

Recruitment Information pack

Thank you for your interest in employment with Runnymede Borough Council. Please find attached some further details and information about the Borough of Runnymede, which we hope you will find helpful.



The name Runnymede is known world-wide for its association with the sealing of Magna Carta in 1215. Today, Runnymede is a highly regarded and efficient local authority with a commitment to providing outstanding value for money and quality services.

The Council, which has a population of over 80,000, covers 30 square miles in north Surrey. It has a long north-eastern boundary formed by the Rivers Thames and Wey, across which are the towns of Staines and Weybridge. In the north-west the Borough boundary cuts across the wooded areas of Windsor Great Park, whilst on the west the boundary reaches along the edge of Chobham Common and in the south the Borough extends almost to Woking.

Within its boundaries, the authority embraces a number of distinct town and village communities. In the north, Egham includes historic Runnymede, Thorpe, with its Theme Park, and Englefield Green. To the west is an extensively wooded area embracing the residential village of Virginia Water and the famous Wentworth Golf Course. Further south and again on the Thames is Chertsey, an historic town whose links, through its former abbey, go back to Saxon times. Chertsey merges into the newer town of Addlestone and also in this southern part of the Borough are the more modern residential villages of New Haw, Woodham and Ottershaw.

The Borough has a number of national and international companies within its boundaries making it one of the more significant locations for commerce and employment in Surrey. It is also important as a place of residence. Its excellent communications, by road and rail, make it an ideal area in which to live close to unspoilt country and river scenery and yet within half an hour of central London. Rail routes link all parts of the Borough with Waterloo. M25 and M3 motorways provide easy access to all parts of the country.

Council Services And Responsibilities

Runnymede Borough Council forms part of a two-tier local government system.

As a Borough Council we are responsible for:

- Abandoned vehicles
- Building Control and dangerous buildings or structures
- Business Rate collections
- Cemeteries
- Council Tax collections
- Environmental Health and inspection of food premises
- Housing
- Land Charges
- Licensing
- Local Elections
- Planning applications and Planning Enforcement and Planning Policy
- Off-street car parks and parking enforcement
- Recycling
- Rubbish collection

On behalf of Surrey County Council we cut grass on highway verges, maintain highway shrubs and also enforce on-street parking enforcement. We also provide the following additional services to improve the lives of our residents and communities:

- Administrative support for the Runnymede Business Partnership
- Allotments
- American style Yellow school bus transportation scheme
- Arboriculture
- Centres for older people
- Community Alarms
- Community Halls
- Community Meals (Meals on Wheels)
- Community Safety and CCTV open space surveillance
- Community Transport
- Garden waste collection (chargeable)
- Graffiti removal
- Leisure Development
- Museum
- Parks and Open Spaces

Terms And Conditions Of Employment

General

Runnymede Borough Council has local conditions of service to attract and retain high calibre staff. A Performance Appraisal and Staff Development Scheme is in place.

Certain extracts of Runnymede's terms and conditions of employment are given below for your information. If you would like more details, please contact Human Resources; tel. 01932 425512, Email humanresources@runnymede.gov.uk

Overseas Applicants

Applications from overseas candidates are welcomed provided they hold current authorisation to work in the UK.

Medical Clearance

Appointments are subject to a medical assessment which usually means completing an online questionnaire. Occasionally an examination by the Council's Medical Adviser is also necessary.

Pension

You may participate in the Local Government Pension Scheme.

Annual Leave

The leave year runs from the date of starting with Runnymede and most staff start with 23 working days or the equivalent in hours. Entitlement increases with continuous Runnymede service as set out in the chart as per below:

	Total Number of days
On appointment	23 days
After 1 year RBC service	24 days
After 2 years RBC service	25 days
After 3 years RBC service	26 days
After 4 years RBC service	27 days
After 5 years continuous Local Government service	28 days
After 10 years continuous service with Runnymede and Chief Officers	31 days

NB: All Annual leave entitlement will be calculated pro rata for part time staff.

Included in your annual leave entitlement is a designated Christmas closure day that staff are required to 'set aside'. The date of the Christmas closure day is confirmed each year. Existing holiday arrangements are usually honoured. Additional paid and unpaid leave is allowed in exceptional circumstances. Apart from calculation of long service level entitlement, there is no carry-forward facility with other Local Authorities.

