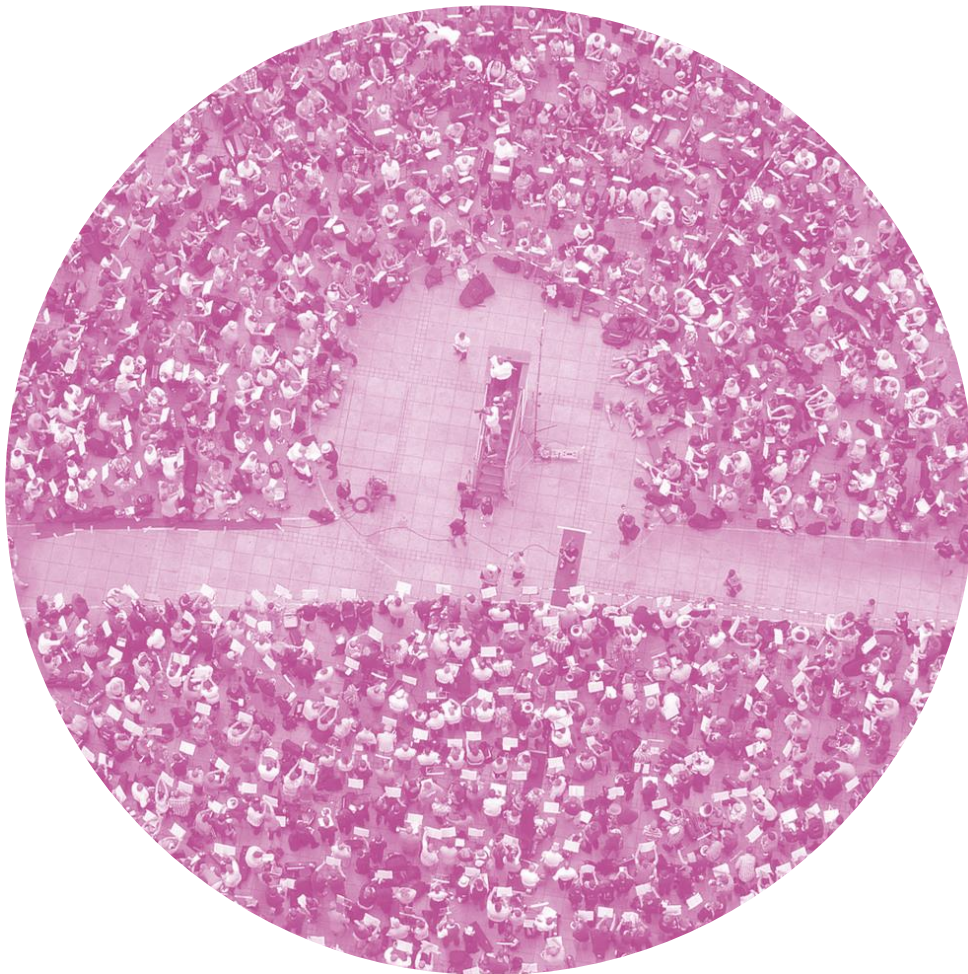


# Working at CLES

April 2023



the national organisation  
for local economies

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## Terms of employment

### Hours of work

The full-time standard hours of work are 37.5 a week, Monday to Friday. Office working hours are not restricted but normal working hours are considered to be between 9am and 5.30pm with allowance for up to 1 hour's unpaid lunch break. There is flexibility within normal working hours for those who require it, however 'core working hours' are between 10.00am and 4.00pm where you are expected to be working unless you are working outside of the office.

### Probationary period

You will be employed initially for a six-month probationary period. Employment can be terminated at any time during the probationary period with a minimum notice of four weeks on either side.

### Notice period

After satisfactory completion of the probationary period, the contractual notice period is:

- Less than six months service = four weeks' notice;
- Six months service to one year = six weeks' notice;
- One years service and over = eight weeks' notice

### Annual leave

The leave year is from 1 July to 30 June. Annual leave entitlement for full time working is 25 working days plus public holidays. Staff also receive two extra days over the year, one to be taken around the time of their birthday and an additional day over Christmas/New Year. The basic 25 days holiday entitlement increases by one day after every full financial years' service (July – June), up to a maximum of 30 days.

