



Job Title:	Director, Wellbeing, Public Health & Communities
Local Authority:	Essex County Council
Accountable to:	Professionally accountable to the Council (and the Secretary of State for Health through Public Health England) Managerially to Chief Executive of Essex County Council
Hours:	Full time (37 hours)
Work base:	County Hall, Chelmsford
Function:	Economy, Localities & Public Health
Salary:	Up to £140,000
Document Date:	September 2021
Grade:	B Job size 1
Job Field:	Public Health
Job Code:	21482
Key Relationships:	<ul style="list-style-type: none"> • Cabinet/Portfolio holder • Senior Management Team • Local NHS bodies including Clinical Commissioning Groups • PHE and/or organisations that will replace PHE on 1st Oct 2021 • Health and Wellbeing Board • Local Resilience Forum • NHS England • District/Borough Councils <p>The public and the press</p>

Job Summary

The Director of Public Health is the system leader for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats). As such, the Director of Public Health is a statutory chief officer of the authority and the principal adviser on all health matters to elected members, officers and partners, with a leadership role spanning health improvement, health protection and healthcare public health. Section 73A(1) of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012, gives the Director of Public Health responsibility for:

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- all of their local authority's duties to improve public health
 - any of the Secretary of State's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations – these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act
 - exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health
 - their local authority's role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders
 - such other public health functions as the Secretary of State specifies in regulations
 - producing an independent annual report on the health of local communities

In order to deliver their responsibilities on behalf of the residents of Essex County Council the DPH will need to be a visible system leader in the health and wellbeing partnership arrangements. The DPH will be expected to use all the resources at their disposal to ensure that the local public health system is able to tackle the full range of determinants of health affecting communities in Essex County Council. Working with local communities, he/she should be able to inspire development of innovative solutions that support improvements in health and wellbeing and reduction in health inequalities whilst at the same time maintaining the confidence of Councillors and government.

Job Description

Essex is a diverse county with some of the highest levels of deprivation in the country through to highly affluent communities, which gives us a wide variance in life expectancy and quality. To meet this challenge, this senior role will bring together the wellbeing, public health and communities' agenda.

This unique role is responsible for leading, developing and delivering a Public Health and Communities strategy, which will ensure that our residents enjoy long and healthy lives, fulfil their potential and create self-sustaining strong communities.

This leader, in collaboration with the Director, Economic Growth and Localities, is responsible for increasing the economic, cultural, social, health and well-being of the residents and communities of Essex.

This leader will develop strategic approaches, innovative programmes and collaborative models that reflect the socio-economic diversity of Essex and which leverage the full resources of the council, its partners and communities to enable good public health and strong communities.

Making a positive impact to the challenges of health inequalities, ensuring access, participation and opportunity for all, this role will develop strategic direction for physical, mental and lifestyle health and maximise the benefits of integration with health, social care and other services.

This leader will be authoritative and credible, demonstrating strong system leadership in environments which are complex, contested and challenging and use these relationships to deliver recognisable positive change.

Job purpose and key responsibilities

The fundamental purpose of the postholder is to provide the leadership to drive improvements in the health and wellbeing of the residents of Essex County Council to reduce inequalities in health outcomes and working in collaboration with PHE and/or organisations that will replace PHE on 1st Oct 2021 to protect local communities from threats to their health through infectious diseases, environmental and other public health hazards. In delivering the key responsibilities described below, the postholder is expected to demonstrate a high level of expertise in the Faculty of Public Health Competencies (Appendix 1) and the person specifications (Appendix 2).

- a) Support the Chief Executive and Councillors in developing and delivering the Council's strategic agenda
- b) Be the chief officer and principal adviser on public health to the Council, local communities and local partners
- c) Operate strategically as a member of the corporate management/executive board and across the Council influencing policy and practice.
- d) To deliver commission, and or deliver services which are effective, value for money and meet quality standards.
- e) To act as a leader across the local system of public services, influencing change and enabling a culture of continuous improvement in health and wellbeing, innovation and evaluation.
- f) Utilise the public health resources imaginatively and cost effectively across all domains of public health in order to improve health and wellbeing of local communities and reduce inequalities in health outcomes.
- g) Accountable for both the shaping and delivery of the Health and Wellbeing agenda taking account of the national agenda and benchmarking (using the national outcomes frameworks; public health, NHS and social care).
- h) Deliver an independent annual report on the health and wellbeing of local communities for publication by the Essex County Council to stimulate debate and/or action by the Council and partners.

The person specifications for the post are set out in appendix 2. In delivering the responsibilities outlined above, the postholder and his/her team will undertake the following tasks:

1. Strategic Leadership

- Delivery of a system to support surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities (including an easily accessible Joint Strategic Needs Assessment System)
- Ensure all activity undertaken by the Council takes account of both, the need to reduce inequalities as well as the requirements of the Equality and Diversity Act.
- To ensure scientific principles are applied to assessing need, exploring interventions and assessing progress of the Council's strategic agenda.

