

Highlighted items need to be checked/completed.

Items in blue are comments to assist in the completion of the template, but should not be left in the finished document.

EMPLOYMENT RIGHTS ACT 1996

STATEMENT OF WRITTEN PARTICULARS

[Name] Town/Parish Council
**** Full Address ****

1. GENERAL

Name of [employee/worker]: [insert]

Name of employer: [insert name] Town/Parish Council ('the Council')

Date on which particulars given: [date]

2. DATES OF EMPLOYMENT

Date of commencement of employment: [date]

Date of continuous service with bodies covered by the Redundancy Modification Order: [insert]

Add this paragraph for fixed term contracts only:

Your post is for a fixed term for [insert reason] and your employment will end on [date] or [when something happens e.g. the return of the current postholder from maternity leave] whichever is sooner.

3. PERIOD OF CONTINUOUS EMPLOYMENT

Your period of continuous service for statutory employment rights dates from the above date of commencement of employment with this Council.

If you have previous continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Order (which covers local authorities and related bodies) this will be included in calculating your entitlement to:

a redundancy payment
annual leave
occupational sickness scheme
occupational maternity scheme

With the exception of redundancy entitlement, the above will also apply if, prior to joining the Council, you left an organisation covered by the above Orders for maternity reasons or reasons concerned with caring for children or other dependants, within the last 8 years and have not been in permanent full-time paid employment since. The 8-year time limit does not apply in the latter circumstances for the calculation of annual leave entitlement.

4. JOB TITLE AND DUTIES

You are employed in the post of [insert job title]. You are required to undertake the duties as set out in your job description, which is attached.

You may be required from time to time to undertake such other duties as the organisation may reasonably require.

Your job description does not form part of your contract of employment.

5. PLACE OF WORK

You will work at [insert location] or at such other place of employment in the service of the Council as required. The address of the Council is given above.

6. TERMS AND CONDITIONS OF EMPLOYMENT

During your employment with [Name] Town/Parish Council your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, set out in the Scheme of Conditions of Service as supplemented by local agreements and by the rules of the Council, details of which are [state location or issued to you along with this document*].

All local agreements, rules, policies and procedures of the Council are non-contractual, other than those set out within the text of this document or where otherwise specified. Where this document makes signposting reference to policies, procedures, local agreements or rules of the Council which are [state location or issued to you along with this document**] these remain non-contractual unless otherwise specified within that document.

*** Note: any such documents must be in a named location (e.g. Staff Handbook/shared intranet/identified workplace folder) which is reasonably accessible to the employee. Otherwise issue a copy to the employee along with this document.**

7. SALARY

For full-time employees (delete as appropriate):

Your commencing salary is £xxxxxx per annum (Spinal Column Point xx) within the salary scale for Grade xxx. This covers the Spinal Column Point Range xx to xx with current corresponding salaries of £xxxxxx to £xxxxxx per annum.

For part-time employees (delete as appropriate):

Your salary will be calculated pro rata based on the full time salary for the role, which is, £xxxxxx to £xxxxxx per annum (Grade xx, Spinal Column Point xx - xx). Your part-time commencing salary for xx hours per week will be £xxx per annum (Spinal Column Point xx).

For all staff (amend as appropriate):

Subject to satisfactory service your salary will rise within the above scale by annual increments up to the maximum of the scale. The next such increment will be paid on xxx and thereafter any such increments due will be paid on 1st April.

You will be paid calendar monthly in twelve equal payments by [credit transfer or state other method] on [insert when payment is made, e.g. last working day of the month or 25th of the month]

8. HOURS OF WORK

Note: In this section you are required to set out any terms and conditions relating to hours of work, including any terms and conditions relating to:
(i) normal working hours,
(ii) the days of the week the worker is required to work, and

(iii) whether or not such hours or days may be variable, and if they may be how they vary or how that variation is to be determined.

(Select/amend appropriate sample paragraph from options below)

Full Time Employees (delete as appropriate)

Your normal working week is one of 37 hours, working on [Monday to Friday]. You will be required to take a lunch break of [minimum 20 minutes] per working day. This break will be unpaid.

Part Time Employees (delete as appropriate)

Your part-time working week is one of [insert number] hours. These will normally be worked on [state days of the week].

You will be required to take a break of [minimum 20 minutes] on any day when you work six hours or more. This break will be unpaid.

