

**Bracknell Forest Council****Statement of Terms of Employment****Permanent Contract****People Directorate – Children's Social Care**

|                                                    |                  |
|----------------------------------------------------|------------------|
| Name:                                              | Shene Belton     |
| Date statement used:                               | 23 July 2026     |
| Job title:                                         | Social Worker    |
| Effective from:                                    | 01 August 2026   |
| Start date with this employer:                     | 01 November 2010 |
| Start date of continuous local government service: | 01 November 2010 |

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During your employment with Bracknell Forest Council ("the Authority"), your terms of employment including remuneration, hours of work, entitlement to holidays, sick leave and sick pay, and the period of notice required to terminate your employment, will be in accordance with the relevant Statutes, National and Local Agreements as supplemented by this Authority's local customs and practice as amended from time to time, the details of which are available from the HR team ([HR@bracknell-forest.gov.uk](mailto:HR@bracknell-forest.gov.uk)). The general terms and conditions, unless specified otherwise, are those of NJC for Local Authorities.

**1 Job responsibilities**

The nature of the duties and responsibilities to be fulfilled are elaborated in the Job Description for this post. It is Management's intention that such a Job Description be seen as a guide to the major areas for which the postholder is accountable. However, given the evolving nature of the service the obligations upon the postholder will inevitably vary and develop over time. Thus, the Job Description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**2 Location**

Your normal place of work will be Time Square. Your work style is Flexible, which means you can work away from your designated office space (either another office location, at home, or in the field) for, on average, up to 80% of your normal working week.

The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Agile Working Policy which can be found on the Intranet or on request from the HR team.

As a term of your employment, you may be required to work at any of the Council's other establishments in the Borough, following appropriate consultation with you.

You will be required to travel to visit people who use our service or to attend meetings both inside and outside Bracknell Forest Borough.

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3 Remuneration

(i) Your salary is £46,142 per annum, which is SCP35, within Bracknell Grade BG-F (SCP34 – SCP36). Annual increments are payable on 1 April each year until the maximum of the grade is reached, subject to six months service in the grade and successful completion of the probationary period prior to this date. Staff appointed between 2 October and 31 March will receive their increment six months after their appointment subject to successful completion of the probationary period and on 1 April thereafter.

(ii) Other emoluments:

Outer Fringe Area Allowance £729 per annum.

Essential Car User Allowance £963 per annum.

It is required that you hold a full UK driving licence. If you hold a valid non-UK driving licence at present, you will be required to convert it to a UK driving licence within the first six months of employment at your own expense. You will not be eligible to pass your probationary period until you have done so.

(iii) Your salary is calculated on 12 calendar months per year and you are paid monthly in arrears direct into your bank or building society. Payment will be on the last working day of each month, except when this falls on a weekend, when payment will be made on the preceding Friday.

4 Hours of work

Your normal working week is one of 37 hours worked where applicable, within the Council’s scheme of flexible working hours, if applicable. The flexitime scheme allows some flexibility on start and finish times, provided the needs of the operation are met. Normal office opening hours must be adequately covered within a team. However, because of the nature of Social Work it is not practicable to determine a fixed working week. Management may from time to time require you to work additional hours, for which payment will be made or T.O.I.L. arranged. Overtime is payable at the discretion of your Director.

The Authority reserves the right, after consultation with you, to vary your normal working hours or working arrangements to enable the Authority to meet revised service requirements.

Your initial working pattern will be as follows. Please note these are shown in hours and minutes.

|         | <u>M</u> | <u>T</u> | <u>W</u> | <u>Th</u> | <u>F</u> | <u>Sa</u> | <u>Su</u> |
|---------|----------|----------|----------|-----------|----------|-----------|-----------|
| Week 1: | 07:24    | 07:24    | 07:24    | 07:24     | 07:24    | -         | -         |

5 Annual leave entitlement

Your total annual paid leave entitlement is 33 working days per annum which has been calculated from the following criteria: -

Basic entitlement –

26 working days for SCP 25 and above.

Plus

2 extra statutory days

Additional annual leave awarded as follows: 5 extra days after 3 years continuous Local Government service.

The extra days granted become effective at the commencement of the new leave year (1 April), after 3 years service have been achieved. During the period from the completion of 3 years' service to the beginning of the new leave year the extra days will be pro-rated (rounded up to the nearest half day).

Employees contracted to work a basic week of less than 37 hours have their entitlement calculated in hours on a pro-rata basis according to the actual number of days worked per week.

Employees working part time will have their entitlement to bank holidays calculated on a pro rata basis. Should the employee's normal working days not fall on sufficient bank holidays throughout the year to ensure full pro rata entitlement, additional time off will be added to correct this.

Public Holidays

In addition to the annual leave entitlements outlined above, you will also be entitled to paid leave for all UK (England & Wales) Public Holidays.

6 Probationary periods

All employees who do not have six months continuous service with Bracknell Forest Council will be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

7 Sickness absence scheme

In line with the National Joint Committee for Local Government Services, the National Agreement on Pay and Conditions of Service, employees are entitled to receive sick pay for the following periods:

| LENGTH OF SERVICE        | ENTITLEMENT                                                                    |
|--------------------------|--------------------------------------------------------------------------------|
| During first year        | 1 month's full pay and after completing 4 months' service, 2 months' half pay. |
| During second year       | 2 months' full pay and 2 months' half pay.                                     |
| During third year        | 4 months' full pay and 4 months' half pay.                                     |
| During fourth/fifth year | 5 months' full pay and 5 months' half pay.                                     |
| Over five years          | 6 months' full pay and 6 months' half pay.                                     |

The above payments shall only be made whilst you are employed by the Council. The Council may terminate your contract of employment during a period of sickness or when you are unable to work through injury or incapacity by giving notice in accordance with Paragraph 9.