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- Ensure as a core member of the Health and Wellbeing Board and in partnership with the wider Essex County Council, partners and the public, the development of plans to enable local communities become healthy, sustainable and cohesive
 - Ensure a programme of action (both within and outwith the Council) to impact on the wider determinants of health that will promote improvements in health and wellbeing of local communities and reduction in health inequalities.
 - Provide assurance that the health protection system for local communities is fit for purpose
 - To work closely with Directors responsible for people (children, vulnerable communities and older people) to ensure to develop, implement and maintain a “fit for purpose” integrated strategy which meets the needs of local communities and is cogent with the national approach.
 - Collaborate across organisational boundaries to ensure communities in Essex County Council benefit from population health and care programmes (development of sustainable transformation plans 2016-20).

2. Directorate Specific Accountabilities

- To be an advocate for improving health and wellbeing and reducing health inequalities
- Exercise the statutory responsibilities including the delivery of the mandated services
- To advise Essex County Council on its statutory and professional public health obligations.
- Work with PHE and/or organisations that will replace PHE on 1st Oct 2021 Centre and NHS England to ensure local communities are protected from infectious disease threats (including food and water borne disease, pandemics, etc) and environmental hazards
- Ensure the development and delivery of a credible plan to improve health and wellbeing of communities in Essex County Council and reduce health inequalities.
- Ensure that the Council has implemented its EPRR responsibilities and through Co-chairing of the Local Health resilience Forum, that partner organisations (PHE and/or organisations that will replace PHE on 1st Oct 2021, NHS England and the CCGs) have delivered their EPRR responsibilities.
- IWork in partnership with CCGs and Directors of Social care to take responsibility for Population Health and Care; including oversight and promoting population coverage of immunisation and screening programmes
- Provide public health advice (the core offer) to CCGs supporting the commissioning of appropriate, effective (based on evidence), and equitable health services.
- Support the Health and Wellbeing Board to deliver its statutory duty to promote integration for the benefit of local communities
- Collaborate across local authority boundaries to ensure residents Essex County Council benefit from population health and care programmes (the Sustainable Transformation Plans which apply from 2016 to 2020).

3. Resource Management

- To be accountable for the budget including reporting on the use of the public health ring fenced grant.
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- To manage Council resources (People, property, information and finance) imaginatively and efficiently.
 - Manage public health staff and ensure that they are able to influence in such a way as to ensure health and wellbeing in its fullest sense is central to Essex County Council.

4. Commissioning

- Ensure services for improving health and wellbeing of local communities are commissioned within the Council policy for procurement and monitoring system and are responsive to the needs of the communities in Essex County Council and over time.
- To set the framework for standards for commissioning and delivery; including the promotion of innovative approaches and appropriate risk management systems which are responsive to performance challenges.
- To ensure scientific principles of evaluation underpin all commissioning and delivery, of health and wellbeing services.

