This document forms part of the Collective Agreement with effective dates of changes being 1 December 2025

More than just a job

Our benefits and terms and conditions

BCP Council

Published August 2025

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Leave and time off

Annual leave entitlement
The annual leave entitlement is 28 days, this rises to 31 days after two years continuous service. Pro-rata for part time colleagues.

Bank (public) holidays
In addition to annual leave entitlement, there are eight statutory bank holidays. Pro-rata for part time colleagues.

Buying of annual leave
Colleagues are able to buy up to 10 days additional annual leave within a specific window. Not applicable for colleagues on term-time contracts in schools.

Selling of annual leave
Colleagues are able to sell up to five days annual leave within a specific window. Not applicable for colleagues on term-time contracts in schools.

Annual leave year
The annual leave year runs between 1 April and 31 March.

Annual leave carry forward
Colleagues are able to carry forward up to five days annual leave, but it must be used within the following annual leave year.

Study leave
Reasonable time may be given at the manager's discretion for study or exams that are relevant to the role.

Compassionate leave / bereavement
Up to five days paid leave per occurrence for either bereavement or compassionate purposes will be given at the manager's discretion. No restrictions on relationships.

Time off for public duties and volunteering
One paid day, with up to two further paid days may be used to undertake a public duty or volunteering within the BCP community providing the service can still meet its demands.

Time off for reservists training
Five days paid leave and five further unpaid days (if required) will be given for reservists training.

Time off for medical appointments
Annual leave or accrued hours should be used to facilitate routine medical or dental appointments. Non-routine hospital appointments will be paid.

Time off for election duties
One day's paid leave for colleagues working as Presiding Officers and Poll Clerks at a BCP Council polling station on election day. (Excludes election duties worked for other councils – annual leave or accrued hours to be used).

Career break / sabbatical
Applications for career breaks / sabbaticals are permitted for colleagues with more than two years service with BCP Council.
The length of the break can be between six and 24 months.

Maternity leave
18 weeks occupational maternity pay is available for colleagues with at least one year's continuous local government service at the 11th week before the expected week of childbirth. 90% of contractual weekly earnings will be paid for the first 6 weeks and 50% of contractual weekly earnings for the next 12 weeks, provided the colleague returns to work for at least three months following maternity leave. Statutory paid entitlement to antenatal appointments.

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Maternity / adoption support leave
(to support a parent at the time of birth / adoption)

Up to 10 days paid leave can be used for either maternity or adoption support. This can also be used in conjunction with additional two weeks paternity leave paid at Statutory Paternity Pay (SPP) rate if applicable / required.

Paternity leave
Paternity leave is up to two weeks and paid at Statutory Paternity Pay (SPP) rate.

Shared parental leave
Colleagues are entitled to up to 50 week's shared parental leave. In addition, colleagues with at least one year's continuous local government service at the 11th week before the expected week of childbirth, could share the mother's / primary adopter's entitlement to any remaining occupational pay.

Eligible colleagues may be able to receive up to 16 weeks of Occupational Shared Parental Leave Pay, provided the colleague returns to work for at least three months following final Shared Parental Leave period. An additional 21 weeks of Statutory Shared Parental Leave Pay may be available.

Phased return to work following long term absence
Up to four weeks at full pay can be used to facilitate a phased return to work, to support colleagues in returning to work after an extended period of absence related to ill health.

Unpaid leave scheme
Unpaid leave will be granted in exceptional circumstances, but annual leave or accrued hours should be used first where possible.

Time off for dependants
The statutory entitlement of reasonable unpaid time off to deal with emergencies involving a dependant will be given where applicable.

Parental leave
Statutory entitlement will be given for parental leave of up to four unpaid weeks per child, per year.

Carers leave
Up to three days paid leave per year, with a further two days unpaid leave for carers providing unpaid support for a family member, partner or friend who needs help due to illness, frailty, disability, mental health problem or addiction and who cannot cope without that support. Leave may be taken in hours or full days.

Neonatal care leave
(for babies born on or after 6 April 2025)

Colleagues can take one week's neonatal care leave for every uninterrupted week their baby receives neonatal care, taken in week-long increments. The minimum period is one week whilst the maximum is 12 weeks.

Colleagues with 26 weeks continuous service at the time of the birth/placement will be eligible for occupational neonatal leave pay – 90% of the contractual weekly earnings for the first 6 weeks, and 50% of contractual weekly earnings for the remaining 6 weeks.

Full details care be found in the Neonatal leave policy.

Disability leave
Reasonable paid time off will be allowed as a reasonable adjustment, for things typically like treatment, rehabilitation or assessment related to the disability.

