraisal year.

New starters will need to have six months' service in post before becoming eligible for the non-consolidated payment (set out above) as part of the My Appraisal scheme.

For both existing and new employees, performance related salary increases will be suspended between 1st April 2017 – 31st August 2017.

With effect from **1 September 2017**, the following changes to terms and conditions will apply;

• **Performance related increments for 2017/2018, 2018/2019, 2019/2020**

In respect of the above 'My Appraisal' review years, there will be no entitlement to receive an incremental salary increase based on a performance review. There will be a joint management and trade union annual review which will take into account the financial position of the Council to give performance related payments for these periods.

- **Subsistence Payments**

Employees will only be eligible to claim subsistence allowance when they are away from home for business after 24 hours.

- **Removal of retirement gifts**

Employees and JNC Officers will no longer be able to claim reimbursement for retirement gifts.

Employees and JNC Officers will be eligible for recognition under the Council's testimonial policy and will additionally receive a certificate of acknowledgment of long service.

- **JNC Officers (those above Grade 7)**

In addition to the above changes, there were also a separate set of proposals that will only affect Chief Officers that are covered by Joint Negotiating Committee (JNC) for Chief Officer's terms and conditions. The Council has agreed that the pay and grading for JNC Officers will be subject to a more detailed consultation in order to achieve the required saving.

If you are successfully appointed to a School where Birmingham City Council is the employer it will be on the Birmingham Contract until 31st August 2017 (including the variations applicable to you as set out above), and then if the duration of your contract of employment exceeds 31st August 2017, the Birmingham Workforce Contract with effect from **1st September 2017**. If you are successful and accept the post for which you have applied, you will be accepting both sets of terms and conditions.

Please contact your school should you have any further queries.

I wish you success with your application to join Birmingham City Council.

Yours sincerely



Dawn Hewins
Director of Human Resources

GUIDANCE NOTES

SUPPORT STAFF APPLICATION



THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

SECTION 1: Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

SECTION 2 & 3: Personal details/General information

Please enter your personal details fully and clearly so that we may contact you about your application.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

Right to work in the UK: If you are shortlisted for interview at a school, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

If you are related to a Birmingham Councillor, Birmingham School Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

SECTION 4: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

SECTION 5: Education/qualifications

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

SECTION 6: Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying for.

SECTION 7: Membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as professional, occupational or trade membership.

SECTIONS 8 & 9: Past Employment & Experience

It is ESSENTIAL that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

SECTION 10: Retirement/Dismissal

Please ensure you tick the appropriate box and provide details if necessary.

SECTION 11: References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will normally be your head teacher.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

SECTION 12: Other relevant information in support of your application

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, in work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as 'I have all the skills and abilities mentioned in the person specification' and fully explain how you meet the requirements, e.g. if the person specification asks for 'experience of working with elderly people', you need to explain when, where and what was involved e.g. 'I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including'. Please provide no more than 3 sides of A4 in total.

SECTION 13: Consent, disclosure and confirmation

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website – www.gov.uk

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

A copy of the DBS Code of Practice is available at www.homeoffice.gov.uk or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.