5. Advocacy

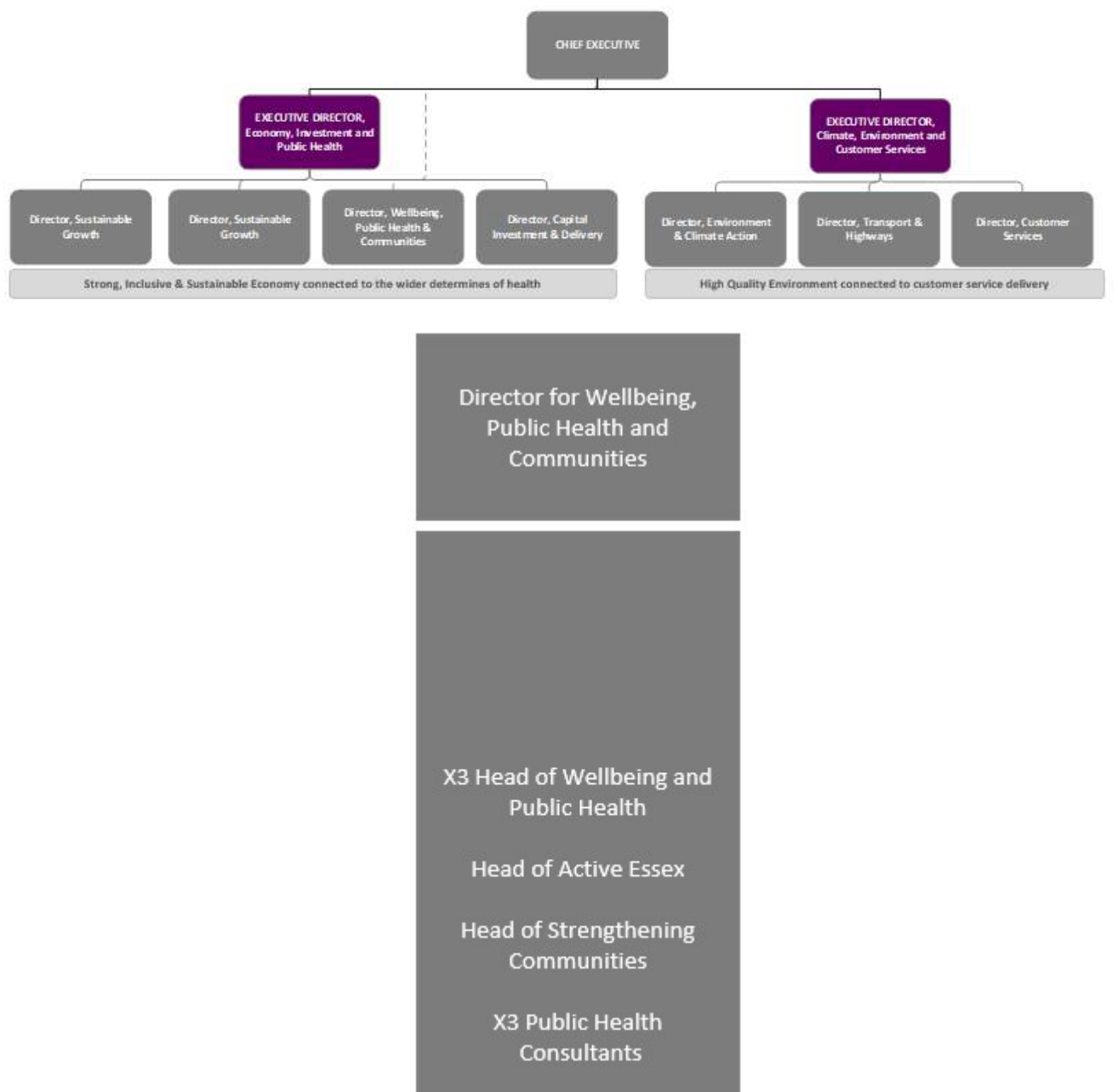
- Develop a constructive relationship with the media and the public, within the context of the Council Communications policy.
- To use the Faculty of Public Health, the LGA, the ADsPH, PHE and/or organisations that will replace PHE on 1st Oct 2021 and other channels to advocate for the public's health.

Management arrangements

The Director of Public Health will be professionally accountable to the Council (and Secretary of State for Health through Public Health England) and managerially accountable to the Chief Executive of the Local Authority. An initial job plan will be agreed with the successful candidate and reviewed annually.

The Director of Public Health will:

1. Line management of 8 employees with wider accountability for a workforce of approx. 100 employees (including trainees)
2. Manage budgets tbc
3. Be expected to take part in on call arrangements for communicable disease control/health protection as appropriate depending on local arrangements
4. Ensure appropriate management and support for Specialty Registrars (in Public Health)



The terms and conditions for the post are described in ECC contract of employment Part 2 (General Terms) Grade A-C. See appendix C.

Professional obligations

Professional responsibilities will be reflected in the job plan. The Director of Public Health will be expected to:

1. Participate in the organisation's staff and professional appraisal scheme and ensure participation of all staff members.
2. Ensure quality improvement (and clinical governance) programmes are an integral component of the public health approach in the Council.
3. Contribute actively to the training programme for Foundation Year Doctors/Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary

care professionals within the locality.

4. Pursue a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation or other measures required to remain on the GMC/GDC Specialist Register with a license to practice or the UK Public Health (Specialist) Register or other specialist register as appropriate.
 5. Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified).
 6. Agree any external professional roles and the time required to deliver those roles with the Council.
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Appendix 1: Faculty of Public Health: competencies expected of all public health consultants / specialists

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

I. Use of public health intelligence to survey and assess a population's health and wellbeing

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.

II. Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

III. Policy and strategy development and implementation

To be able to influence and contribute to the development of policy and lead the development and implementation of a strategy.

IV. Strategic leadership and collaborative working for health

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

V. Health Improvement, Determinants of Health, and Health Communication

To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.

VI. Health Protection

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.

VII. Health and Care Public Health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

VIII. Academic public health

To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer

reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

IX. Professional, personal and ethical development

To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practise within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct.

X. 10. Integration and application for consultant practice

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.

The DPH as a public health leader is expected to have both the technical expertise as well as the ability to use those techniques to both, lead and support the development of complex solutions to improve the health and wellbeing of local communities. In addition, they are expected to have skills and the attitudes to be able to present the results of applying their technical expertise so that they are understandable and stimulate actions by a range of individuals and organisations.