Seasonal workers (delete as appropriate)

Your hours and working pattern will vary due to the seasonal nature of the role [Add if applicable: and will include [some] weekends and public holidays].

The seasonal periods are [insert dates] for the peak season, [insert dates] for the off peak season and [insert dates] for the closed season.

Note: core hours are the minimum guaranteed hours that you will need the employee to work. If there is no requirement to work additional hours (see below) then remove the word 'core'.

Your average weekly hours over a complete year will be [number of hours]. During the peak season your core hours will be [XX] per week. During the off peak season your core hours will be [XX] per week. During the closed season your core hours will be [XX] per week. Your hours will be worked [state working pattern, e.g. on Monday to Friday or on 5 days per week between Monday and Sunday]. The season dates and your core hours will be reviewed annually against the needs of the service and may be subject to change. You will be given reasonable notice if a change is confirmed.

Delete the following paragraph if not applicable. Include this paragraph if you require the employee to provide additional flexibility by working additional hours as required. The number of additional hours may differ by season, in which case state this.

In addition to your core hours, you may be required to work up to [xx] additional hours per week. Your working pattern will reflect [state why they will vary, e.g. the opening hours of the XXXXX]. You will be given a minimum of [x days'/weeks'] notice of any requirement to work additional hours.

Shift/rota'd workers with fixed contracted hours (delete as appropriate)

Your normal working week will be one of [xx] hours, worked on [state days e.g. 5 days per week from Monday to Friday or 5 days per week between Monday to Sunday]. Working hours will be allocated on a rota basis [add if applicable: and may include public and extra statutory holidays].

You will be required to take a break of [minimum 20 minutes] on any day when you work six hours or more. This break will be unpaid.

Your working hours will be communicated to you at least [one week] in advance.

Zero Hours Employees (delete as appropriate)

You have no fixed hours of work. Your hours will be scheduled in response to [give details e.g. the bookings of the Council's community centre].

Your hours may be worked on [Monday to Sunday] and may include [evenings, public holidays and extra statutory holidays].

Your working hours will be communicated to you at least [one week] in advance.

9. OVERTIME

Note: the enhanced rates of pay below are as set out in the Green Book and relate to work carried out in excess of contracted hours.

Town/Parish Councils can agree to diverge from the Green Book enhanced rates of pay for additional hours. They could, for example, agree to pay at a different rate/rates; pay all hours worked at the employee's basic hourly rate; or exclude senior staff from the enhanced rates.

Please check your local pay arrangements and select/amend appropriate sample paragraph from options below.

Full Time Employees (delete as appropriate)

Either (if Time Off In Lieu is used to claim back additional hours):

You will not normally be expected to work overtime. If at any time your manager authorises you to work in excess of 37 hours per week then we will try to give you time off in lieu. If this is not possible the extra hours worked over 37 will be paid at your basic hourly rate (minimum 30 minutes).

Or (if additional hours are paid):

You will not normally be expected to work additional hours. If your manager authorises paid additional hours and your weekly hours exceed 37 then the extra hours worked over 37 will be paid at [for SCP23 or higher: your basic hourly rate] [or for SCP22 or less: time and a half on Monday-Saturday and double time on a Sunday, public holiday or extra statutory day (minimum 2 hours)]. Different rates of pay also apply to all hours worked at times specified in the paragraph on Premium Rates.

Part Time Employees / Shift/rota workers with fixed contracted hours (delete as appropriate)

Either (if Time Off In Lieu is used to claim back additional hours):

You will not normally be expected to work overtime. If at any time your manager authorises you to work in excess of your contracted hours per week then we will try to give you time off in lieu. If this is not possible the extra hours worked will be paid at your basic hourly rate (minimum 30 minutes).

Or (if additional hours are paid):

[For SCP23 or above:] You will not normally be expected to work additional hours. If your manager authorises paid additional hours these will be paid at your basic hourly rate. Different rates of pay also apply to all hours worked at times specified in the paragraph on Premium Rates. [For SCP22 or less:] You will not normally be expected to work additional hours. If your manager authorises paid additional hours these will be paid at your basic hourly rate up to the full-time working week, which is currently 37 hours per week, Hours worked in excess of this will be paid at time and a half on Monday-Saturday and double time on a Sunday, public holiday or extra statutory day (minimum 2 hours). Different rates of pay also apply to all hours worked at times specified in the paragraph on Premium Rates.

