

Runnymede Borough Council

Working for Runnymede





Front page and this page: Our RIBA award winning Civic Centre in Addlestone which also accommodates Surrey Police and Surrey County Council staff.

Welcome from the Chief Executive



**Paul Turrell,
Chief Executive,
Runnymede
Borough Council**

Dear applicant,

I am pleased you are considering applying for a role here at Runnymede Borough Council. We are an enterprising Council, approaching the future in a positive way on a number of fronts, including by investing in our town centres to improve the quality of life of our residents. We have already started to benefit financially from these investments.

We are looking for candidates who are skilled in their profession or trade, are highly customer orientated, work with a constructive approach and are flexible and adaptable.

We are always keen to improve our service and therefore candidates should have a broad-minded approach to work and always be open to new ways of working.

In return we offer a modern and comfortable working environment, flexible working arrangements based on core hours and flexitime for most of our office-based staff.

We are currently piloting an agile working arrangement whereby most full time office-based colleagues will work three days a week at our locations and at home for two. This is intended to strike the right balance between building effective and dynamic teams who know each other well, and allowing for more time at home without the need to travel to and from work.

Good luck with your application, and I hope this booklet and our website help you find out more about the Council and the Borough.

Find out more about working at Runnymede:
www.runnymede.gov.uk/working-us

**Our places
and people >>**



Employee benefits

We offer our employees many of the benefits you would expect in a good employer, as well as several Runnymede specific provisions to make your work and life more rewarding.

- Competitive pay.
- Flexi-time.
- Flexible working arrangements including home working.
- Access to the Local Government Pension Scheme with employer contributions up to 15 per cent.
- The ability to purchase additional leave.
- Parking concessions.
- Season ticket loans for train travel.
- Investment in your professional development.
- Payment of professional fees.
- Discounts at our Egham Orbit leisure centre.
- Loyalty card providing reductions at a variety of local businesses
- New restaurants, bars and shops at our Addlestone One development next to the Civic Centre.
- Access to an online employee benefits portal with new offers every month.
- On-site canteen at our Civic Centre.
- Opportunities for charitable giving through payroll.
- Open-plan modern offices.
- Cycle parking, showers and drying space.
- A range of employee friendly policies supporting carers, wellness etc.



Candidate information

Hours of work

The standard working week for full time staff is based on 37 hours but we welcome part time workers. Most staff members based at the Civic Offices have flexi-time.

Core hours are between 10am-midday and from 2pm-4pm.

Employees have flexibility to complete their hours outside core time within the working day subject to ensuring their team has cover and that on average 37 hours per week over the year are worked.

Time worked over the 37 hours per week can be taken as flexi-time or flexi-leave, subject to the provisions of the scheme.

Medical assessments

Appointments are subject to a medical assessment which usually means completing an online questionnaire. Occasionally an appointment with the Council's medical adviser is also necessary in a small number of circumstances.

Probation

New colleagues at Runnymede work a probationary period of up to six months prior to joining the permanent staff.

Appraisal and development

A Performance Review and Staff Development Scheme is in place and is linked to core competencies as well as work-related skills people should demonstrate. This scheme involves informal one to ones, a quarterly catch-up and a structured annual review.

Pension entitlement

New starters are automatically enrolled into the Local Government Pension Scheme, which is a career average defined benefit scheme.

It is administered on Runnymede's behalf by Surrey County Council and contributions are on a stepped scale depending on your salary.

You can transfer in previous LGPS pensions and subject to agreement, those from other organisations if you wish. More details can be found on the Surrey Pension Fund website.

Pay

Salaries are paid by bank transfer and in most cases staff are paid on the 15th of each month.



Working at Runnymede

Local government in Surrey

We are one of 11 borough councils within Surrey. All borough councils carry out the same sorts of services. Surrey County Council carries out a different range of services and you can see both in the diagram below. Borough councils do not report to the County Council, we work in a two-tier arrangement as equal partners.

Headquarters

Our main base is the Civic Centre in Addlestone. This is a 13-year-old open-plan office building located in the centre of the new Addlestone One development which includes a Waitrose, Premier Inn, restaurants and a gym. The building is bright, spacious and encourages collaborative working. There is also a canteen serving meals and drinks.