Appendix 2: Person specification (Director of Public Health, Essex County Council)

Competencies and other requirements

Behaviours	Recruitment and selection
<p>Leadership Establishing and promoting a clear public health vision which is coherent with the business strategy and the political vision for the and consistent with Government policy and takes account of social and economic trends. This is about role modelling through their own actions the types of behaviours expected of others in creating a high performing public health culture.</p> <ul style="list-style-type: none"> • Developing an effective PH team with appropriate skill mix to enable the Authority to deliver its full range of PH responsibilities • Developing effective relationships with elected members to ensure a coherent PH vision and operational plan • Work with fellow directors to enable/ensure public health perspective/principles underpin all aspects of LA delivery • Work with communities and media to ensure needs of local communities are made explicit and addressed by the H&WB • Deliver the independent report of the DPH in such a way as to compel all members of the H&WB to take action 	CV and Interview
<p>Community and population focus It means working together to a common agenda and objectives with a shared purpose and common values, always looking for ways to improve access to services by communities and individuals. This is seen by:</p> <ul style="list-style-type: none"> • Actively seeking to understand the communities that are served and promoting and demonstrating an active commitment to meet their needs • Setting new standards for innovation in commissioning and delivery of services that anticipate and exceed expectations • Engaging with a wide range of stakeholders and partners to gather and evaluate information and make collaborative judgements and decisions • Making timely and where needed, difficult decisions for the benefit of the people of Essex. 	Application form Interview
<p>Results Focus Co-development of a model of health with local stakeholders (including local communities) and the metrics to support; taking account of Public Health Outcomes Framework, the NHS Outcomes Framework and the Social Care Outcomes Framework.</p>	Interview

<p>This is seen by:</p> <ul style="list-style-type: none"> • Acknowledging and working with ambiguity and complexity, making significant decisions where no precedents exist • Ensuring a best practice performance culture is developed and sustained • Setting, communicating and monitoring stretching organisational objectives and objectives • Pro-actively identifying corporate, directorate and service risks, and ensuring action is taken to mitigate them • Formulating risk management plans and creating a positive health and safety culture 	
<p>Improvement and Change Developing and sustaining a culture of innovation and creativity underpinned by evaluation, where employees are engaged and have the desire to do things better, more efficiently and effectively to improve performance. This is seen by:</p> <ul style="list-style-type: none"> • Taking risks and moving into uncharted territory while taking accountability for results and failures • Welcoming the inevitable mistakes as part of the creative process • Suggesting the unthinkable to stimulate alternate ways of thinking • Focusing team performance on the achievement of outcomes that will maximise the resources available • Finding new ways of securing or deploying significant amounts of financial resource to meet new objectives • Advocating and role modelling the use of evaluation techniques to support innovation 	Interview
<p>People Development Knowing and managing the strategic talent requirements for the organisation. It is about promoting and encouraging a culture where people focus on developing themselves and others to deliver improvement while developing careers. This is seen by:</p> <ul style="list-style-type: none"> • Holding direct reports accountable for people development generally and specifically for releasing high performers for personal development • Articulating the many long-term benefits of talent management and developing the talent pools required for succession • Ensuring comprehensive workforce plans are in place 	Application form Interview
<p>Functional competencies</p> <ul style="list-style-type: none"> • Demonstrates detailed knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice. • Full and high level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation. Develops service practices and ensures appropriate application. Provides advice on the more complex instances 	Application form Interview
<ul style="list-style-type: none"> • Detailed knowledge and experience in driving and assisting in the 	Application

management of change in a variety of settings, proactively seeking opportunities to create and implement improved service effectiveness	form Interview
<ul style="list-style-type: none"> Detailed knowledge of personnel management. Carries out effective performance management of staff and demonstrates understanding of policies related to pay, capability, disciplinary matters and grievances. Plans department activities and use of staff resources effectively. Participates in workforce planning and training needs assessments 	Application form Interview
<ul style="list-style-type: none"> Demonstrates knowledge of project management tools and techniques. Sufficient skill to develop and implement large scale projects, utilising and leading multi-skilled project teams. 	Application form
<p>Qualifications</p> <ul style="list-style-type: none"> Inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview) or Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview) <i>If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice</i> Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers. If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT MFPH by examination, by exemption or by assessment 	Recruitment and selection Application form
<ul style="list-style-type: none"> Must meet minimum CPD requirements (i.e. be up to date) in accordance with the Faculty of Public Health requirements or other recognised body 	Application form
Knowledge, experience and skills	
<ul style="list-style-type: none"> Understanding of NHS and local government cultures, structures and policies 	Interview
<ul style="list-style-type: none"> Understanding of social and political environment 	Interview
<ul style="list-style-type: none"> Excellent oral and written communication skills (including dealing with the media) including to present to mixed audiences and the media 	Application form Interview