Seasonal workers (delete as appropriate)

Either (if Time Off In Lieu is used to claim back additional hours):

You will not normally be expected to work additional hours unless specified in the Hours of Work section above. If at any time your manager authorises you to work in excess of your normal weekly hours then we will try to give you time off in lieu. If this is not possible the extra hours worked will be paid at your basic hourly rate (minimum 30 minutes).

Or (if additional hours are paid):

[For SCP23 or above:] You will not normally be expected to work additional hours unless specified in the Hours of Work section above. If your manager authorises paid additional hours these will be paid at your basic hourly rate. Different rates of pay also apply to all hours worked at times specified in the paragraph on Premium Rates.

[For SCP22 or less:] You will not normally be expected to work additional hours unless specified in the Hours of Work section above. If your manager authorises paid additional hours these will be paid at your basic hourly rate up to the full-time working week, which is currently 37 hours per week, or your seasonal working week if this is higher. Hours worked in excess of this will be paid at time and a half on Monday-Saturday and double time on a Sunday, public holiday or extra statutory day (minimum 2 hours). Different rates of pay also apply to all hours worked at times specified in the paragraph on Premium Rates.

10. PREMIUM RATES

Note: the premium rates below are as set out in the Green Book. They show the rate of pay to be received whenever the employee works at these times, regardless of whether they are working beyond their contracted hours.

Town/Parish Councils can agree to diverge from the Green Book premium rates. This could mean, for example, not paying premium rates at all; paying for only some of the situations below; paying at a different rate; or paying them only for certain groups of staff.

Please check your local pay arrangements and select/amend the appropriate sample paragraph from options below.

Employees above SCP3:

Premium rates of pay apply as follows:

Saturday: time and a half

Sunday: time and a half

Public Holidays: double time

Extra Statutory Days: double time

Between 8pm and 6am: time and a third

Employees SCP3 or below:

Premium rates of pay apply as follows:

Saturday: time and a half

Sunday: double time

Public Holidays: double time

Extra Statutory Days: double time

Between 8pm and 6am: time and a third

11. PROBATIONARY PERIOD *(delete for existing staff)*

Your appointment is subject to a **six** month probationary period, during which time you will be required to demonstrate to the **Council's** satisfaction your suitability for the position in which you are employed.

The probationary period may be extended at the Council's discretion and is without prejudice to the **Council's** right to terminate your employment before the expiry of the probationary period. When you have successfully completed your probation you will be transferred to the Council's establishment.

During your probationary period, the Council's full disciplinary and/or capability procedure will not apply to you as any capability or conduct issues will be dealt with within probation.

12. NOTICE PERIOD

The minimum period of notice to which you are entitled is set out below:

<u>Period of Continuous Service</u>	<u>Minimum Notice</u>
One month or more but less than 2 years	1 week
Two years or more but less than 12 years	1 week for each year of continuous service
Twelve years or more	12 weeks

The minimum period you are required to give to terminate your employment is **xxx month(s)**.

Within one week of the termination of your employment, you will return to the **Council** all items of its property of which you are in possession, including documents, office equipment, keys, ID and any other property belonging to **(*name of Council*)**.

You are also required to return any **Council** property that may come into your possession or control after the termination of your employment.

Failure to return company property to the organisation will entitle the **Council** to withhold the whole/part of any wages due from the organisation to you up to the current market value of the property not returned, i.e. based on the value of the property at the time that it is not returned. The **Council** also reserves the right to issue civil proceedings against you where any outstanding wages withheld do not cover the current market value of the property not returned, or where there are no outstanding wages.

13. HOLIDAYS

Note the following points before the completing the section below:

- **The minimum annual leave entitlement for full-time Green Book employees is 22 days, rising to 25 days after 5 years' continuous service.**
- **In addition, Green Book employees are entitled to paid time off for public holidays and 2 extra statutory days per year.**
- **Extra statutory days are usually taken on a fixed date, e.g. between Christmas and New Year. Some councils have agreed locally that, rather than having fixed extra-statutory days, these will be incorporated into the annual leave allowance. In this case the minimum entitlements are 24 days and 27 days.**
- **The entitlement to paid annual leave, paid extra statutory days and paid public holidays is pro rata for part time employees.**
- **Where working hours are not the same each day (e.g. an employee works 8 hours on Monday and 5 hours on Tuesday & Wednesday), the leave should be expressed in hours.**

Select/amend the appropriate paragraphs from those below for full/part-time employees working all year. Wording for other working patterns needs to reflect the relevant entitlement and arrangements.

