

Part One - Statement of Particulars

1. Employer

- 1.1. Hampshire County Council is your employer and is referred to as “the Council” in this Statement of Employment Particulars.

2. Address of Employer

- 2.1. The Castle, Winchester, SO23 8UJ

3. Employee

- 3.1. Victoria Douglas

4. Job Title

- 4.1. Your job title is Skills Coach

- 4.2. Your normal duties are as detailed in your role profile and any other documents detailing your tasks, copies of which are available from your line manager. These duties may be subject to review and change in line with business or departmental needs. However, any changes in duties will take account of your skills, experience and grading and your own personal development and will only be implemented after consultation with you.

5. Dates of Employment

- 5.1. This appointment commences on 07/10/2019
- 5.2. Your date of continuous employment for all purposes, other than those specified in clauses 5.3 and 5.4 is 10/7/2019
- 5.3. Previous continuous service with any employer specified in Part II Schedule 2 of the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999, as amended from time to time, will be included when calculating your entitlement to sick pay, maternity leave and pay and redundancy pay, but not for other purposes.
- 5.4. Any previous service with any associated local government employers, whether continuous or not will count towards your annual leave entitlement.

6. Place of Work

- 6.1. Your normal place of work is Four Chimneys, Winchester

For administrative purposes including payment of travel expenses the stated is your work base.

- 6.2. However, you may also be required to work at any of the Council's establishments, as requested by your line manager.
- 6.3. The Council has the right as a term of your employment and, following reasonable consultation, to transfer you either temporarily or permanently to any of its establishments at other locations within the Hampshire area. You will be given reasonable notice which would normally be at least one month's notice of any changes in your normal place of work.

7. Hours of Work

- 7.1. Your normal working hours are 37.00 per week.
- 7.2. The precise days and times of your working hours are subject to agreement with your line manager and subject to the needs of the Council's business. You will be consulted about any changes to your Normal Working Hours.
- 7.3. Dependant on the nature of your role, you may be required to work weekend, evening or bank holidays. Your offer letter will have informed you if this is applicable to your role.

8. Salary

- 8.1. Your post is graded at Grade EHCC07 D based on the [EHCC Agreement](#). Your starting salary is £ 21414. per annum and is subject to review on 1 April each year.
- 8.2. You will be paid monthly by credit transfer one month in arrears on or around the last working day of each month. You will be able to view your pay advice on or before payday using an electronic online payslip accessed securely through any internet connection, either at work or at home. Printed payslips will be available only in exceptional circumstances or where you have an accessibility issue due to an impairment.
- 8.3. You must maintain a suitable bank account or building society account into which payments can be made and you must provide Hampshire County Council with the current details.

9. Annual Leave

- 9.1. The annual leave year runs from 1 April to 31 March.
- 9.2. In each leave year you will have an annual leave entitlement as detailed in the table below, in accordance with the [EHCC Agreement](#).

Grade	Less than 5 years local government service	More than 5 years local government service
A-D	24 days (177.6 hours)	27 days (199.8 hours)
E-G	25 days (185 hours)	28 days (207.2 hours)
H+	26 days (192.4 hours)	30 days (222 hours)

- 9.3. The above annual leave entitlement tables are based on full time staff employed for 52 weeks per annum. Staff who work part-time or who are employed for less than 52 weeks per year will receive a pro-rated entitlement based on the number of weeks and hours they work.
- 9.4. Up to two days of the above entitlement may be prescribed by the Council, your department, or your local work area for operational reasons and you would therefore be required to take annual leave on these days in accordance with the [EHCC Agreement](#).
- 9.5. You will also be entitled to paid leave in respect of public holidays each year.
- 9.6. All terms and conditions relating to annual leave (including public holidays) and holiday pay are included in the [EHCC Agreement](#), which is available on Hantsnet, at your place of work, from your manager or from Human