<ul style="list-style-type: none"> • Practical experience in facilitating change 	Application form Interview
<ul style="list-style-type: none"> • Budget management skills 	Application form
<ul style="list-style-type: none"> • Understanding of the public sector duty and the inequality duty and their application to public health practice 	Application form Interview
<ul style="list-style-type: none"> • The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle 	Application form
<ul style="list-style-type: none"> • This position is subject to a criminal records disclosure check 	YES
<ul style="list-style-type: none"> • This is a politically restrictive position 	YES

Appendix C: Terms and Conditions

ECC contract of employment – General Terms Grades A - C

1. Place of work

Your normal place of work will be as specified in Part 1 or such other place of employment in the service of ECC as may reasonably be required. Where you are required to move on a permanent basis, ECC will give you reasonable prior notice of the move. Where you are required to move on a temporary basis, ECC will endeavour to give you reasonable prior notice of the move. Unless specified above, you are not required to work outside the UK during your employment for more than one month at a time.

2. Working pattern

In line with ECC's flexible working policy, you are expected to be flexible within reasonable limits regarding your normal pattern of work, where required by ECC. ECC will give you reasonable notice of any permanent change of working days, hours or pattern, and endeavour to give you reasonable notice of any temporary change of working hours or pattern. Your normal hours of work will be as set out in Part 1.

3. Pay

Your pay will be as stated in Part 1. You will be paid monthly in twelve equal payments by credit transfer to either a bank or building society account, details of which must be supplied on request. ECC will be entitled to deduct from your pay any money you may owe to ECC at any time. ECC's pay scheme is outside the national negotiating machinery, and therefore the nationally agreed annual pay award is not applicable. Your initial pay will be as stated in Part 1 and there is no contractual right to any pay increase. ECC's pay policy statement (the Essex Pay guidance) is published on the internet and intranet and

reviewed annually. Pay rates will be reviewed annually in line with the Essex Pay guidance and the supporting social care pay guidance where applicable. Any increase in pay will be effective from 1 April.

4. Holiday and holiday pay

4.1 Allowance

The holiday year runs from 1 April to 31 March. Holiday must be agreed in advance with your manager. Your holiday (annual leave) at the start of your employment with ECC is as shown in Part 1 in line with the allowances below. One full working day equates to 7.4 hours. Holiday for full-time employees including the two Local Government extra statutory days is:

Main Grade/Social Care Grade	Less than 5 years continuous Local Government Service Hours	5 or more years continuous Local Government Service Hours
Grade A	222 (or 30 days)	222 (or 30 days)
Grades B - F	192.4 (or 26 days)	214.6 (or 29 days)
Grades G - J	185 (or 25 days)	207.2 (or 28 days)

You will be required to use one of these days if ECC shuts down your workplace during the Christmas period. In addition you are entitled to paid holiday on each of the 8 bank/public holidays. During your first year of employment with ECC, holiday allowance accrues monthly, at the rate of 1/12th of your annual leave allowance. The taking of holiday in your first year may be limited to the number of days you have accrued at the time you wish to take it. From the start of your second year of employment, your full annual holiday allowance is available to you.

4.2 Part-time employees

If you are employed in this role on less than full-time hours, your paid holiday allowance includes bank/public holidays and extra statutory days and is calculated pro rata. Your entitlement and how this is calculated is shown in Part 1.

4.3 Leaving and holiday

If you leave ECC part way through a holiday year, your allowance will be calculated as a proportion of the number of full months you have worked for ECC in that year. If you have any outstanding allowance, you will normally be required to take that holiday during your notice period. In very exceptional circumstances, if on your last day of service there is still holiday due to you that you have been unable to take, you will be paid in respect of that holiday, the calculation being based on your hourly rate of pay. If you have taken holiday which exceeds your proportionate allowance at the date your employment ends, ECC will be entitled to deduct the excess holiday pay from your final salary for each extra day of holiday taken.

5. Your appointment

5.1 Right to work in the UK

You are required to hold the right to work in the UK throughout your employment and you must inform your line manager immediately if you cease to be entitled to work in the UK.

5.2 Your role

You will be employed in the post specified in Part 1 or in such other post in ECC's service appropriate to your grade, qualifications and experience as may be reasonably required. Your duties are as outlined in your initial job profile, which does not form part of this contract, and as may reasonably be required by ECC.

6. Previous service

6.1 Conditions of service

Previous continuous service can count towards entitlements to certain conditions of service benefits such as holiday. Details can be found under the relevant sections below or in the documents referred to in Appendix A.

6.2 Redundancy

In the event of your post being made redundant, previous continuous service with an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 (which covers local authorities and related bodies) will be included in calculating your entitlement to a redundancy payment

7. Probation

If you are a new entrant to employment with ECC, confirmation of your appointment will depend on the satisfactory completion of a six month probationary period unless your appointment arises from a statutory transfer. During the probationary period you will be subject to ECC's Probationary Procedure which requires you to establish your suitability for the post.