Full-time employees (delete as appropriate)

Your current annual leave entitlement per annum is [insert number] working [days/hours]. This will increase to [insert number] working [days/hours] after 5 years' continuous service.

In addition to your annual leave entitlement, you will be entitled to paid time off for [delete if not applicable: two extra statutory days and] public holidays. If service needs require you to work on public [delete if not applicable: or extra statutory] holidays you will be given time off in lieu.

Part-time employees (delete as appropriate)

Your annual leave entitlement is calculated pro rata, based on a full-time entitlement of [insert number] of working [days/hours], increasing to [insert number] [days/hours] after 5 years' continuous service. For your commencing hours of [insert number] per week, your pro rata entitlement is [insert number] [days/hours], increasing to [insert number] [days/hours] after 5 years' continuous service.

In addition to your annual leave entitlement, you will be entitled to a pro rata amount of paid time off for [delete if not applicable: two extra statutory days and] public holidays. If service needs require you to work on public [delete if not applicable: or extra statutory] holidays you will be given time off in lieu.

All employees (amend as appropriate):

The annual leave year runs from 1st April to 31st March [or state annual leave year if different]. Those employees starting or leaving employment during the year are entitled to leave proportionate to the amount of service they have during that year.

If you leave the Council with some holiday entitlement not taken in the current annual leave year, you will be paid a sum representing pay for the number of [hours/days] not taken. Any holiday taken in excess of your pro rata entitlement will be deducted from your final salary payment.

You will be paid at your full basic rate for all authorised absence on annual leave. Employees who receive regular payments for working arrangements other than normal contracted hours will be entitled to such payments during such leave.

Leave may only be taken at times convenient to the Council as previously arranged by notice. Further details on how to book leave and the required notice arrangements [can be found in the Council's Leave Policy/are in the staff handbook/are available from the Town/Parish Clerk].

(delete this paragraph if not applicable)

Up to [five days'] annual leave not taken during the leave year may be carried forward into the next leave year with the written consent of the Clerk [or other person if applicable].

14. SICKNESS ABSENCE

Your entitlements during any absence due to sickness or injury are as set out in the NJC agreements referred to above.

Your maximum entitlement to occupational sick pay is:

During 1st year of service: one month's full pay and (after four months' service) two months' half pay.

During 2nd year of service: two months' full pay and two months' half pay

During 3rd year of service: four months' full pay and four months' half pay

During 4th and 5th years of service: five months' full pay and five months' half pay

After 5 years' service: six months' full pay and six months' half pay.

15. MEDICAL EXAMINATIONS/REPORTS

The **Council** shall have the right to request a medical report about you from a medical practitioner designated by the **Council**. In this event you will be required to authorise the medical practitioner(s) to prepare a medical report for disclosure and discussion with, and processing by, the **Council**. You will agree on request by the **Council** to undergo at its expense any medical examinations by such medical practitioner(s) that may be required for the purposes of producing such a report.

16. OTHER PAID LEAVE

Rights to maternity, paternity, adoption, shared parental and parental bereavement leave and pay are in accordance with statutory schemes, and where relevant supplemented by NJC agreements. These rights are dependent on employees complying with relevant notification requirements.

In addition, the organisation offers paid [details of other paid non-statutory leave, such as compassionate leave].

Full details are set out in **the Staff Handbook (or insert other location)**.

17. PENSION

Note: All employers must comply with their pension automatic enrolment obligations under the Pensions Act 2008.

Under Local Government Pension Scheme (LGPS) regulations Town and Parish Councils are known as designating employers. This means they can choose:

- **whether or not to use the LGPS as a pension scheme for staff**
- **If so, which posts can join the scheme**

If they choose not to enable all staff to join the LGPS they will need to have an alternative qualifying pension scheme available for the relevant staff.

Select from the following options, depending upon whether or not this employee is eligible for membership of the Local Government Pension Scheme.

If this employee's post is eligible for membership of the Local Government Pension Scheme (LGPS), you will need to contractually enrol them as long as they are under age 75 and have a contract of employment for three months or more.

Information on this scheme can be found on the [LGPS regs website](#). Look for Automatic Enrolment – Technical guide–brief. Or contact your local LGPS Pension Fund.

