

# The benefits and conditions for working at the LGA

## Working for the Local Government Association

The Local Government Association aims to create a working environment in which the resources of a highly experienced, well motivated workforce are marshalled to promote better local government.

## Contract type

The LGA offers a number of contract types - Fixed Term, Permanent and Secondments. The exact details for the role that you are applying will be in the relevant job advert.

If applying for a secondment opportunity please ensure that you have the permission of your current employer before submitting your application.

## Salary

If you are directly employed by the LGA (i.e. not on secondment) salaries will be paid monthly (on or around the 12th day of the month) by means of credit transfer into your bank account.

If you are seconded to the LGA, you will remain an employee of your exporting organisation for the duration of the secondment. You will be paid your current salary if it falls within the salary range for the post.

If your salary is below the minimum point in the range, then the LGA will ask your organisation to top up your salary to the minimum point in the range and will pay this amount plus on-costs on receipt of invoices.

If your salary is above the maximum point in this range you should obtain support from your existing employer that they are prepared to pay the difference between the salary for the post and your existing salary whilst seconded to the LGA.

The exporting organisation will be responsible for your salary, plus employers on costs and will invoice the LGA on a quarterly basis.

## Hours of work

LGA full-time hours are 35 hours per week, Monday to Friday.

## Annual leave and statutory holidays

LGA annual leave entitlement is 28 days, rising to 30 days after three years service and to 32 days after five years service.

In addition to annual leave, you are entitled to statutory holidays occurring during the contract period.

In the first and last years of service, you are entitled to annual leave proportionate to the completed months of service in that year.

If seconded to a role, annual leave entitlement will remain as per current employment terms and conditions

## Notice

### **Staff on LGA Grades 1-4:**

If you resign from your post you are required to give 4 weeks notice in writing.

If your employment is terminated by the employer, you will be entitled to 4 weeks notice or one weeks notice per completed year of service up to a maximum of 12 weeks, whichever is greater.

### **Staff on LGA Grade 5 and above:**

The notice period will be 12 weeks notice in writing from either party.

If on secondment, early termination prior to expiry of the agreed period will be subject to discussion and consultation between the exporting organisation, the LGA and yourself and be subject to one month's notice from either party.

## Performance review

The LGA operates a performance review scheme. The aims of the scheme are to help individuals to perform their role to the best of their ability and to develop their career to reach their full potential.

## Whole time service

You will be expected to devote your whole time service to the work of the LGA and you shall not engage in any other business or take up any other appointment without the approval of the Chief Executive.

## Political impartiality

Although LGA posts are not subject to the same political restrictions as local authorities, you will be expected to behave in ways, which express clear political impartiality and will not be able to take up any public political office without the approval of the Chief Executive. This excludes roles in the LGA Political Groups.

## Sickness payments

The LGA applies the scheme agreed by the National Joint Council (NJC) for Local Government Services.

If seconded, this will remain as per your current employment terms and conditions.

## Pension

Only applicable to LGA employed staff.

You will automatically be enrolled into the Local Government Pension Scheme. You will be required to contribute a percentage of your salary and the LGA will also contribute to the scheme on your behalf.

Further information, including current contribution rates can be found on <http://www.lgps.org.uk>

## Season ticket loan

Only applicable to LGA employed staff

All employees may apply for an interest-free season ticket loan to assist in their travel to and from work.

## Medical and other family benefits

The LGA recognises that most individuals at some time in their lives experience personal or work related problems. The LGA offers all staff a confidential counselling service, managed by BUPA, which provides for up to six counselling sessions a year.

The LGA administers the 'Simply Health' cash plan health care scheme. Through deductions direct from source you can join a family or individual scheme which can contribute towards the cost of eye care, dental treatment and private treatment. The amount you contribute varies according to the plan you register for. The LGA operates a voucher scheme for the provision of eye care to employees. All employees are entitled to one eye care voucher per year (up to a maximum of £20).

The LGA offers a childcare voucher scheme where, if you are a working parent, you can save money on your childcare costs via salary sacrifice by taking advantage of the scheme's Tax and National Insurance exemption.

The LGA also offers a Cycle to Work Initiative which is a salary sacrifice scheme which gives you the chance to save on the cost of a new bike as well as security and safety equipment to go with it.

## Equal opportunities

The LGA is committed to providing equal opportunities for existing and potential members of staff. It is a condition of employment that all members of staff comply with the equality and diversity policy.

## Location

Based in the heart of Westminster in the leafy square surrounding St John's Church close to shops and amenities, Local Government House provides an influential position and a prestigious single base for local government.

Local Government House is arranged as an open plan building offering tea and coffee points and quiet rooms on each floor, air conditioned meeting rooms, staff rooms, a roof garden, bicycle storage facilities and shower facilities.

---

### Local Government Association

Local Government House  
Smith Square  
London SW1P 3HZ

Telephone 020 7664 3000  
Facsimile 020 7664 3030  
Email [info@local.gov.uk](mailto:info@local.gov.uk)

© Local Government Association  
REF 9.20 October 2016

[www.local.gov.uk](http://www.local.gov.uk)

For a copy in Braille, larger print or audio, please contact us on 020 7664 3000. We consider requests on an individual basis.