8. ECC Standing Orders and Employee Code of Conduct

This appointment is subject to ECC's Standing Orders (including Financial Regulations and Delegations) and the Employee Code of Conduct as adopted by ECC from time to time. The Employee Code of Conduct defines the responsibilities and standards required of you during your employment with ECC.

9. Trade Unions

You have the right to join or not to join a trade union and to take part in its activities. Details of the recognised trade unions on the appropriate negotiating body are available from the intranet or from the Director, Organisation Development and People, County Hall, Chelmsford.

10. Pension

The pension scheme applicable to your employment is the Local Government Pension Scheme (LGPS). If you are under 75, you will automatically be enrolled as a member of the LGPS. You are able to opt out of the LGPS at any time by completing an opt out form obtainable from your pension scheme administrator www.essexpensionfund.co.uk. Under certain circumstances, where you cease to be a member of the LGPS because of some action by your employer or the Scheme Administrator or because you opt out, the statutory requirements of Automatic Enrolment apply and this may mean that you will be re-enrolled into scheme if you meet certain age and earnings criteria. You will be able to opt out of the scheme as and when this happens. More information about Automatic Enrolment can be found at www.thepensionsregulator.gov.uk The LGPS provides a comprehensive guaranteed benefits package, to which your employer also makes a substantial contribution. You can choose, as an alternative, a personal pension or stakeholder pension, but you should give very careful consideration to your pension position before making such a choice (under current legislation a personal pension or stakeholder pension can run concurrently with membership of the LGPS.) The LGPS has extensive transfer arrangements embracing schemes in both the public and private sector and Pensions Services can investigate the possibility of any such transfer request on your behalf, if requested. Please note, you only have 12 months from joining the LGPS to opt to transfer your previous pension rights. More information about the Local Government Pension Scheme can be found at www.essexpensionfund.co.uk Details of your contribution percentage will be shown on your pay advice

11. Sickness Absence

If you cannot work because of sickness or injury, you must ensure that your immediate line manager is notified as soon as possible of when your illness began. For all sickness resulting in absence from work you are required to follow the ECC absence policy which includes timescales for providing self-certification and doctor's certificates. During sickness absence you may be entitled to Statutory Sick Pay (SSP) and Occupational Sick Pay (OSP). You will be assessed for SSP and, if payable, this will be included within your OSP. Your entitlement to OSP is governed by the respective NJC or JNC agreement referred to in Appendix A, except as amended by local collective agreement and ECC policy. OSP entitlement is calculated on a rolling 12 month basis in line with the terms in the NJC agreement. The NJC agreement contains details of this calculation. The current provisions for SSP and OSP are shown in the tables below:

Length of continuous service with ECC:	Sick pay entitlement:
Up to 12 months	Statutory sick pay only
More than 12 months and up to 2 years	1 month's full pay and 1 month's half pay
More than 2 years and up to 3 years	2 months' full pay and 2 months' half pay
More than 3 years and up to 4 years	3 months' full pay and 3 months' half pay

Length of continuous service with ECC:

More than 4 years and up to 5 years

More than 5 years

Sick pay entitlement:

4 months' full pay and 4 months' half pay

5 months' full pay and 5 months' half pay

There are similar benefits if absence is due to 'industrial injury' at work. Part time employees receive pro rata benefits. Payment of sick pay is subject to your compliance with the sickness absence procedure, reporting requirements and cooperation, if requested, in obtaining medical advice regarding your fitness for work. Where there is medical evidence that you are no longer fit to fulfil the requirements of your job, even with reasonable adjustments, ECC reserves the right to terminate your employment before the expiry of OSP. If a period of absence due to incapacity is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party in respect of which damages are or may be recoverable, you must: - Immediately notify ECC of that fact and of any claim, settlement or judgment made or awarded in connection with it and all relevant particulars that ECC may reasonably require; and - If required by ECC, co-operate in any related legal proceedings and refund to ECC that part of any damages or compensation recovered by you relating to the loss of earnings for the period of absence as ECC may reasonably determine, less any costs borne by you in connection with the recovery of such damages or compensation. We will not require you to refund more than the total amount paid to you by ECC in respect of the period of absence. Other detailed provisions are as set out in the respective NJC or JNC agreement and the ECC Sickness Absence guidance. Where any provisions of the NJC or JNC agreement conflict with the local collective agreement and ECC policy, those of the local collective agreement and ECC policy take precedence.

12. Medical examinations

If ECC requires it in connection with your work, you agree to undergo a medical examination and/or other medical tests by a medical practitioner nominated by ECC. On rare occasions employees may be required, on the advice of the nominated medical practitioner, to remain at home whilst a medical matter is resolved or investigated.

13. Disciplinary, dismissal and grievance procedures

The disciplinary procedures that apply to your employment are contained in ECC's Disciplinary Policy. You have the right to appeal any disciplinary decision to a senior manager with delegated authority as set out in the Scheme of Delegations and in line with the disciplinary procedure on the ECC intranet.