Employees with contracts for less than 3 months need to be assessed, as they may need to be automatically enrolled by law. Your assessment will determine whether they need to be auto-enrolled into a 'qualifying scheme' (e.g. the LGPS) or given the option to join a scheme (which for

some employees does not have to be a 'qualifying scheme' and may be an alternative scheme such as NEST). Employers may also choose to issue a Postponement Notice for up to three months. This information can be found in the Technical Guide above or contact your local Pension Fund.

As well as including the information below in the employment contract, the employer must also write to all new employees. The relevant letter is referred to in the text below. Template letters can be downloaded from the [LGPS regs website](#). Look for Automatic Enrolment – Sample Letters.

Choose from one of the following paragraphs:

You have been automatically enrolled into the Local Government Pension Scheme. Please see the enclosed letter for details of the scheme and the contributions made by you and [name of Town/Parish Council].

or

You have not been automatically enrolled into Local Government Pension Scheme. Please see the enclosed letter for details of the scheme and the options available to you should you wish to contribute to a workplace pension.

If the Council offers access to a pension scheme other than the Local Government Pension Scheme, you will need to assess new employees in line with the pension automatic enrolment legislation and any other rules of the scheme. Information can be found on the [Pension Regulator's website](#) or contact your pension provider.

The employer must also write to all new employees. The relevant letter is referred to in the text below. It should ideally be enclosed with this document but must be provided no later than 2 months after the employee's start date. [Template letters](#) are available on the Pension Regulator's website.

Choose from one of the following paragraphs:

[Name] Town/Parish Council has automatically enrolled you into [name of pension scheme]. Please see the enclosed letter for details of the scheme and the contributions made by you and by the Council.

Or

[Name] Town/Parish Council has not automatically enrolled you into a pension scheme. Please see the enclosed letter which includes the reason for this and sets out the options available to you should you wish to contribute to a workplace pension.

18. **BENEFITS**

If offering other benefits (delete/amend as appropriate):

You will be entitled to [inset any benefits provided, e.g. discounted gym membership/use of company vehicle].

Your entitlement to these benefits will commence [insert date, e.g. on your first day/after the satisfactory completion of your probationary period].

The Council retains the right to remove your entitlement to these benefits at any time.

If not offering other benefits (delete/amend as appropriate):

The Council does not offer benefits in addition to those set out elsewhere in this document.

19. **TRAINING**

Note: In this section you are required to include details of :

- any mandatory (i.e. compulsory) training which you require the employee to complete and
- any other training which you require the employee to complete but which you won't pay for.

You will be required to complete mandatory/statutory training and any training deemed necessary by the Council as required. This will include [insert details, e.g. health and safety training and any professional/technical updates]. Any training undertaken outside your normal working hours will either be paid at your normal rate of pay or time off in lieu will be given.

Delete/amend as appropriate where the job offer is conditional upon successfully completing training.

Your employment is conditional upon successfully completing [title of training e.g. the Certificate in Local Council Administration (CiLCA)] qualification] by [insert date or length of time from the start date of this contract]. The registration and course fees for the [title] qualification will be paid by the Council. Any study undertaken in addition to normal work activities will be undertaken in your own time and will not be paid. Failure to complete this by the agreed date will result in the termination of your employment unless otherwise agreed by the Council.

Delete/amend as appropriate.

You will not be paid for undertaking the following training: [insert details of any other mandatory training where the Council will not bear the cost].

20. **DEDUCTIONS**

If at any time you owe a sum of money to the Council, the Council may deduct this from your salary or any other payment due to you. When the Council intends to make deductions, you will be given advance notice of this and be consulted about the timing and frequency of the deductions. The final decision will, however, rest with the Council.

Deductions may be made in various circumstances including:

- Overpayments of salary
- Unauthorized absences from work
- Failure to give proper notification of the termination of your employment
- Debts owed to the Council by you

21. **OTHER EMPLOYMENT**

If you wish to be engaged in any other employment or have any outside business interest, whether financial or otherwise, you must first seek the written permission of the Council, which will not be unreasonably withheld.

22. **CRIMINAL RECORDS**

Note: The last paragraph of this section is applicable to all employees, whether or not a criminal record check (known as a Disclosure and Barring Service or DBS check) is carried out.