The Council reserves the right to require you at any stage of absence to undergo a medical examination by a doctor or consultant nominated by it, in which event the Council will bear the cost.

## 8 Family friendly leave

Rights of birth parents, adoptive parents, mothers, fathers, partners, and other carers are in accordance with local and national agreements. Information on Maternity, Paternity and Shared Parental is available on the intranet or from the Human Resources team on request.

## 9 Notice

The period of notice you are entitled to receive from this Authority is three calendar months. The period of notice you are required to give is three calendar months.

## 10 Periods of continuous employment

Your period of continuous service dates from the commencement of employment with this Authority as specified in this Statement of Terms of Employment, except where:

- (i) Periods of previous service with other Local Authorities and related employers are allowed to count as continuous employment for specified purposes in the scheme of conditions of service, pension scheme, and other agreements referred to in this Statement of Terms of Employment.
- (ii) You are made redundant, in which circumstances continuous periods of service with Local Authorities and certain other specific employers will be aggregated with service with this Authority for the purposes of calculating your redundancy payment.

## 11 Pension

This Authority operates the Local Government Pension Scheme, administered by Royal County of Berkshire Pension Fund details of the key features of this scheme will be provided to you separately.

It is assumed that all employees under the age of 75 will wish to join the Local Government Pension Scheme and all employees under the age of 75 will be automatically enrolled in the scheme.

If you wish to transfer in any previous pensions to the Local Government pension, this must be done within 12 months of joining the pension scheme. Details of how to do this will be included in the information you receive from the pension scheme or are available on the Berkshire Pension Fund website.

## 12 Health, safety and welfare

Employees are reminded that safety rules must be observed at all times and that failure to do so may result in disciplinary action being taken. In particular, your attention is drawn to the wearing of protective clothing/working uniforms. Where appropriate the Authority provides employees with protective clothing/working uniforms which must be worn during working hours, kept in a serviceable condition and replaced as necessary.

## 13 Trade union membership

You have the following rights in respect of trade union membership and activities:-

- (i) to be a member of such trade union as you may choose;

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- (ii) not to belong to a union;
- (iii) where you are a member of a trade union, to take part in activities at appropriate times and to seek election to office in the union, and to hold office in the union.

This Authority, as your employer, supports the system of collective bargaining in every way, and believes in the principle of solving industrial relations problems by discussion and agreement.

#### **14 Grievance, disciplinary, performance improvement/capability procedure and policy**

It is the policy of this Council to ensure that fair and effective arrangements exist for dealing with employee's grievances, disciplinary, and performance improvement/capability matters, to ensure that common standards are observed and that such matters are dealt with as fairly and efficiently as possible.

You are entitled to the safeguards offered by all relevant legislation and the Council's own policies and procedures. All those to whom you are responsible are bound to act in accordance with these terms. Policies and procedures have been agreed for dealing with grievances, disciplinary and performance improvement/capability matters, and are available on the intranet or on request from the HR team.

#### **15 Council policies**

In addition to the policies referred to in Paragraph 14 above, the Council has a number of key policies, procedures and employment guidelines which employees are expected to adhere to. These include, but are not limited to, the Bracknell Forest Code of Conduct, the Equality and Dignity at Work Policy, ICT policies, Smoking free workplace Policy. Employees are expected to make themselves aware of and comply with all policies and procedures – all policies and procedures are available on the Intranet or on request from the HR team.

All employees are notified when policies and procedures are updated or when new ones are introduced. When reviewing and introducing new policies and procedures, trade unions are consulted as part of the normal collective bargaining process.

#### **16 Training**

As a term of your employment, you will be required to complete mandatory e learning modules covering the following topics: Introduction to Local Government, GDPR, Health & Safety, Equality & Diversity, Modern Slavery and Safeguarding, Climate Change.

#### **17 Confidentiality**

The contractual relationship between the Authority and its employees is founded on trust. Any breach of this trust by an employee, such as the unauthorised disclosure to a third party of confidential information, will render an employee liable to disciplinary action and/or civil proceedings.

#### **18 Future changes**

The Council undertakes to ensure that any changes in this Statement of terms of Employment will be entered into the aforementioned documents, or otherwise recorded for you to refer to in the HR team within one month of the agreed change.

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Changes in your principal duties and responsibilities are reflected in your job description, which is liable to variation by management, in consultation with you, to reflect or anticipate changes in the job.

**19      Data protection and information governance**

We will hold and process, both electronically and manually, personal data relating to you which is necessary for the performance of this agreement and for other lawful processing reasons under data protection legislation and UK GDPR legislation. Such personal data includes, without limitation:- your employment application, references, bank details, appraisals, holiday and sickness records, pay details, data regarding employment benefits and other records which may include sensitive personal data relating to your health.

You have an obligation to comply with our Employee Policies and processes for the proper management of employee and third party data as amended from time to time. You hereby acknowledge that, by signing this agreement, you have read and understood and will comply with our Employee Policies in relation to Data Protection and Data Protection law generally.

**National Registration of Professional Qualified Social Workers**

Within England a register of practicing professionally qualified Social Workers exists called Social Work England.

Registration is a statutory requirement for anyone with a professional social work qualification recognised by Social Work England who is working as a Social Worker, or in another role in Social Services which requires a professional social work qualification.

It is a requirement of appointment to the position being offered to you, and a condition of your continued employment in this position, that you obtain and maintain your registration with Social Work England.

I have read and understood the Terms and Conditions as set out above, and I accept the post.

Signed.....

Dated.....