

STEYNING PARISH COUNCIL

-and-

Name of youth worker

CONTRACT OF EMPLOYMENT

Part time – Youth Support Worker

1 Introduction

- 1.1** This statement sets out particulars of your terms and conditions of employment with Steypning Parish Council, referred to as 'Council', which are required to be given to you by law. The date your employment began on xxxx. This contract of employment commences from that date.
- 1.2** The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services (the 'Green Book') applies to your employment save as amended by this contract.
- 1.3** The appointment is/was subject to receiving satisfactory references
- 1.4** For all new employee's confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 12 weeks. During any such period of service you would be expected to establish your suitability for the post.

2 Job Title

- 2.1** The title of the job for which you are employed is Part-time Youth Support Worker for the Joint Parishes Youth Club. The Council has employed you under the provisions of section 112(1) and (2) of the Local Government Act 1972. The duties of the post are set out in the job description which is attached to this contract. The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.
- 2.2** As regards the performance of your services, you will:
 - (a) be responsible to the Youth Worker in Charge (your "Line Manager") or as otherwise specified;
 - (b) at all times conform to health & safety rules and procedures and other relevant Council rules, regulations, policies, and codes of practice as they apply to you as a worker providing services to the Council.
 - (c) When you agree to undertake work, you will be required to complete it to the Council's satisfaction.
 - (d) Your work and overall performance will be assessed each year at an appraisal with your Line Manager and the JPYC appointed Parish Clerk.

3 Declaration of Other Employment

- 3.1** It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake, in order to ensure that no tax or insurance liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in the public office of the position of Youth Worker.

4 Place of Work

- 4.1** Your usual place of work is as per determined by your Line Manager, and the JPYC Youth Club activity programme.

5 Salary

- 5.1** You will be paid at the initial rate of £13.56 per hour for the year 2025/26 and is subject to the deduction of income tax and National Insurance (where applicable) and subject to completion of appropriate timesheets, which are to be signed off by your line manager on a monthly basis.
- 5.2** The Council will review your salary annually taking into account the increases relating to the minimum living wage and performance over the past year.
- 5.3** Your salary will be paid by bank transfer at monthly intervals to reach your bank or Building Society as cleared funds by at least the last working day of the month.

6 Expenses

- 6.1** Any travel, mileage, subsistence expenses incurred by you and approved by your Line Manager and the Council will be paid at the agreed NJC rate laid down at the time.

7 Appraisal

- 7.1** You will receive an annual Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame. This will also be an opportunity to discuss your personal development plans.

8 Hours of Work

- 8.1** Your engagement is offered on a zero-hour, casual basis. The Joint Parish Youth Club is under no obligation to provide you with a minimum number of hours of work, and you are under no obligation to accept any work that is offered. Hours of work will vary according to the operational requirements of the Youth Club and may be offered on any day from Monday to Sunday. Any hours undertaken will be by mutual agreement with the Line Manager on a week-to-week basis given appropriate notice and taking into

account the workload and the needs of the Youth Club.

While hours are offered on a casual basis, staff are expected to commit to an agreed four-week rota to ensure service continuity. You will be paid only for the actual hours worked, as recorded and authorised by the Line Manager.

9 Additional Hours

- 9.1** Additional hours will be paid at the rate noted above under point 5. and will be agreed with you Line Manager prior to undertaking any additional duties.

10 Annual Leave

- 10.1** The calculation of your annual leave commences from the first day of your full employment. You are entitled, based upon 5.6 weeks annual leave (pro rata) from the previous year's average weekly total, but not less than 4 hours per week {This includes Bank Holidays}. The leave year runs from 1st April to 31st March.
- 10.2** If your employment commenced or terminates part way through the leave year, your holiday entitlement during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.
- 10.3** Holidays must be taken at times agreed with the Line Manager. By mutual agreement leave may be carried forward to the next year, but this should not exceed seven days leave (pro rata).
- 10.4.** In the event that you fall sick during the period of your annual leave you will be regarded as being on sick leave from the date of your 'self' or 'medical' certificate and further annual leave will be suspended from that date.

11 Sickness Absence

- 11.1** If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence as soon as possible, preferably in good time and before your shift is due to start, but no later than the end of the working day on which the absence first occurs.
- 11.2** In respect of absence lasting up to seven calendar days, you are required to inform your line manager and self-certificate your absence.
- 11.3** In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- 11.4** You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1 April to 31st March. The Council will

be responsible for reclaiming the Statutory Sick Pay element from HM Revenue & Customs. Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

- 11.5** The Council operates the Statutory Sick Pay scheme, and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay, 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
- 11.6** The Council may ask you to attend an appointment with an occupational Health Service or seek information from your GP or specialist. The purpose of this is to inform decisions regarding your absence or the support you might need whilst at work. You will have the right of access to the report in accordance with the Access to medical reports Act 1988.
- 11.7.** Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

12 Scale of Payment

- 12.1** Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other incapability or disability) you will be entitled to receive an allowance in accordance with the following scale:

during 1st - year of service	one months full pay and (after completing 4 months service) 2 months half pay
during 2nd - year of service	2 months full pay and 2 months half pay.
during 3rd - year of service	4 months full pay and 4 months half pay.
during 4th & 5th - year of service	5 months full pay and 5 months half pay.
after 5-years' service	6 months full pay and 6 months half pay.