If you have a grievance relating to your employment you should discuss the matter initially with your line manager. Formal grievances can be raised using the form in the the ECC Grievance Policy on the intranet. The grievance and disciplinary policies and procedures are non-contractual and ECC reserves the right to make changes from time to time, following discussion with the appropriate trade unions. Dismissal procedures and right of appeal are laid out in the relevant policies on the intranet. Where additional procedures apply to statutory roles, dismissals will be conducted in line with ECC's Constitution and relevant legislative requirements.

14. Driving Licence / Vehicle Insurance

If your work role requires you to drive, you must hold and maintain a full, valid driving licence enabling you to drive in this country. If you use your own vehicle for ECC business it must be insured for business use.

15. Professional fees

Where appropriate, ECC may reimburse fees for one professional association membership only. Reimbursement is at the discretion of ECC in line with the policy on reimbursement of professional fees. This policy is non-contractual and may be varied or withdrawn at ECC's discretion.

16. Disclosure of information

During and after your employment, in line with ECC's Code of Conduct, you must at all times be aware of the importance of maintaining the confidentiality of information gained by you in the course of your duties, and comply with ECC's policies in respect of access to, communication and confidentiality of information including ECC's policy on social media. You may not divulge information of a confidential, sensitive or commercial nature gained during the course of your employment for any purpose, and in particular purposes detrimental to the interests of ECC, its Members, employees or clients. You must ensure that you handle official information carefully and securely and in line with the law about personal data. You must not access information or disclose information to others inside or outside ECC unless you have authority to do so and you must comply with ECC's policies relating to the security of and access to personal data and other information.

17. Health and Safety

All employees are required to comply with their health and safety responsibilities stated in the ECC Health and Safety Policy and also with any local safe working practices. Managers must also carry out the relevant health and safety duties in regard to their services or teams, as specified in the above policy. Executive Directors, Directors and senior managers have specific duties with delegated responsibility for leadership and implementation of ECC's Health and Safety Policy in their area and to ensure their area contributes to the corporate and local health and safety action plans as appropriate. Details are on the ECC intranet and available from line managers.

18. Business continuity, emergency planning and response

In the event of an emergency or as part of ECC's business continuity arrangements (for example, the outbreak of a 'flu pandemic or a major fire at one of the key administrative establishments) you may be required to make reasonable adjustments to your working arrangements in order to support ECC services and maintain business continuity. You are required to advise your line manager of your address and out of hours contact details and any changes to them. Information supplied will have limited access and will be used only for this purpose. In line with ECC policy and guidelines, senior managers and team managers must ensure that robust arrangements are in place to deliver critical services, including those contracted to a third party, to those affected (customers/clients/ communities in receipt of ECC services) by any major emergency and/or Business Continuity incident. ECC has Category 1 Responder responsibilities under the Civil Contingencies Act 2004 and other emergency related legislation, with delegated responsibilities to Executive Directors and nominated Directors/senior managers. During an emergency

response, Executive Directors have strategic leadership responsibility and nominated Directors/senior managers have tactical responsibility. All senior managers may be required to participate in emergency planning exercises and training and in ECC's response to an emergency and to participate in ECC's Major Incident Call Down List and rota.

19. Medical insurance

You are eligible for corporate membership under the current terms of the medical insurance scheme specified by ECC. ECC currently meets the costs of the membership subscription and under existing pension regulations the value of the subscription is deemed non-pensionable. The terms of such medical subscription are determined and may be varied from time to time by ECC to allow for changes in scheme benefits. The provision of medical insurance is non-contractual and the scheme may be altered or withdrawn by ECC at any time with reasonable notice.

20. Car provision scheme or alternative annual allowance

Under current policy you are eligible to apply for a lease car under the ECC Car Provision Scheme, without the need to satisfy any business mileage threshold. Alternatively you may use your own car for business travel and instead receive the benefit paid with your salary in monthly instalments. Current rates are: • Grade A: £7,000 annual amount • Grades B and C: £2,500 annual amount Neither benefit is deemed to be pensionable under current pension regulations. The annual allowance where selected is subject to tax and National Insurance deductions. A fuel-only mileage allowance is claimable for business mileage under both options. Non-drivers/employees who do not own or use a car may also apply for the annual allowance, but will not be eligible to claim any business travel costs for travel within Essex. Further details are provided separately. You will need to make a choice between these two options and inform ECC Payroll in order to qualify for the benefit. ECC is not liable for provision of the car or the alternative allowance until you notify us of your choice in writing. Both the car provision scheme and the alternative allowance are non-contractual and may be altered or withdrawn by ECC at any time with reasonable notice.

21. Additional employment - senior managers

Engagement in any other business is not permitted without the express written consent of ECC, in line with the Declaration of Interests and the Outside Work policies.

