



working for us

Recruitment and Selection

Guide to Employee Benefits

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OVERVIEW

With an annual budget of over £2.4 billion, Glasgow City Council is the largest local authority in Scotland serving a population of around 600,000, and has approximately 19,000 employees.

The Council is structured into 6 main Service groups:

- Chief Executive's Office
- Corporate Services
- Development and Regeneration Services
- Education Services
- Financial Services
- Land and Environmental Services
- Social Work Services

The Council also works in partnership with a number of other organisations such as:

- Access LLP
- City Building (Glasgow) LLP
- City Parking (Glasgow) LLP
- City Property (Glasgow) LLP
- Clyde Gateway URC
- Cordia (Services) LLP
- Glasgow City Marketing Bureau Limited
- Community Safety Glasgow(CSG)
- Glasgow Life
- Jobs & Business Glasgow

Further information on Service groups and partnership organisations can be found on the Council website – www.glasgow.gov.uk

We pride ourselves in continuously improving our services. As an employer, we recognise our most valuable assets are our people. We strive to be an employer of choice by providing a range of benefits that help us secure the engagement of employees, motivating them to deliver for the citizens of Glasgow.

The improved performance and development of our employees is managed through personal development plans and performance coaching and reviews focused on developing skills, knowledge, qualifications and competencies centred around key competency areas that support the Council's key objectives. Ultimately we recognise that developed, well-equipped and satisfied employees will provide the best service to the citizens of Glasgow and those who work in and visit the City.

2. WORKING FOR GLASGOW CITY COUNCIL

EQUAL OPPORTUNITIES

Achieving diversity in the workplace is important to us: it isn't just about complying with the law it's about recognising and valuing each other's differences and treating each other fairly. We want to recognise everybody's worth regardless of their age, disability, gender, sexual orientation, religion or belief and ensure equality across all areas. We want to respect others, and be a sensitive and understanding employer. We want to do this because we think that when people can be themselves they perform better and it helps us to better reflect the community we serve.



PAY & GRADING STRUCTURE

Our pay & grading structure is modern, fair and delivers equality. It's made up of:

- 14 job families
- 112 role profiles
- 15 grades
- Pay points

Every job in the Council belongs in one of our fourteen Job Families. The Job Families group jobs together that share a similar purpose and have similar characteristics. (e.g. all our clerical jobs are in the Clerical & Admin Job Family).

Within each Job Family, there are groups of role profiles. Role profiles list the main tasks, skills, knowledge, qualifications and competencies needed to carry out the job. Each role profile has a 'size' – what's involved and the level of responsibility attributed to it. The size of the role determines the amount of pay that it attracts. The role profile therefore determines the grade an employee is paid at.

The Pay and Grading Structure is made up of 15 grades.

Grades 1 – 8 are the 13 non-leadership Job Families.

Grades 9 – 14 are the Leadership grades, which are primarily supervisory, management and leadership roles.

The highest, and final, grade in the structure is the Chief Executive grade.



2. WORKING FOR GLASGOW CITY COUNCIL

CODE OF CONDUCT

The public expect the highest standard of conduct from all Glasgow City Council employees. Our code of conduct sets out the minimum standards that are expected of all employees and is based on the 'Seven Principles of Public Life' identified by the Nolan Committee on Standards in Public Life. All new employees are provided with a copy of the Code of Conduct when they start employment with the Council.

3. EMPLOYEE BENEFITS

Working at Glasgow City Council would mean you would have access to a wide-ranging and generous benefits package. A summary of the benefits, which may be available to you, are provided here:

ANNUAL LEAVE & PUBLIC HOLIDAYS

You'll be able to take advantage of 25 days (175 hours) annual leave, which will rise to 28 days (196 hours) after five years' continuous service. On top of this you'll also receive 12 ½ days (87 ½ hours) public holidays per year.

This means that as a minimum you would receive 37 ½ days (262 ½ hours) holidays. (These entitlements are based on full time hours. If you work part-time your entitlement will be based on the number of days you work to give a pro-rata entitlement)

We'll also take into account any previous local government service as 'reckonable' service allowing this to be included when working out your holiday entitlement.

Buying additional annual leave

You can apply to purchase up to a maximum of 15 days (105 hours), the equivalent of three weeks additional annual leave in any leave year (pro-rated for employees on other non-standard working patterns). Our additional leave purchasing scheme provides employees with more flexibility in respect of planned time off work.

PENSION SCHEME – STRATHCLYDE PENSION FUND

You'll be offered the opportunity to join not only one of the largest local authority pension funds in the UK but also a fund which ranks among the top 20 of all UK pension funds – Strathclyde Pension Fund.

The pension scheme is one of the best pension schemes available in Scotland, delivering:

- A pension based on career average revalued earnings (CARE).
- A pension that increases each year in line with price inflation.
- A pension payable to your surviving spouse, registered civil partner or nominated cohabiting partner on your death after retirement.
- The ability to exchange some of your pension to provide a tax free lump sum.
- Lump sum death in service protection of three times your pay.
- A pension for your surviving spouse, surviving registered civil partner or surviving or surviving nominated cohabiting partner on your death in service.
- A permanent ill health pension paid from any age for those with two years service who are permanently unable to work.