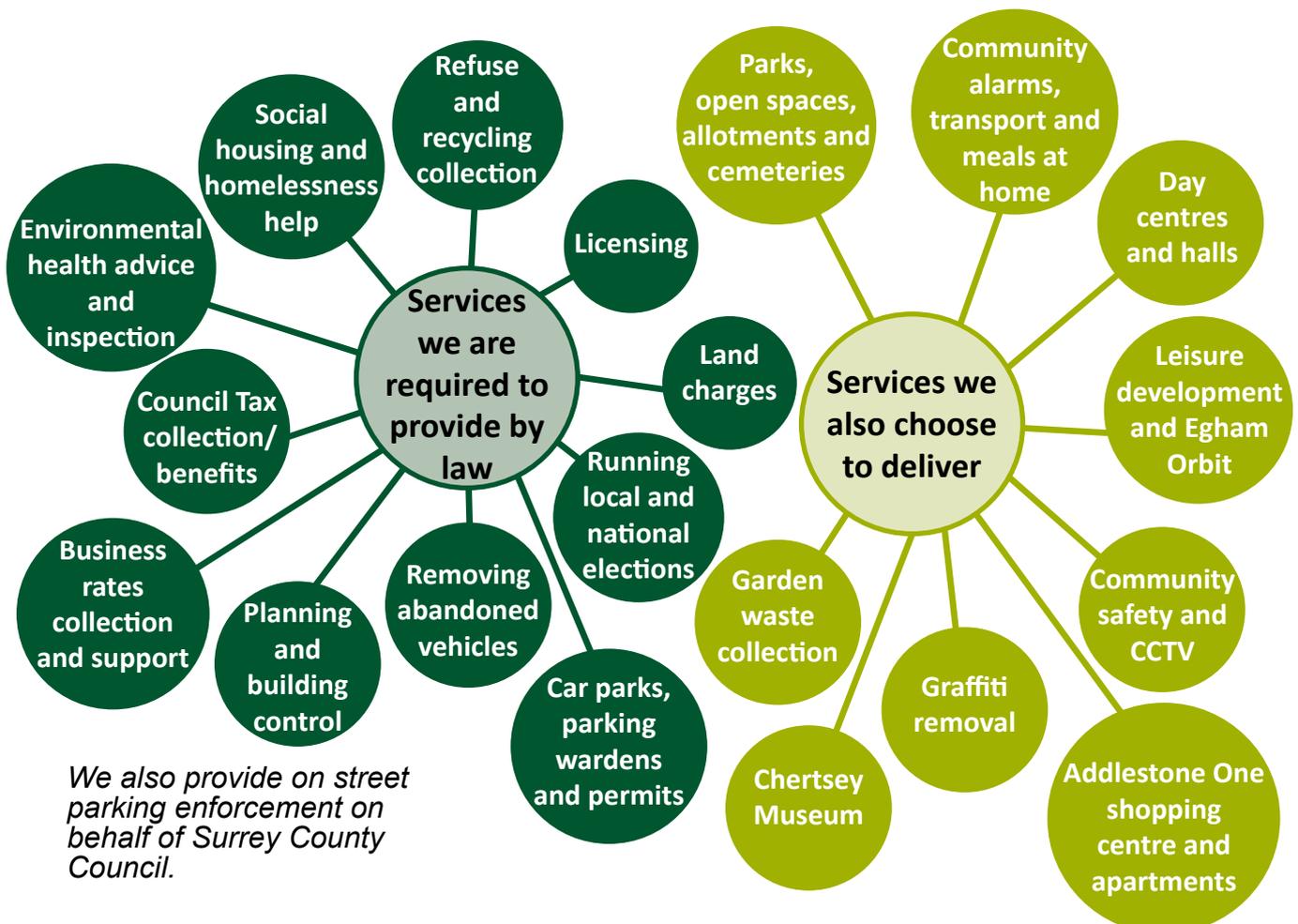
We share this building with Runnymede police and adult care staff from Surrey County Council.

Some staff are based at The Orchard offices in Chertsey, or our day centres, halls and depot.