22. Property and equipment

You must return any ECC property or equipment when required and/or when you cease employment with ECC. By signing this contract you authorise ECC to deduct the cost of replacing missing or damaged items from your salary.

23. Notice to terminate employment

Your employment may be terminated at any time by prior notice in writing to you by ECC, or by you to your ECC line manager, as follows: Probationary period The notice to be given by you or to you before your appointment has been confirmed (i.e. during your probationary period where applicable) is one month. Contractual and statutory notice Following successful completion of your probationary period, the notice to be given by you to ECC or to you by ECC will be the contractual notice period stated below. Your notice must be given in writing to your immediate line manager.

Contractual notice

Main pay grade

A

B – D

E – F

G – J

Minimum period of notice

Four months

Three months

Two months

One month

Contractual notice

Social care grade

C - D

E - G

H

Minimum period of notice

Three months

Two months

One month

There will, however, be some cases where the minimum period of notice of termination of your employment which ECC must give by law is longer than the above. In these situations the notice to be given to you by ECC will be the longer of (i) the contractual notice period which applies to you and (ii) the statutory notice period as shown below. This notice period includes your statutory notice, should your post be affected by redundancy.

Statutory notice

Period of continuous service with ECC (see also section 6.2)

One month or more but less than two years:

Two years or more but less than 12 years:

12 years or more:

Minimum period of notice to be given by ECC

One week

One week for each year of continuous service.

12 weeks

ECC reserves the right to end your employment by making a payment in lieu of all or any part of your notice period. Payment in lieu of notice will be calculated on your base salary only. Any payment for untaken holiday will be made in line with section 4 above. There is no automatic entitlement to payment in lieu of notice and the decision to pay you in lieu of notice is entirely at ECC's discretion. This provision applies whether notice to terminate the contract is given by you or by ECC unless you have been dismissed for reasons of gross misconduct, when ECC may terminate your employment without notice or pay in lieu of notice.

Fixed term contracts only

For employees on a fixed term contract the appointment is terminable by either side by one calendar month's notice, except where a longer period of statutory notice applies.

24. Restrictions on re-employment (senior managers)

After your employment with ECC ends, you must not take up employment with, or provide services for reward to, any body within the geographic county limits of Essex within a period of six months from the termination of your employment without the consent of ECC, which will not unreasonably be withheld, if:

- during your last two years of employment with ECC, you have been directly involved in transactions with that body for which the offer of employment or provision of services could reasonably be regarded as a reward and/or:
- which is likely to benefit from commercially sensitive information which is known to you by virtue of your past employment by ECC.

These provisions would not apply if the termination of employment arose as the result of redundancy or the externalisation of work and consequent transfer to a new employer. You and ECC agree that the above restrictions are reasonable and are no more restrictive than is necessary. Each of the restrictions in this provision is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid and effective.

25. Contract of employment

This contract includes your Statement of Written Particulars as required by section 1 of the Employment Rights Act 1996. Part 1 of your contract sets out the specific terms of your employment and Part 2 with Appendix A sets out the general terms. Both parts should be read and applied together but, where there is any conflict between the two, the Part 1 Specific Terms will take precedence.

Notes (i) Unless otherwise stated all the documents referred to in this contract of employment can be obtained from your line manager or from the ECC intranet, or from the ODP Service Centre. (ii) Amendments to this contract or to documents referred to will be notified to you as soon as possible.

The terms and conditions of your employment with ECC are governed by your grade and role – either paragraph 1 or paragraph 2 below will apply to you. In addition, the local agreements and policies shown in paragraphs 3 and 4 will also apply to you during your employment.

Grade A – Executive Directors:

1. Your terms of employment other than pay including sickness pay entitlement will be in accordance with the Scheme of Conditions of Service of the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities as adopted by ECC, together with such variations or additions as may be determined by ECC (see local agreements and ECC policies below). In particular the JNC agreement directly affects the following other terms and conditions of your employment:

- Maternity provisions
- Other leave
- Expenses
- Official conduct
- Procedures relating to discipline, capability and redundancy

Grades B - J:

2. The National Joint Council (NJC) agreement for Local Government Services set out in the Scheme of Conditions of Service (commonly known as the Green Book) governs your general terms and conditions of employment (except where separate local agreements and ECC policies apply). In particular the NJC

agreement directly affects the following other terms and conditions of your employment: • Maternity leave and pay • Reimbursement of expenditure (other than mileage)

All:

3. Local agreements (made between ECC and appropriate recognised trade unions and subsequently incorporated into ECC policy) affecting other terms and conditions of your employment currently cover: • Sickness pay entitlement • Excess travel • Collective Agreement for local implementation of the National Single Status Agreement (except Grade A Executive Directors) No local agreements made between your service and appropriate trade unions affecting other terms and conditions of your employment currently apply. 4. Principal ECC policies affecting other terms and conditions of your employment available from your line manager, from ECC's intranet or from the ODP Service Centre