For most roles there is no requirement to carry out criminal record checks for new employees. However the Safeguarding Vulnerable Groups Act (2006) makes it mandatory that employers perform DBS checks for certain occupations, including those working with children or vulnerable adults.

Councils who wish to carry out DBS checks should be aware of the following:

- **Basic checks:** Employers can carry out a basic disclosure check on new employees regardless of the type of role. You can ask the employee to apply for the check themselves, or the employer can apply via a 'responsible organisation'.
- **Standard, enhanced and enhanced with barring list checks:** Standard and enhanced DBS checks can only be carried out for posts which are listed in the rehabilitation of offenders act, for example certain roles working with young people under 18. To establish if a role is eligible for a standard or enhanced DBS check you can visit: <https://www.gov.uk/find-out-dbs-check>.
- Checks at all levels, including basic, are issued by the Disclosure and Barring Service (DBS). There is a cost for each.
- If you will be carrying out a DBS check on an employee, you will need to have a Policy on the Rehabilitation of Offenders and it is advisable that you have a Criminal Records Check Policy. South West Councils can provide template policies for the Council to amend, agree and adopt.
- Full information regarding DBS checks is available on the Gov website

(For all employees where a DBS check is being carried out) Your appointment is subject to a [Basic/Standard/Enhanced/Enhanced with barred list] criminal record check by the Disclosure and Barring Service. The Council carries out these checks in order to ensure that an applicant does not have a history that could make them unsuitable for this position. Further details regarding how the Council manages DBS checks can be found in the Council's Criminal Records Check Policy. You can also find further details regarding the Councils approach towards employing people who have criminal convictions within the Policy on the Rehabilitation of Offenders. Both of these policies are available from the Town Clerk / in the staff handbook/ on the Council's website.

(For standard/enhanced checks only - delete/amend as applicable): The Council operates a system of rechecking your criminal record every three years. Therefore you will be required to apply for a further disclosure at this time. We may also request that you register your DBS certificate with the DBS update service.

(For all employees, whether or not a DBS check is being carried out) You are required to declare in writing to your line manager any court convictions, bindovers, cautions or judgements or investigations pending, should they occur during your employment with the [insert name of council].

23. DISCLOSURE OF INFORMATION

Client or customer confidentiality is of the utmost importance and must be maintained at all times by every employee. The law requires that certain types of information must be available to Members, auditors, government departments, service users and the public. The Council itself may decide to be open about other types of information. Employees must be aware of which information the Council is and is not open about, and act accordingly.

Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor must they pass it on to others who might use it in such a way. Any information received by an employee must not be divulged without prior approval unless it is in the public domain.

24. DISCIPLINARY, GRIEVANCE AND OTHER RELEVANT POLICIES AND PROCEDURES

In addition to the national agreement mentioned at section [insert number of section entitled Terms and Conditions of Employment] above, those rules and agreements made by the Council directly affecting other terms and conditions of employment (**are contained in the Staff Handbook or issued to you**). These are non-contractual unless stated otherwise within the document.

**** Note: any such documents must be in a named location (e.g. Staff Handbook/shared intranet/identified workplace folder) which is reasonably accessible to the employee. Otherwise issue a copy to the employee along with this document.**

They include the detailing of the Council's Disciplinary Procedure and its Grievance Procedure.

The policies are kept under review and may be amended or updated from time to time. This will be subject to consultation where appropriate with [staff or staff and recognised Trade Unions] (*delete as appropriate, depending on whether you recognise unions*).

As per the Disciplinary Policy, if you wish to appeal against any disciplinary decision then you will need to submit your appeal in writing to [insert as applicable] in accordance with the procedure set out in the disciplinary procedure.

As per the Grievance Policy, if you are not satisfied with the result of the informal grievance process and you wish to make your grievance formal then you should take the matter up with the Town/Parish Clerk, in writing, stating the nature of the grievance. This should be done in accordance with the procedure set out in the grievance policy.

25. CONTRACT VARIATION

[Name] Town/Parish Council reserves the right to make reasonable changes to your terms & conditions of employment.

If there are any minor changes, you will be notified in writing. These changes will take effect from the date of the notice or other date as specified.

Greater changes will be made only after consultation, and we will provide you with at least one month's written notice.

26. SIGNATURE

I confirm my acceptance of the post on the above terms and conditions of employment.

Signed:..... Date:

Signed on Behalf of the Council by:

Name: Position:

Signature: Date: