

Guidance Notes for Candidates

* Each vacancy is based on a **Job Description**, which lists the key responsibilities of the role and a **Person Specification**, which outlines the essential and desirable skills, knowledge and experience required.
* Candidates are selected for interview based on the information they provide on the application form so it is important that you complete all sections of the application form and the information supplied is clear, precise and aimed at the vacancy applied for.
* We do not accept CV’s so please complete all sections of the application form in full.
* Completed applications sent electronically should be forwarded to [humanresources@staffordbc.gov.uk](mailto:humanresources@staffordbc.gov.uk). If returning your application via post, please mark your application form for the Human Resources Department and “to be opened by addressee only”.
* Please return your completed application form by the closing date indicated as we are unable to accept applications after the shortlisting process has begun.
* We regularly receive a large number of applications for each vacancy. Because of this it is not possible for the receipt of applications to be acknowledged or unsuccessful applicants to be notified.
* Should you require an acknowledgement, please enclose a stamped addressed envelope with your completed application. If you do not hear from us within 28 days of the closing date you should assume that your application has been unsuccessful on this occasion.
* Should you require any help or assistance on completing your application form, please do not hesitate to contact Stafford Borough Council’s Human Resources Department on 01785 619000.

### POST DETAILS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 **Salary Range:** Grade M (SCP 49-52)

£43,821 - £47,185 per annum

Pay award pending

2 **Conditions of Service:** The National Joint Council for Local Government Services as adopted by Stafford Borough Council, together with the Scheme of Local Conditions of Service, working practices and procedures.

3 **Hours of Work:** 37 hours per week worked between Monday and Friday. Attendance at evening and/or weekend meetings.

4 **Superannuation:** The appointment is superannuable. You will automatically become a member of the scheme unless you elect in writing not to join within the first three months of employment. You will be required to contribute a percentage of salary to the superannuation fund. If you are already a member of a Local Government Superannuation Scheme you will automatically be transferred into this Authority’s Scheme.

5 **Medical:** The appointment will be made subject to a satisfactory medical clearance.

6 **Holiday Entitlement:** (a) Basic Annual Leave 26.5 days

(After 5 years local authority service

5 additional days per year)

(b) Statutory Holidays 8 days

(Easter 2 days)

(May Day 1 day)

(Spring Bank Holiday 1 day)

(August Bank Holiday 1 day)

(Christmas/New Year 3 days)

(c) Concessionary Days 3 days

A skeleton staff is required for the period between the Christmas and New Year holidays. If you are required to work during any or all of the three concessionary days you will be entitled to add the day/days worked on your Basic Annual Leave entitlement. If you are not required to work during this period you will take the days as mandatory holiday.

Up to 3 days annual leave may be carried over from one leave year to the next.

7 **Period of Notice:** A minimum of 12 weeks notice, in writing, on the part of the employee and by the Council of the appropriate period under the Employment Rights Act 1996, subject to a minimum of one week.

8 **Car Parking:** The provision of free car parking is currently under review and may be withdrawn at any time without compensation.

9 **Disclosure and Barring** This post is subject to an STANDARD **Service Check** DISCLOSURE

10 **Professional Fees:** Payment of one professional fee only will be made to membership of a relevant Institute or Professional Body.

11 **Relocation Expenses:** In line with SBC Policy and HMRC guidelines. To benefit from relocation expenses, there is a requirement to live within the Borough.

12 **Politically Restricted** This is a politically restricted post in accordance **Post:** with the Local Government and Housing Act 1989.

13 **National Essential User** National Essential Car user Allowance applies to **Allowance** this post, currently £963.00 per annum (paid

monthly) and 40.9p per mile business mileage. Reviewed on a periodical basis.

Stafford Borough Council operates a Non-Smoking Policy



**Recruitment Charter**

Stafford Borough Council aims to ensure that its recruitment process provides equal opportunities to all and this Charter is designed to assist in achieving this important aim.

As an equal opportunity employer, we welcome applications from all sections of the community.

We recognise that all employees have a duty to ensure that the Equal Opportunity Policy is adhered to. Additionally, all employees included in the recruitment process will endeavour to ensure that you are dealt with in a fair and proper manner and in accordance with the following:-

1. Officers are polite and helpful at all times.
2. In order to achieve equal opportunities, we do not keep a file of prospective applicants. All vacancies which are advertised externally are placed on the jobs page of [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk), and where relevant, the local job centre or professional publications.
3. Each application form will be accompanied by any documentation that has been produced for the vacancy which will help you to decide whether or not your skills/experience/interests are relevant and, therefore, whether to apply. This information will usually be in the form of a job description, employee specification and post details (i.e. basic terms and conditions).
4. (Please note that all candidates need to complete the Council’s application form. Curriculum Vitae are not acceptable. This is to ensure that we have all the relevant information we require for shortlisting purposes).
5. Candidates will be made aware if a post is politically restricted i.e. of such a level or nature that under the Local Government and Housing Act 1989 the postholder will be prevented from holding political office on a personal basis or restricted in their ability to participate in political activity as a private individual.
6. All written correspondence will advise you of the name and telephone number of the person who can deal with queries that you may have.
7. Applications will not be accepted after the closing date.
8. Shortlisting will be carried out by at least 2 people on an independent basis to ensure that there is no bias in the process.
9. Shortlisted candidates will be contacted as soon as practically possible, but usually within 4 weeks of the closing date to advise them of interview arrangements including any other selection process e.g. assessment exercise or presentation. Shortlisting will be done using the essential and desirable criteria shown on the employee specification.
10. The panel will comprise of at least 2 but usually 3 interviewers. For more senior posts, elected members may also be included.
11. All applicants will normally be advised of the outcome of their interview within 1 week of when the interview took place, though often, the timescales are explained at the end of the interview. If there is a delay that prevents this, you will be advised of the situation as soon as practically possible.
12. All new employees to Stafford Borough Council will be required to complete a medical questionnaire and may also be required to attend for a medical examination before any offer of employment can be confirmed.
13. Additionally, a minimum of 2 satisfactory references will also be required, one of which must be from your current or last employer. We may also contact all or any of your previous employers where necessary.
14. All new employees will be required to serve a probationary period of 6 months, during which your suitability for the post will be assessed. This period may be extended in special circumstances e.g. sickness absence or where a further period of assessment is considered desirable before deciding whether or not to confirm the appointment.
15. All information obtained during the recruitment process will be held in confidence. Application forms for unsuccessful candidates will be held for 6 months (in case of any complaint) after which time they will be destroyed.

The information held on the Equal Opportunity section of the application form will be used only to obtain statistical information in relation to recruitment monitoring. Information on individual applicants will not be disclosed.

If you wish to discuss reasons why you were not shortlisted or successful at the interview please contact the department concerned to obtain feedback.

#### Complaints Procedure

The recruitment process and equal opportunity monitoring are subject to checks by both District and Internal Audit.

If you feel aggrieved at the manner in which you have been treated at any stage in this process, please submit a complaint in writing to:-

Head of Human Resources

Stafford Borough Council

Civic Centre

Riverside

Stafford

ST16 3AQ

Your letter should be submitted within 2 weeks of the incident causing concern and should outline the grounds of your complaint.

The complaint will then be investigated. We will respond to you within 2 weeks advising of the outcome of the investigation or reasons for any delay. If a delay does occur we will advise you of approximately when a reply can be expected.

Thank you for your interest in Stafford Borough Council. We hope that you are successful in your application. However, if you are unsuccessful, please do not be discouraged from making future applications.



Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess an applicant’s suitability for positions of trust, Stafford Borough Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Stafford Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitments briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Human Resources, Stafford Borough Council and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Stafford Borough Council to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Stafford Borough Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offenders. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offenders or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every individual subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.

Human Resources

January 2014



## Disclosure of Criminal Convictions

The appointment to the post you are interested may be subject to a STANDARD DISCLOSURE

This is because the post is “excepted” from the Rehabilitation of Offenders Act 1974 because it includes:-

***Duties which involve regularly caring for, training, supervising or being in sole charge of persons aged under 18 or vulnerable adults.***

This means that the successful applicant will be asked to consent to a criminal convictions check, and that confirmation of appointment will depend on the results of that check.

The Disclosure will include information relating to all convictions (whether spent or unspent), cautions, reprimands, and final warnings, as stored on the Police National Computer, and may contain information from local Police Force records. The Disclosure will also include a check against the Protection of Children Act (PoCA) List and a check against the Department for Education and Skills (DfES) List 99.

* If the Disclosure reveals no criminal history, appointment to the post will be confirmed\*.
* If the Disclosure reveals any criminal history, this will be discussed with the candidate before the appointment decision is made:-

- Where the Disclosure reveals information that poses a risk of future misconduct, based on past events, relevant to the post in question, the selected candidate will not be appointed and will be given written reasons for the decision. In particular for posts which involve working with children, appointment will not be confirmed where the candidate has either been convicted of a Schedule Four Offence, on the DfES List or on the PoCA or National Assembly of Wales Lists (As per the Criminal Justice and Court Services Act 2002 - further details available on request).

- Where the Disclosure reveals information that is not relevant to the post in question, or where the risk appears to be minimal or manageable, the selected candidate will be appointed subject to the approval of the Head of Human Resources or their delegate.

**\*** Please note that all appointments will be subject to the receipt of two satisfactory references (or one reference for candidates already employed by the Council).

The Head of Human Resources (or their delegates) decision will be final.

### Code of Practice on the use of Disclosure Information

The Council is registered with the Disclosure and Barring Service to enable it to access the Disclosure Service. As a registered body, the Council must abide by a Code of Practice, which is available on request.

## Policy on the Recruitment of Ex-Offenders

The Council will not discriminate against job applicants on the grounds of previous criminal convictions that have no relevant bearing on the post being applied for.

## Security of Disclosure Information

All information provided in connection with the Disclosure will be kept confidential, and handled in accordance with the Data Protection Act 1998 and the Council’s Security of Data (Code of Practice).

## Challenging Information on Disclosure

If you feel that information about you contained within a Disclosure is incorrect, you may contact the Disclosure and Barring Service on 0870 909 0811. This should be done as soon as any discrepancy becomes apparent. In such cases, the final appointment decision will be deferred until you have had an opportunity to rectify the situation.

If you have any queries or complaints about the recruitment procedure, please contact the Head of Human Resources.