- N.B.** For the purposes of calculating this payment, full pay and half pay will be based on the average monthly total from the previous three month period.

13 Maternity/Paternity/Adoption Leave/Shared Parental Leave/Other

- 13.1** Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) you will be entitled to apply for Maternity/Paternity/Adoption leave/Shared Parental Leave/Other Leave.

14 Insurance

14.1 Injury or Assault

In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the “Green Book” Terms and Conditions.

- 14.2** Irrespective of where an employee works, if the public or others attend for Council business, it is the Council’s responsibility to ensure that there is public liability insurance, employer’s liability insurance and fidelity insurance cover in place (under section 114 of the Local Government Act 1972).

15 Pension

- 15.1** If you are eligible and willing to join a pension scheme, the Council will operate a suitable workplace pension scheme for you and on your behalf. Your eligibility and financial contribution will be discussed with you prior to you deciding whether to join the scheme.

16 Notice of Termination of Employment

- 16.1** During your probationary period of 12 weeks, the notice of termination of employment will be not less than two weeks from both sides. If you complete the probationary period satisfactorily, the notice period will be as follows:

- 16.2** The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

- 16.3** The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks’ notice.

- 16.4** Upon or within one week of written termination of your employment (whether that be during or after any probationary period) you are required to surrender to the Council any documents or materials that you have been holding on behalf of the Council.

17 Grievance and Discipline – Dispute Resolution

17.1 Conciliation and Mediation

You have been provided with a copy of the Council's grievance and disciplinary procedures

- 17.2** If you have a grievance arising from your employment, you should raise it in the first instance with your Line Manager or the Parish Clerk. If you are dissatisfied with any disciplinary decisions made against you, you should raise it with the Chairman of the Council/ Chairman of the SPC Personnel Committee.

18 Health and Safety Regulations, Other Legislation & Council Policies

- 18.1** You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. These documents will be detailed in your staff handbook.

19 Training and Development

- 19.1** As part of your induction process you will be given a staff handbook. This provides you with guidance on all SPC working practises and specific task completion guidance.
- 19.2** The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the council's expenses policy. Where the council considers it necessary; it shall give you reasonable paid time off for study.

20 Confidentiality

- 20.1** During periods when you are providing services to the Council, you may have access to and be entrusted with confidential information. In respect of all such confidential information, you may not at any time (except in the proper performance of your duties, and then only to those who need to know such information) or afterwards (otherwise than with the prior written consent of the Council or as required by law) use or disclose any confidential information to any third party and you must use your best endeavours to prevent the publication or disclosure of any such information. You should note, however, that these restrictions will not apply to information which has become available to the public generally, other than through unauthorised disclosure.

21 Data Protection

21.1 In order to comply with its contractual, statutory, and management obligations and responsibilities, the Council is required to process personal data, relating to you, including 'sensitive' personal data, as defined in the Data Protection Act 1998 (the "Act") which includes information relating to health, racial or ethnic origin, and criminal convictions. All such data will be processed in accordance with the provisions of the Act and the Council Policy on Data Protection as amended from time to time. For the purposes of the Act the term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction. In certain circumstances, the provisions of the Act permit the Council to process your personal data and, in certain circumstances sensitive personal data, without requiring your explicit consent.

21.2 You should inform the Council if any personal data you have supplied changes during the course of your employment. The Council is required to take reasonable steps to ensure that any personal data it processes is accurate and up to date.

21.3 Your attention is also drawn to the statement in the Council Policy on Data Protection that all staff who have access to, or use, personal data have a responsibility to exercise care in the treatment of that data and to ensure that such information is not disclosed to any unauthorised person. Any breach of this policy may constitute a disciplinary offence.

22 Equality Policy

22.1 You must comply with the councils Equality Policy. You will be given a copy of the Policy with your staff handbook, and you are expected to follow good practice guidelines at all times, when working for SPC.

23 Indemnity

23.1 The Council undertakes, via appropriate insurance cover to indemnify you against any actions of commission or omission that are made in good faith and on behalf of the Council.

Signed:

Dated:-

Name:

Parish Clerk/Centre Manager

Signed:

Dated:-

Name:

Part-Time Youth Worker