Hours of Work

The working week is based on 37 hours per week. If you have applied for a part time post the hours will be shown on the advert and in the Salary information below. Your working pattern will be explained to you following a job offer.

Payment of Salary

Salary is paid on the 15th day of each month for the whole calendar month period (i.e. approximately two weeks in advance, two weeks in arrears) and is paid direct into staff's bank accounts.

Probation Period

In common with the practice in many organisations, new entrants to Runnymede are subject to a probationary period of up to 6 months prior to being transferred to the permanent staff. At that time you will receive an appraisal and, if appropriate, a salary review.

Training

In addition to 'on the job' training, the Council is keen to ensure that its staff receive full support to enable them to undertake training in order to acquire further skills and/or qualifications relevant to their role.

Sports Facilities

Discounted membership of Addlestone and Egham Leisure Centres is available to staff.

Childcare Support

Childcare Vouchers are available to staff on a salary sacrifice basis as a tax efficient way of meeting childcare costs.

Medical Support

A confidential counselling service is available to staff. Staff using a computer on a regular basis have access to regular free eye tests and assistance with the cost of glasses.

Professional Fees

Where appropriate, the Council will pay for membership of one relevant professional body.

Relocation Assistance

It is recognised that the high cost of housing in this area will be a major factor for those currently living in other areas when considering employment with Runnymede. In order to help offset the costs involved the Council has a relocation benefits package which includes payment of:

- a) removal and storage expenses;
- b) lodging or excess travelling allowances;
- c) legal and other fees;

- d) disturbance allowance;
- e) fares home.

In addition, the Council operates a Mortgage Equalisation Scheme which is designed to assist in enabling house owners moving into this area to meet the high cost of purchasing a property. For non owner-occupiers a Rental Equalisation Scheme has been introduced to assist new staff moving into this area to meet the comparatively high cost of rented accommodation. The full details of these schemes are available from Human Resources.

Eligibility criteria exist for some of these benefits and all benefits are subject to review by the Council from time to time

PLEASE NOTE THAT THE FOLLOWING INFORMATION DOES NOT APPLY TO ALL POSTS

Essential User Car Allowance

If you are deemed an essential car user an 'essential car user allowance' may be attached to your post, you will be required to provide a vehicle for use on official business duties which has a valid MOT certificate, road tax and is insured for business use.

There is a lump sum payment of between £846 and £1,239 per annum based on the cc of your car. The Runnymede essential user mileage rate is based on HMRC advisory rates (currently 45p per mile). Staff who drive on official business must comply with the Council's Driving at Work Policy and guidance.

The Council reserves the right to remove the entitlement to an Essential User Car Allowance if circumstances change and this post no longer meets the criteria for the allowance, following consultation with you and notice.

You are required to inform your manager of any changes to your driving licence, vehicle or fitness to drive that may affect your ability to drive on official council business.

Disclosure And Barring Services (DBS) Checks

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Runnymede 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 conviction or other information revealed.

This policy statement 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, a statement will be made 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 Human Resources and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us 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 who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Where relevant, we ensure that an open and measured discussion takes place on the subject of any offences 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 or summary dismissal if appointed.

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.

For more information please go to www.homeoffice.gov.uk/dbs

Runnymede Borough Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request. Please see attached link, <https://www.gov.uk/government/publications/dbs-code-of-practice>

Government Baseline Personnel Security Standard

This post involves access to the Government Connect Secure Extranet (GCSX) **OR** substantial opportunity for access to the Department of Work and Pensions and HM Revenues and Customs customer information and is therefore subject to the Government Baseline Personnel Security Standard check. This means you will be asked to declare any unspent convictions and apply for a Basic Disclosure Certificate via Disclosure Scotland. Further information about this check can be obtained from the following website: www.disclosurescotland.co.uk

You will also be asked to provide original documentary evidence of the following:

- Identity
- Nationality and immigration status (including entitlement to undertake the work in question)
- Employment History (minimum for the past 3 years) together with a reasonable account of any significant period (six months or more in the past three years) of time spent abroad

Failure or refusal to undergo this check may lead to refusal of employment or if appointed, dismissal.