Adverse weather conditions
In adverse weather conditions, if colleagues are not able to attend work and sites are open, time off is treated as annual leave, accrued hours or unpaid leave. Where possible colleagues can work remotely.

Christmas closure
Leave or accrued hours should be taken over the Christmas period.

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Employment

Standard working week

The standard working week is 37 hours Monday to Friday equivalent to 7.4 hours per day exclusive of meal breaks between the hours of 8am and 6pm.

Disclaimer of any non-standard hours of working to be specified within the contract.

Accrued working hours

Hours and location of work can be flexible and include home working providing it meets the needs of the service. Recording of hours is optional, but excessive build up of hours should be avoided and colleagues are expected to notify their manager where this has occurred in order to identify a suitable outcome.

Probation

A six month probationary period with reviews at one, three and five months applies to all new colleagues to BCP Council.

Notice requirements (colleague)

Band 1-7: 1 month

Band 8 and 9: 2 months

Band 10 and above: 3 months

Redundancy multiplier

There are no statutory age bandings for redundancy calculation. A 1.5 multiplier applies for all colleagues. A statutory cap applies where the cost of pension release for those over age 55 exceeds £8,000.

20 year service cap will also apply.

Changes to your normal place of work

The following mobility clause will apply to all colleagues:

Your normal place of work is as specified in your contract of employment, but you may be required to work at any other place within the BCP area which the council may reasonably require for the proper performance and exercise of your duties.

Your normal place of work may be changed on reasonable notice (minimum four weeks) to any place within the BCP area for business needs or due to the discontinuance of use by the council of that location for your work.

Subject to the suitability of your work and the agreement from your line manager, on any day when you are not required to attend your normal place of work or any other specific place to perform your duties, you are permitted to work from any of the BCP Council offices or from your home provided that these are equipped with all necessary IT, communications and other facilities as the council may reasonably deem to be necessary or desirable for the performance of your duties.

Flexible retirement

Applications for flexible retirement are considered for colleagues over age 55 with reduced actuary benefit.

Pay and allowances

LGPS Pension Scheme inc Employer Contribution

Below shows our colleague contribution rates as of April 2025.

Up to £17,800	5.5%
£17,801 to £28,000	5.8%
£28,001 to £45,600	6.5%
£45,601 to £57,700	6.8%
£57,701 to £81,000	8.5%
£81,001 to £114,800	9.9%
£114,801 to £135,300	10.5%
£135,301 to £203,000	11.4%
£203,001 or more	12.5%

BCP Council as the employer contributes to the Local Government Pension Scheme

To view current rates, visit:
dorsetpensionfund.org

Death in Service Scheme

(for colleagues who are members of the LGPS pension scheme)

If a colleague dies in service as a member of the LGPS the following benefits are payable:

- a lump sum death grant of three times your assumed pensionable pay
- pensions for eligible children
- a spouses, civil partners or, subject to certain qualifying conditions, an eligible cohabitating partners pension.

Teachers Pension Scheme (Youth Workers) inc Employer Contribution

Below shows our colleague contribution rates as of April 2025.

Up to £34,872.99	7.4%
£34,873 to £46,943.99	8.9%
£46,944 to £55,660.99	9.9%
£55,661 to £73,768.99	10.5%
£73,769 to £100,590.99	11.6%
£100,591 and above	12%

BCP Council as the employer contributes to the Teachers Pension Scheme

Death in Service Scheme

(for colleagues who are members of the Teachers pension scheme)

If a colleague dies in service as a member of the Teachers Pensions the following benefits are payable:

- if in the career average scheme, a death grant of three times the final full-time equivalent salary (at date of death) will be paid
- if in the final salary scheme, the death grant would be three times the final average salary
- any surviving spouse or civil partner will automatically receive the death grant unless an alternative death grant nomination has been made.

Any rates in this document are correct at point of print (September 2024)

Access to additional pay allowances

Band 11 and below will be entitled to claim additional pay enhancements where appropriate and qualifying criteria is met – see our Pay and Allowances Policy.

Overtime / additional hours

Working overtime over 37 hours will be paid at time and a half.

Colleagues working overtime on a bank holiday can claim plain time on top of their usual pay (total of double time) for hours worked, as well as taking time off equivalent to the hours worked at a later date.

Night work (between the hours of 8pm and 6am) – time and a third for hours up to 37 or accrued hours equivalent to number of hours worked. Time and a half for hours in excess of 37 or accrued hours equivalent to number of hours worked.

