

**Report of the HR Manager**

**AMENDMENTS TO CONTRACT OF EMPLOYMENT**

1. Purpose of report

To consider amendments to the Written Statement of Employment Particulars/Conditions of Service.

2. Detail

The Employee's contract of employment has been revised and reorganised. The main changes include the insertion of a Pay in Lieu of Notice (PILON) clause in-line with recent legislative changes from 6 April 2018.

The order of the particulars has been changed to flow and is easier to understand.

A General Data Protection Regulations (GDPR) statement has also been included.

Space for bank details have been removed as this is now completed on a separate Payroll Information sheet.

A copy of the amended contract of employment has been included at the appendix.

**Recommendation**

**The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee the revisions to the Written Statement of Employment Particulars within the Conditions of Service for employees.**

Background papers

Nil