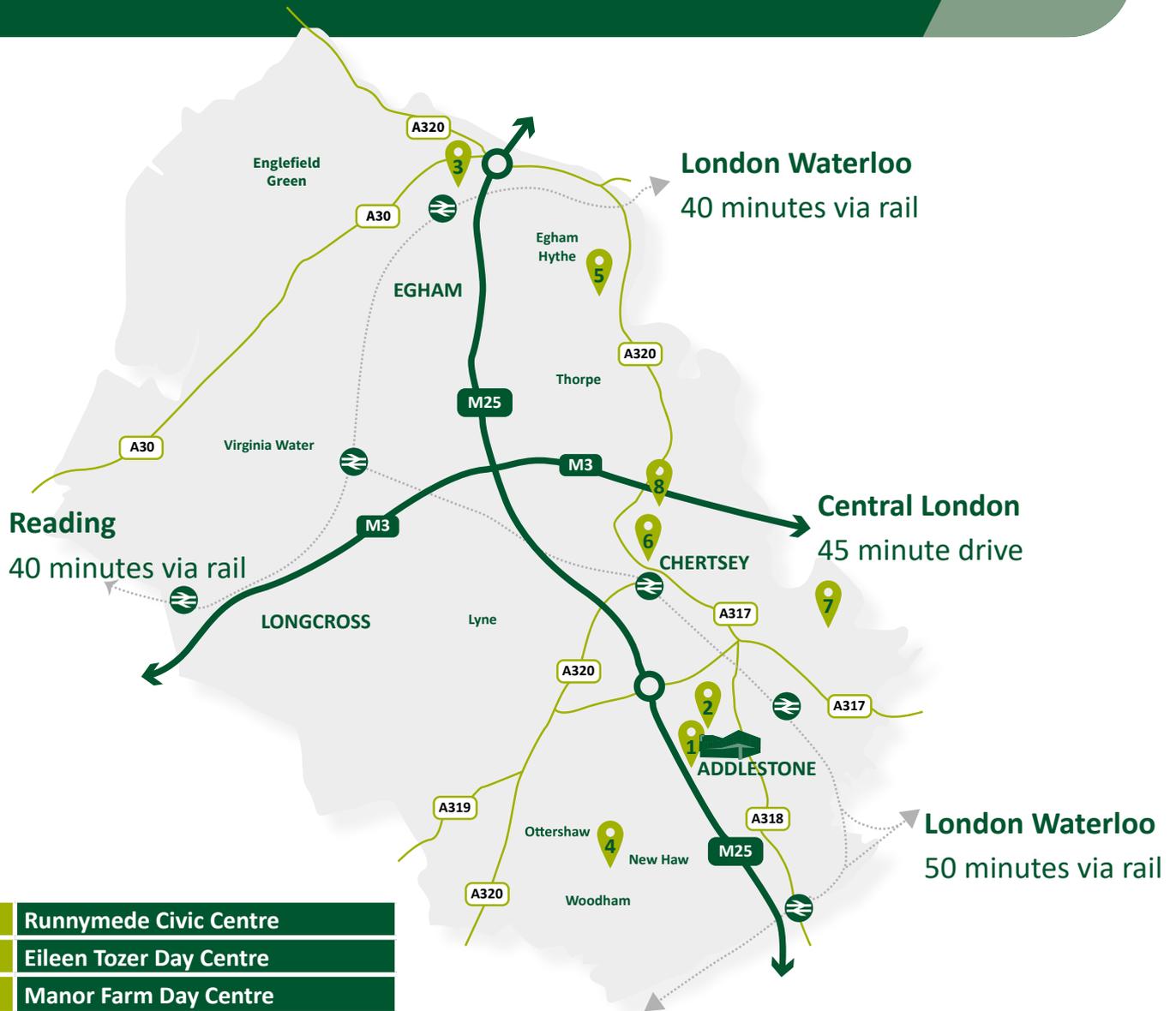
Politicians and officers

We operate in a political environment, with 41 elected members and a committee structure, supported by member working groups.

Councillors set the overall policy direction of our work, approve budgets and changes to our constitution. Officers advise, and deliver against those policies and report back to members.



Our Borough and the Council's locations



1	Runnymede Civic Centre
2	Eileen Tozer Day Centre
3	Manor Farm Day Centre
4	Woodham & New Haw Day Centre
5	The Hythe Centre
6	Chertsey Hall
7	The Depot
8	The Orchard

Our Borough is an attractive and interesting place to work with several town centres, pleasant places to live, plenty of history and easy train links to London and Reading.

Runnymede is in the north west of Surrey and is where King John and the Barons sealed the Magna Carta in 1215.

In the 21st century, Runnymede is an important centre for business and has

several national and international companies within its boundaries.

The Borough is home to Royal Holloway, University of London, Wentworth Golf Club, as well as Thorpe Park and the £19m Egham Orbit leisure centre and spa.

The Council places great importance in facilitating economic prosperity and providing a good quality of life for local people.

For all information contained within this document contact:

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Please contact us if you would like more copies of this publication, or copies in large print or other formats.

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