Bank holiday working

Colleagues working on a bank holiday can claim plain time on top of their usual pay (total double time) for hours worked, plus a day off in lieu.

Call out

If called out of your normal contractual hours, you will be paid at time and a half.

However, if you are called out during a bank holiday, you will be paid double time, plus a day off in lieu as described under bank holiday.

Standby

Standby type 1 (on call and required to leave home to provide an essential service if called) paid at £153.02 p/week.

Standby type 2 (on call and able to coordinate response from home if called) paid at £82.42 p/week.

Night work

Where part of the working week, night work is paid at time and a third.

Where not part of the working week, night work is paid at time and a half for hours in excess of 37.

Sleep in

National minimum wage is paid for sleep in.

Salary supplements

(previously known as honoriums and labour market supplements).

Allowances will be temporary, time bound and paid only in specific circumstances, e.g. acting up / additional responsibilities or where there is a recruitment or retention issue.

Tool allowance

A maximum of £31.26 per month is available to purchase tools, as determined by role.

Relocation allowance

Professionals planning to move to the area have the opportunity to apply for up to £8000 relocation costs for eligible jobs.

Travel and subsistence

Travel for business use

Colleagues are not expected to travel for meetings where it is possible to attend via MS Teams (or a suitable alternative) instead. Should attendance in person be considered absolutely necessary any travel costs should be authorised in advance by an approving manager. Colleagues are expected to identify most cost effective means of travel and travel by public transport where time and distance permits. All journeys over 120 miles round trip must be undertaken in a hire car.

Mileage rates

HMRC rates apply for all business mileage and business cycle related travel.

Subsistence rates

When working over 30 miles away from your contractual base location, subsistence rates will be paid in the following circumstances:

- day one – £20 if not home before 8pm
- day two onwards – £30 per day for meals if not home before 8pm
- or if home before 8pm – £20

Overnight accommodation must be booked at the most cost effective price. No more to be claimed than:

- overnight outside of London – £100
- overnight inside London – £150

Salary sacrifice – car leasing scheme

Colleagues can order a new car with an all-inclusive package, which comes straight from their gross salary, saving on Tax and National Insurance contributions.

Electric cars are available.

Salary sacrifice – Cycle to work scheme

Cycle to work scheme is a colleague benefit where you can get a brand new bike by paying through your gross salary, saving on Tax and National Insurance contributions. Conditions apply.

Sustainable travel

BCP Council is committed to developing sustainable transport options for colleagues, which include:

- secure cycle parking, lockers and shower facilities at the main sites
- Staff Active Travel Group
- Co-Wheels car club – use of cars for business travel (available at own expense for commute or personal use)
- discounted local bus services
- bike events and Bike Doctor sessions.

Wellbeing

Occupational Sick Pay Scheme

The following allowances are available for occupational sick pay:

- during first year of service one month of full pay and (after completing four months service) two months of half pay
- during second year of service two months full pay, two months half pay
- during third year of service four months full pay, four months half pay
- during fourth and fifth years of service five months full pay, five months half pay
- after five years of service six months full pay, six months half pay.

Free eye test for all colleagues

Up to £25 towards eye tests at Specsavers, plus £50 voucher towards standard single vision glasses (for VDU use only).

2 for 1 offer available when purchasing a qualifying frame.

One claim every two years.

Employee Assistance Programme

Colleagues* can access up to six free sessions with a counsellor. Our provider offers cover for colleagues and their immediate family members, 24 hours a day, seven days a week, 365 days a year. When calling the employee assistance line, a qualified counsellor will always answer the phone. If they are able to provide immediate support, they will. Otherwise, they will listen and assess needs and may refer colleagues to any of the following support services. (* EAP service is not available to schools' colleagues)

Legal information – for any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (colleagues only).

Bereavement support – qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.

Medical information – qualified nurses on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.

CBT online – a range of Cognitive Behaviour Therapy self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

Flu vaccines

All eligible colleagues are able to claim a free flu vaccine once a year via the new flu vaccine voucher scheme.

GP service

Colleagues and members of their household can access a fully qualified GP 24/7, 365 days a year to obtain professional medical advice, reassurance and diagnosis on a range of medical matters.

Private prescriptions and delivery options available at a cost.

Discounts on leisure facilities

BCP Leisure: £26.50 per month at Two Riversmeet Leisure Complex, Kings Park Leisure and Learning Centre, Rossmore Leisure Centre, Poole Dolphin Leisure Centre and Ashdown Leisure Centre. Colleagues can access up to 3 discounted memberships.

PAYG memberships offering 20% discount to colleagues and immediate household, including gym, swim, classes, holiday club and court and pitch hire (where offered at facility).

