



Date: *****

Strictly Private & Confidential

Name
Address
Town
Postcode

Dear ***insert name,

Conditional Offer

Job Title: Director of *****
Grade: Chief Officer Spot CC BCC COR 02 *** update accordingly**

We are pleased to offer you the above position on a permanent basis***update accordingly within the ***add directorate Leadership Team of Birmingham City Council, with tentative start date of ****update accordingly and the expected contractual hours of 36.5 hours per week.

Your employment with the Council is on the terms set out below and in the enclosed Contract of Employment.

Your employment is subject to receipt of both a satisfactory medical clearance and proof of your eligibility to work under the Immigration, Asylum and Nationality Act 2006 and (if applicable) clearance from the Disclosure and Barring Service.

It is a condition of this employment that you have right to work in UK, without any additional approvals. You are required to notify the Council immediately if this position changes at any time during your employment with the Council and failure to comply with this condition may result in disciplinary action being taken up to and including dismissal.

The terms set out in this letter override anything said to you during your interview or any other discussions about your employment with the Council.

Your Employer

Your employer is BIRMINGHAM CITY COUNCIL at Council House, Victoria Square, Birmingham, B1 1BB.

Fixed Term Contract ***remove this if it is a permanent offer**

The appointment is on a fixed term basis starting on *** expiring on *** without the



need for notice (unless terminated earlier by either party giving not less than the appropriate notice in writing to the other as set out in your contract of employment).

Probationary Period (if from outside Local Government or in a position of trust)

Your employment will be subject to your satisfactory completion of a six-month probationary period. This period is extended to twelve months for employees in a position of trust working and employees who work with children.

Salary

Your starting salary is £***** per annum within Grade Chief Officer Spot CC BCC COR 02.

Your salary is paid monthly in twelve equal instalments by direct credit to a Bank or Building Society of your choice. Monthly salary payment is payable on 28th of each month unless this coincides with a weekend or bank/public holiday in which case the payment date will be the preceding Friday. In the months of December and January, however the Council may decide to make payments at other times in the month.

Hours of Work

Birmingham City Council delivers many of its services 24 hours a day, seven days a week. The normal working week is 36.50 hours a week, over a five-day period. Each day you are entitled to a minimum of 30 minutes unpaid lunch break.

The normal working week may be varied, and you may be required to work alternative hours or days, or additional hours or days, or other working patterns, all of which are determined by business need.

Your basic working week is 36.5 hours. If you are required to work different hours (or different days) then these will be confirmed to you by your line manager.

Work Location

The location for your post is Council House which is the administrative centre for your Directorate.

If you are an approved homeworker, your home address is your administrative centre.

You may be required to work at an alternative location within the Birmingham City Council property portfolio as required by your role, subject to consultation with you.

This appointment is offered subject to a mobility clause, which provides for the movement of employees to alternative work locations for business reasons. For employees at Grade A and Grade B who are required to work at an alternative work location, you will be entitled to a reimbursement of any additional travelling costs for up to a 3-month period.

Annual Leave

Your entitlement to annual leave and public holiday leave entitlement is as set out in the Contract of Employment and is calculated in hours. Your annual leave year

runs from 01 April to 31 March.

Notice Period

Your notice period is as set out in the attached Contract of Employment.

Pension

As an employee you will automatically be entered into the scheme from the date of your appointment. If you wish to opt out, you must complete and return the opt out form which is available from the West Midlands Pension Fund website; www.wmpfonline.com. Full details of the scheme & benefits are also available on the website.

Continuous Service

Your period of continuous service for statutory employment rights dates from ***** update accordingly

If you are bringing continuous service to BCC with you, we will need confirmation from your previous employer. Once received this date will be confirmed in your final offer when all your pre-employment checks are complete.

Sickness Absence

Details of the Council's Managing Attendance Policy are set out in the attached Contract of Employment.

Disciplinary and Grievance Policy

Details of the Disciplinary and Grievance policy are set out in the attached Contract of Employment.

Trade Union Membership

In the opinion of Birmingham City Council each employee should be a member of a Trade Union in order that collective bargaining is satisfactory and fully represented of all employees. The City Council believes that it should promote the benefits of Trade Union membership to its new employees. This agreement aims to provide a practical means for doing this, which complies with the Data Protection Act 2018.

Further details are available below and from the Council's Intranet.

Conditions

This conditional offer is subject to each of the following conditions:

1. The Council receiving two references which it considers satisfactory and one of which should be from your most recent employer.
2. Providing the Council with your required right to work documentation needed in the UK; please provide one of the below:
 - Original documents from the home office list of acceptable documents, or;
 - 'Share code' from the Gov online right to work checking service, or;
 - Consent and the required information to use the Gov employer checking service to check your immigration status.
3. Satisfactory Disclosure and Barring Services check (if this is a requirement of your position).

4. Evidence that you hold statutory registration with relevant professional body (if this is a requirement of your position);
5. Evidence of compliance with Childcare Disqualification regulations (if this is a requirement of your position);
6. Evidence of Professional qualifications/membership required as per the person specification.
7. Evidence of valid Driving Licence (if this is requirement of your position).

Should you fail to provide the relevant documentation or where necessary, fail to notify Birmingham City Council of any convictions, cautions or legal summonses or you are unsuccessful in the vetting process this will result in the termination of your employment.

Any offer of employment with Birmingham City Council is also subject to the successful completion of our own, our client Company or industry-mandated vetting and security clearance procedures. Dependent upon the nature of the job, these procedures may include checks on criminal and credit records, education, employment, medical and address history. You will need to provide the documents requested in a timely manner.

Acceptance

Once you have reviewed everything to confirm your acceptance, please click on the link below and sign the electronic acceptance form. **update accordingly - if sending via Oracle then link if not then use wording: please complete and sign the attached acceptance form **

Finally, congratulations on being offered this position and we look forward to you joining Birmingham City Council in due course. If you would like to find out more information about the Directorate you are joining, further details are available at www.birmingham.gov.uk.

Yours sincerely

Resourcing Team
On behalf of Birmingham City Council

Resourcing Team
PO Box 16320
Birmingham
B2 2XU
Telephone: 0121 675 7070

[INC Workforce Contract](#)

[BCC Code of Conduct](#)

[Equality and Diversity Policy Statement and Alliance Network](#)

[Occupational Health Safety and Wellbeing Policy](#)

[Employee Data Privacy Statement](#)

TRADE UNION ACCESS TO NEW STARTERS

Dear Colleague,

In the opinion of Birmingham City Council each employee should be a member of a trade union in order that collective bargaining is satisfactory and fully represented of all employees.

Please note that if you join a trade union by direct debit, the City Council will not know that you are a trade union member.

If you wish to join a trade union further information about the trade unions recognised by Birmingham City Council for collective bargaining can be obtained via the following: -

Trade Union	Contact Details	Telephone number
GMB	E-Mail: bhampsb.b01@gmbactivist.org.uk Website: www.gmbb01.org.uk	0121 303 4123
UNISON	E-mail: info@birminghamunison.co.uk Website: www.unison.org.uk	0121 200 3331
UNITE	Website: https://unitetheunion.org	0121 643 6221