### Performance review

Performance is reviewed on an ongoing basis through informal monthly 1-2-1 meetings with your line manager, through a six-month review with your line manager and Chief Exec and a more formal annual review which is held prior to the end of CLES's financial year (June).

The performance review process provides a structured way for you to reflect on your Personal Development Plan and seek opportunities to progress. At your annual review, pay awards are informed by your performance over the preceding year. All agreed pay rises are subject to Board approval.

## Bonus

A discretionary annual bonus is paid to all employees following approval by the Board of Trustees; this is an equal share amongst all staff, of 10% net surplus before tax, following the release of the final audited accounts. New staff who commence employment with CLES part way through the financial year are eligible to receive a share of any bonus payment. Their share will be calculated from their start date up till the end of the financial year, on a proportional basis (in weeks).

## Pension scheme

CLES offers all employees the opportunity to join a Scottish Widows Stakeholder pension plan and offers 6% contribution to the stakeholder pension plan to be matched by the employee. The Government allows Income Tax relief on most pension contributions at a rate of 20%. This tax relief is added to your plan alongside individual and CLES contributions.

After two years in the scheme, CLES will raise by 1% its contribution to the pension scheme at the start of the following financial year (July). Contributions will rise every year thereafter up to a maximum of 13%. It is optional for employees to match this raised contribution.

## Continuous professional development (CPD)

CLES provides support and time off for staff to undertake continuous professional development (CPD). Many different activities can qualify as CPD, it is not restricted to formal or technical training courses. CLES recognise the relevance of other methods of learning especially for example peer group learning and shared experience. The CLES approach to CPD also recognises the need for both professional and personal development in advancing the careers of individuals in support of our strategy of organisational growth.

## Cycle to work scheme

CLES is a member of the Government Cycle to Work Scheme which helps staff purchase a new bike. You can save 25–39% on the cost of a new bike and associated cycling gear. The bike is purchased by CLES on your behalf and the repayments are split into 12 monthly payments taken directly from your salary. The provider CLES uses is <http://www.cyclescheme.co.uk>.

## Octopus EV

CLES is a member of the Octopus EV electric vehicle salary sacrifice scheme which helps staff to purchase an electric vehicle. Staff can save up to 40% on a brand-new electric car with this employee benefits scheme. See <https://octopusev.com/>

## Interest free annual travel ticket loans

The bus or train season ticket loan scheme allow employees to take an interest-free loan for the cost of a public transport annual season ticket which will be repaid within the lifetime of the season ticket. CLES will transfer the cost of an annual ticket into your bank account for you to purchase the ticket and then deduct 12 equal monthly instalments from your net salary.

## Staff health and wellbeing

At the heart of our approach is our commitment to promote a good work life balance for all of our employees. We have many policies in place dedicated to ensuring a healthy and fulfilled lifestyle for staff. Additional benefits/policies include the following:

### Enhanced sick pay

CLES recognises that long-term illness can affect a person's financial stability. For this reason and subject to complying with the terms of your contract full pay entitlement will be granted to all employees for the first two months of sickness, with 50% entitlement for the following two months.

### Wellness days

CLES policy is to allow up to two "wellness days" per year. These are days that CLES recognise may occur from time to time when staff need to take a day for themselves to stay mentally well and to allow them to come back the next day feeling refreshed and ready to go again.

### Flexible working policies

CLES offers a range of flexible working options including part time and compressed hours which can be discussed and implemented on an individual basis after discussion with your line manager/CEO.

### Special leave

CLES understands that sometimes life events can affect your ability to carry out your work. For this reason, all employees are offered paid special leave to help balance out their responsibilities. These would fall under carers leave and compassionate leave.

## Enhanced maternity, paternity and adoption payments

We offer our employees enhanced maternity, paternity and adoption payments. To qualify for all the enhanced payments a member of staff must have completed at least 24 months of continuous service with CLES by the expected week of confinement (EWC).