BH Live: £33 per month for single memberships at Corfe Mullen, Littledown, Queens Park, Pelhams, Sir David English and Stokewood.

YMCA Leisure Centres:
The Junction Leisure Centre, Poole: £18.50 per month and Bayside Fitness Club: £32 per month, no joining fee, six weeks cancellation notice.

Health care cash plans – salary deductions

Colleagues are able to access health care cash plans via salary deductions.

For the first 13 weeks from launch the scheme will give colleagues temporary immediate benefit whereby they can claim for some health care costs straight away. Some pre-existing conditions are covered on the cash plan for such things as Physiotherapy, Osteopathic treatment and Chiropractic treatments.

Colleagues can claim the costs back on a range of everyday healthcare costs, including: dental care, optical and hearing care, therapies / physio, osteopathy, chiropractic, acupuncture, chiropody, homeopathy, reflexology, hospital in-patient and day-case surgery.

Personal insurance – salary deductions

Colleagues can access low cost insurance plans via salary deductions including: personal accident cover, life insurance and cancer cover.

Staff Network Groups

Colleagues have access to a range of Staff Network Groups which provide a social and empowering safe space for colleagues, and a collective voice to help raise awareness of issues within the wider organisation.

Groups currently include: Race and Cultural Diversity, LGBTQ+, Disabled Staff, Young People's Group and a Women's Group.

Trade Unions

Colleagues are able to join one of our recognised trade unions.

Other benefits

Leisure and retail discounts
Discounts on eateries, retailers, travel, events, attractions and more are available through the Our Benefits site and the Savings app.

Salary advance
Colleagues can access an advance of up to 50% of the salary accrued in the current month's pay period.

Workplace nursery – salary sacrifice
Subject to availability, colleagues can access our workplace nursery.

This means your child's nursery fees are deducted straight from your salary before tax and National Insurance, therefore saving you money on your full childcare bill.

Childcare vouchers
Existing scheme members can access childcare vouchers to help save on tax and National Insurance.

No new members accepted, however, tax free child care is now available via the government scheme.

Learning and development
Colleagues can access a range of support, learning and personal development opportunities through a variety of sources including face to face training, virtual training, e-learning via SkillGate, mentoring, coaching, video and discussion groups to accompany an initial programme of on-the-job training in their chosen role.

Refer a friend scheme
Refer a friend to join BCP Council in a position which is hard to recruit to and receive £1000 (pro rata for part time colleagues) as a thank you.

Our Stars
A recognition platform for the nomination of colleagues demonstrating BCP Council's values. Escalation of nominations can lead to Shining Stars and Super Stars being invited to Senior Leadership Network for a presentation. Super Stars will receive an additional days annual leave for that year.

Additional Voluntary Contributions
In addition to your LGPS pension, you can make additional voluntary contributions through salary sacrifice, saving money on tax and National Insurance

Discounts on council services / facilities

Service	Offer
Adult Skills and Learning	15% discount
Bournemouth Tourist Information Shop	10% discount
Beach huts	Discounts when available will be advertised on Our Benefits page
Beach lodges	Colleague discounts available on bookings 10% between stays April and September, and 20% on stays between October and March
Park, Leisure and Seafront catering	10% discount (council owned and managed only sites), including Woodpecker Cafe at Queens Park Golf Club, Hedgehog Kiosk in the lower gardens, BCP Leisure at Rossmore Leisure Centre
Highcliffe Castle	40% off admission. 10% off shop
Kings Park Action Zone soft play	20% discount
Mini golf at Poole Park and Bournemouth Lower Gardens	10% discount
Pier View room hire	10% discount
Poole Museum	10% discount on shop, cafe, membership, room hire
Poole Museum shop and café (exclude tickets for external attractions)	10% discount
Queens Park Golf Course	10% off venue hire for private parties, functions and events 10% off our daily menus, bar and drinks, snacks and ice creams in the café and golf shop 10% off golf season tickets (up to £89 off the normal price) Pay & Play golf for £21pp, valid every day of the week (normally up to £32pp) Offer is valid Monday – Friday and prices are subject to change each April
Registration Services	10% discount on hire charge for selected civic rooms and attendance of Registrar at external venues
Russell-Cotes Art Gallery and Museum	£18 for annual membership
Smugglers Cove	10% discount between 1 March – 1 November 20% discount between 2 November – 28 February
Upton Country Park catering – tea rooms and kiosks (not in conjunction with other offers)	10% discount

Colleague benefits are non-contractual, discretionary benefits that can be varied, withdrawn or supplier changed at any time.