

Conditions of Service and Appointment Procedure

Post Title:	Head of Planning
Place of Employment:	Yare House, Norwich or any other location within the Broads area as required.
Details of Employment:	This is a permanent contract.
Grade and Salary:	The full annual salary is within the Broads Authority Local Government salary scale 1 with a current salary range of £49,817 by 2 increments to £51,928. The starting salary will depend on the qualifications and experience of the successful candidate, but will normally be at the bottom of grade.
Conditions of Service:	The conditions of service will be those laid down by the National Joint Council for Local Government Services, as supplemented by the Scheme of Local Conditions of Service adopted by this Authority.
Probationary Period:	The appointment will be subject to a probationary period of six months for all new entrants to the Authority.
Hours:	The standard working week is 37 hours. The Authority operates a scheme of flexible working hours.
Leave:	The full time equivalent annual leave entitlement is 24 days, with a further additional day after each full leave year of continuous service, to a maximum of 29 days after five years. This is in addition to the 8 normal public holidays and two concessionary days.
Pension:	As the post is more than 3 months you will be automatically enrolled in the Local Government Pension Scheme (Career Average Revalued Earnings). Currently the Broads Authority contributes 17% of gross salary with the employee contributing between 5.5% and 12.5% dependant on salary.
Travelling Allowance:	You may be required to carry out some travelling as part of the duties of the post and Broads Authority pool vehicles (and bicycle) are available for this purpose. You will, however, be reimbursed in accordance with the HMRC mileage rate on

	those occasions when you are required to use your own private vehicle for business use.
Removal and Disturbance Allowances:	An allowance of up to £5,000 will be made available to the successful candidate in appropriate circumstances. In addition an allowance of up to £80 per week for up to 26 weeks will be payable if you are obliged to maintain two homes for a temporary period pending the sale of your old home.
Fitness for Work Medical Assessment:	You may be subject to a medical referral to Workplace Health and Wellbeing, our Occupational Health advisers.
Equal Opportunities:	The Authority is an equal opportunities employer and undertakes to conduct its affairs in a manner which will not disadvantage any employee, job applicant or volunteer on the grounds of disability, sex, race, religion or belief, age, sexual orientation, gender reassignment, pregnancy and maternity or marriage and civil partnership.
Disability:	The Authority undertakes to ensure fair treatment of disabled applicants for all vacancies, to interview all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their merits.
Smoking:	The Authority operates a strict 'no smoking' policy in its offices and other premises.
Politically Restricted Posts:	This post has been designated a 'politically restricted post' under the terms of the Local Government and Housing Act 1989. See appendix 1.
Continuous Service:	If you have previous continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (which cover local authorities and related bodies) this will be included in calculating your entitlement to a redundancy payment; sickness allowance; annual leave and notice period.
Immigration, Asylum and Nationality Act 2006:	The Authority is required to check a candidate's eligibility to work in the United Kingdom when selected for interview. Please bring original documents as described on the defined lists available when invited for interview.

Appointment Procedure:

Application forms can be downloaded via the Authority's website www.broads-authority.gov.uk and emailed to jobs@broads-authority.gov.uk or a hard copy sent to Human Resources Team, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY **to arrive not later than 12 noon on Friday 23 October.**

Please note we require a completed application form and will not accept stand alone CVs.

Interviews for this post will be held at Yare House, Norwich on Monday 16 November.

Only applicants who are shortlisted for interview will be communicated with further.

If you have any queries in respect of this appointment, or the conditions of service, please contact the Human Resources Team on 01603 610734.

LOCAL GOVERNMENT AND HOUSING ACT 1989

THE LOCAL GOVERNMENT OFFICERS (POLITICAL RESTRICTIONS) REGULATIONS 1990

SCHEDULE

TERMS OF APPOINTMENT AND CONDITIONS OF EMPLOYMENT

**PART I
GENERAL**

1. The appointee shall not announce or cause, authorise or permit anyone else to announce that he is, or intends to be, a candidate for election as a member of:-
 - (a) the House of Commons;
 - (b) the European Parliament; or
 - (c) a local authority within the meaning of section 21(1) or (2) of the Act.
2. (1) Notwithstanding any contrary provision in his terms of appointment or his contract of employment, upon the appointee giving notice in writing to the local authority under which he holds his appointment that he wishes to resign his appointment because he intends to announce or cause, authorise or permit anyone else to announce that he is, or intends to be, a candidate for election to the House of Commons at a pending election, his appointment shall terminate forthwith.

(2) For the purposes of this paragraph an election shall be taken to be pending:-
 - (a) in the case of a general election, if the date proposed for the dissolution of Parliament preceding that election has been officially announced;
 - (b) in the case of a by-election, if the vacancy giving rise to that election has occurred.
3. The appointee shall not act as an election agent or sub-agent within the meaning of section 67 or section 68 of the Representation of the People Act 1983 (a) for a candidate for election as a member of a body mentioned in paragraph 1.
4. The appointee shall not be an officer of a political party or of any branch of such a party or a member of any committee or sub-committee of such a party or branch if his duties as such an officer or member would be likely to require him –
 - (a) to participate in the general management of the party or the branch; or
 - (b) to act on behalf of the party or branch in dealings with persons other than members of the party or members of another political party associated with the party.
5. The appointee shall not canvass on behalf of a political party or on behalf of a person who is, or proposes to be, a candidate for election to any of the bodies mentioned in paragraph 1.

PART II
ADDITIONAL TERMS AND CONDITIONS IN THE CASE OF OFFICERS NOT APPOINTED UNDER
SECTION 9 OF THE ACT

6. The appointee shall not speak to the public at large or to a section of the public with the apparent intention of affecting public support for a political party.
7. (1) The appointee shall not –
 - (a) publish any written or artistic work of which he is the author (or one of the authors) or any written work or collection of artistic works in relation to which he has acted in an editorial capacity; or
 - (b) cause, authorise or permit any other person to publish such a work or collection,if the work appears to be intended to affect public support for a political party.
- (2) Sub-paragraph (1) only applies to publication to the public at large or to a section of the public; and nothing in that sub-paragraph shall preclude the display of a poster or other document on property occupied by the appointee as his dwelling or on a vehicle or article used by him.
8. Nothing in paragraph 6 or 7 shall be construed as precluding the appointee from engaging in the activities there mentioned to such extent as is necessary for the proper performance of his official duties.