### Enhanced maternity pay

100% of your salary for the first 16 weeks, then for the next 10 weeks 50% of your salary, the remaining 13 weeks as Statutory Maternity Pay.

### Enhanced shared parental pay

100% of your salary for the first 16 weeks, then for the next 10 weeks 50% of your salary, the remaining 13 weeks as Statutory Maternity Pay. The same level as the enhanced maternity pay but it can be split between either parent, subject to the parents meeting the usual work and pay criteria.

### Enhanced adoption pay

Regardless of how a staff member became a parent whether through birth, adoption or surrogacy the same level of pay is offered by CLES. Subject to the same qualifying period of service as for maternity and shared parental leave (24 months by adoption date) an employee would become eligible for enhanced pay.

### Enhanced paternity pay

Three consecutive weeks at 100% of your salary.

## Equality, diversity and inclusion

A commitment to equality, diversity and inclusion is fundamental to the CLES mission. Because of this CLES is committed to eliminating discrimination and encouraging diversity amongst its staff, board, and in the activities and services it provides.

Our aim is that we are truly representative of all sections of society and that all individuals that work with, govern, or come into contact with CLES feel valued, and where all individuals that represent CLES feel able to give their best. CLES aims for a culture where diversity is celebrated. CLES strives for an organisation where diversity is universally valued, because of the more inclusive outcomes enabled by diverse thinking and action. CLES is committed to broad principles of social justice, recognises that many groups and individuals have been disadvantaged in the past and is committed to taking positive steps to redress the balance. CLES will take into account individual experiences and needs.

CLES welcomes its responsibilities under the Equality Act 2010. The Act requires equality in treatment and access to employment and public and private services regardless of the protected characteristics of age, disability, gender reassignment,

marriage and civil partnership, race, religion or belief, sex, and sexual orientation. In the case of gender, there are special protections for pregnant women.

## Recruitment

All sections of the population should have equal access to jobs and the Board at CLES and no applicant or employee will receive less favourable treatment from another because of his/her colour, creed, ethnic or national origin, disability, age, sex, marital status, sexuality or responsibility for dependents. Job descriptions and person specifications will be prepared and reviewed for all jobs and board positions.

We are a disability confident employer and guarantee an interview to anyone who self-certifies as disabled who meets all the essential criteria. **Please indicate if this applies to you in your cover letter.**

## Pay

Staff salaries will in all cases will reflect the skills and experience of the staff. All salaries will be able to be justified on this basis. No staff will experience differences in salary on the basis of any other factors. There will be opportunities for career and pay progression for all CLES staff.

## Career development

All employees will be encouraged to discuss their job prospects and training needs at regular intervals with a senior member of staff. All employees, and Board members will be given training that facilitates equal opportunities policies to eliminate any stereotype attitudes, which may result in discriminatory practices. Those working part-time should be kept fully informed of policy decisions. Part-time working should, on no account, result in an erosion of a person's rights. Where a part-time worker's job requires full involvement in decision making, they should continue to be included in all aspects of CLES. Flexibility should not impose increased burdens on staff, whether full-time or part-time.

## Diversity in governance and staff

CLES recognises that diverse demographics leads to more inclusive decision making. With this in mind, we will strive to ensure that the CLES staff and governance teams are diverse in terms of the protected characteristics outlined in the Equality Act 2010. CLES will set diversity targets and progress will be reviewed against these targets on a regular basis.

## Work environment

The CLES work and governance culture and environment is inclusive and celebrates the value of diversity in creating an effective organisation. No member of staff will be treated differently on the basis of any of the protected characteristics nor their

socioeconomic background or status. All individuals will feel able to challenge where they feel this has not been the case.

## Grievance and disciplinary procedures

We renounce all forms of harassment and discrimination and will maintain grievance and disciplinary procedures to deal effectively with any instances which do occur. Any subsequent grievances or disciplinary matters will be dealt with via the CLES Board.

## Activities and services

CLES will ensure that its commitment to equality of opportunity is reflected in the programme of work that it adopts.