You can read more about the scheme at www.spfo.org.uk

3. EMPLOYEE BENEFITS

LIFE & PERSONAL ACCIDENT INSURANCE

We operate a free Life Assurance Scheme for those employees who are not members of the Local Government Pension Scheme. This will provide a lump sum to your dependants should you die whilst employed by the Council.

We will also provide you with Personal Accident Insurance for free, and if you are injured due to an accident at work you may receive financial compensation.

OCCUPATIONAL SICKNESS PAY

If you are off ill we operate an occupational sick pay scheme, where you may receive full and half pay, depending on length of service up to a maximum of 26 weeks in addition to your entitlement to Statutory Sick Pay.

We operate a comprehensive Attendance Management Policy, which aims to support and help individuals whilst at work, when on sick leave and returning to work.

We recognise our responsibility for the health, safety and welfare of our employees and have a wide range of free services and agencies established to provide assistance to employees such as our Occupational Health and Physiotherapy service.

EMPLOYEE ASSISTANCE

We understand that there may be times when you need advice, guidance or simply wish to talk to someone about things going on in your life. That's why we make available to you a free employee assistance service.

Our employee assistance provider offers confidential professional counselling, information services, debt management and legal help 24 hours per day, 365 days per year.

These times can also have an affect on your family therefore we also allow them to take advantage of this service.

3. EMPLOYEE BENEFITS

WORK LIFE BALANCE

To help you balance the demands of work and home, you would after 26 weeks continuous service have the right after to request 'flexible working'. Options include:

- job sharing;
- reduced hours/part-time working;
- term-time contracts;
- compressed working hours; and
- shift working.

We also offer a whole host of family friendly policies with generous entitlements going well beyond legal requirements. These include maternity leave, maternity support, parental, adoption & fostering leave. (To take advantage of these you will have to meet certain qualifying requirements).

CHILDCARE – SALARY SACRIFICE SCHEME

To help you with your childcare costs we offer a Childcare Voucher Scheme.

This works by allowing you to take an amount from your salary (before tax and national insurance deductions) and use it to pay for childcare with a registered childcare provider meaning you save money by paying less tax and national insurance.

WORK PLACE PARKING – SALARY SACRIFICE SCHEME

To help you with your parking costs we offer a Workplace Parking Scheme within the Collegelands development at Duke Street which is operated by City Parking (Glasgow) LLP.

This works by allowing you to take an amount from your salary (before tax and national insurance deductions) and use it to pay for car parking costs meaning you save money by paying less tax and national insurance.

3. EMPLOYEE BENEFITS

GLASGOW CREDIT UNION

You can join Glasgow Credit Union (GCU) a not for profit financial cooperative. The GCU provides a variety of competitive financial services including current accounts, savings, mortgages, loans and insurance services.

With payments taken directly from your wages it can be the easiest way to deal with your finances, you can also access your account on line and take part in the private members lottery.

You can read more about the GCU at www.glasgowcouncilcu.com

STAFF BENEFIT SCHEME

The Staff Benefit Scheme is open to all Council employees and provides preferential discounts on selected products and services throughout Glasgow. This includes high street shops, cinemas and restaurants discounts to money off car hire, hotels and holidays.

GLASGOW CLUB

You could join the Glasgow Club Scotland's largest health and fitness club operating at 19 Centres throughout the city with 12,000 members. There are world-class facilities such as The National Badminton Centre at Scotstoun and the stunning 50-metre pool at Tollcross Park Leisure Centre.

You'll benefit from a discounted corporate rate, which includes the administrative fee being waived.

You can read more about the Glasgow Club at www.glasgowlife.org.uk

STAFF MAGAZINE

Every month employees receive a copy of our excellent staff magazine, the Insider, which is crammed full of information about the Council, offers available to employees and competitions.

3. EMPLOYEE BENEFITS

DEVELOPMENT

We believe that providing staff with increased skills, knowledge, qualifications and competence will ultimately lead to our customers receiving a better service and our employees feeling more motivated and engaged. As a result we are proud to offer a wide range of developmental opportunities, including:

- Corporate training including the Institute of Leadership and Management First Line Managers Programme;
- SVQ Accreditation;
- Support whilst completing Further Education;
- Completion of Personal Development Plans and Performance Coaching Reviews that support individual development and career progression;
- Core Skills training e.g Literacy/Numeracy, Basic Computer skills.

GIVE AS YOU EARN (GAYE)

Give as you earn is a tax efficient way of giving to your chosen charity through your pay. You can give as much or as little as you like, and because the donation is taken from your pay before tax, it actually costs you less and ensures that your charity receives more from the gift aid entitlement.

FURTHER INFORMATION

If you require further information, please telephone the number listed in the advert or visit our website www.glasgow.gov.uk/vacancies