

# Terms & Conditions of Work

## Working Hours

- Normal working hours are 37 per week;
- Flexi-time scheme applies where appropriate;
- Flexible working applies where appropriate.

## Annual Leave

- 24 days plus bank holidays each year;
- Additional annual leave entitlements at specific service anniversaries;
- Pro-rata entitlements for part-time staff.

## Pension

- Local Government Pension Scheme (LGPS);
- The Council contributes towards your pension;
- Your contribution rate is based on your actual salary:

Actual or assumed pensionable pay	Contribution rate
£0 to £14,100	5.5%
£14,101 to £22,000	5.8%
£22,001 to £35,701	6.5%
£35,701 to £45,200	6.8%
£45,201 to £63,100	8.5%
£63,101 to £89,400	9.9%
£89,401 to £105,200	10.5%
£105,201 to £157,800	11.4%
£157,801 or more	12.5%

## Additional benefits

- A range of excellent benefits is provided to our staff including:
  - Great discounts with a range of shops and providers locally and across the UK offered via a benefit platform
  - Discounts at a choice of local shops and businesses
  - Interest free travel loan
  - Cycle to work scheme
  - Bus to work scheme
  - An outstanding day nursery based at the Council's Civic Offices
  - Childcare vouchers

## Application Progress

You can find some helpful information in the [Making Your Application](#) document. As part of our online service, you will receive updates on the status of your application via email, as well as have the ability to book your own interview time. If you submit your application by hand, you will not have access to the benefits of our online service and we will keep in touch with you by post.

## Feedback

If you would like feedback on your application, please email [recruitment@reading.gov.uk](mailto:recruitment@reading.gov.uk) and your request will be passed on to the recruiting manager. Alternatively, if you would like to provide us with any feedback, please email this to the same address as above.

# Living and Working in Reading

*One of the most multicultural places in the UK, one of Europe's strongest performing economies and smart living choice with excellent connectivity to London.*

Historically an imperative town in the medieval period, Reading has royal connections through Reading Abbey, founded in 1121 by King Henry I of England who is now buried there.

Modern day Reading is a vibrant business location, home to many world's top global brands; a university town and a cultural place with the added advantages of gorgeous countryside and the majestic River Thames on the doorstep.

Reading has direct links to Heathrow and Gatwick Airports; and is only 25 minutes away from London by rail. In December 2019, Reading will become the western Elizabeth Line terminus for crossrail. Reading Borough Council's Civic Offices on Bridge Street is only a 10 minute walk from the train station. The Reading urban area is well serviced by regular bus links.

Whether you are interested in the arts, sport, outdoor life, food or music, Reading is well placed to meet your needs. Please see the [Relocating to Reading](#) guide to find out more.