



CANDIDATE INFORMATION

INTRODUCTION

Thank you for your enquiry and welcome to Tendring District Council.

The following information is designed to give you a brief insight into the way in which Tendring District Council operates. Also enclosed is a summary of the main terms and conditions of employment and advice on how to complete an application form. This information is not exhaustive and represents a fair summary of the main terms and conditions of employment.

For further information on our organisation, please visit our website www.tendringdc.gov.uk.

Good luck with your application!

WELCOME TO TENDRING DISTRICT COUNCIL

Location

The Tendring district is in the North-Eastern part of the county of Essex. The major part of the perimeter has a water frontage extending from just above Manningtree on the South bank of the River Stour to Wivenhoe on the East bank of the River Colne, a distance of some 38 miles. It has an area of approximately 130 square miles and a population of 130,000.

Organisation

Tendring District Council was formed on 1 April 1974 following the re-organisation of Local Government. October 2001 saw the biggest change in the way the Council operates since its formation, when Tendring became one of the first Councils in the Country to start operating 'executive arrangements'. This replaced the traditional committee model of Member decision making with the majority of decisions now being taken by an Executive comprising of a Leader and nine Cabinet members or 'Portfolio Holders'.

These changes in the way the authority works have strengthened the Council's ability to deliver effective, transparent and accountable community leadership and continuous improvement in services that is at the heart of delivering best value in the Tendring District.



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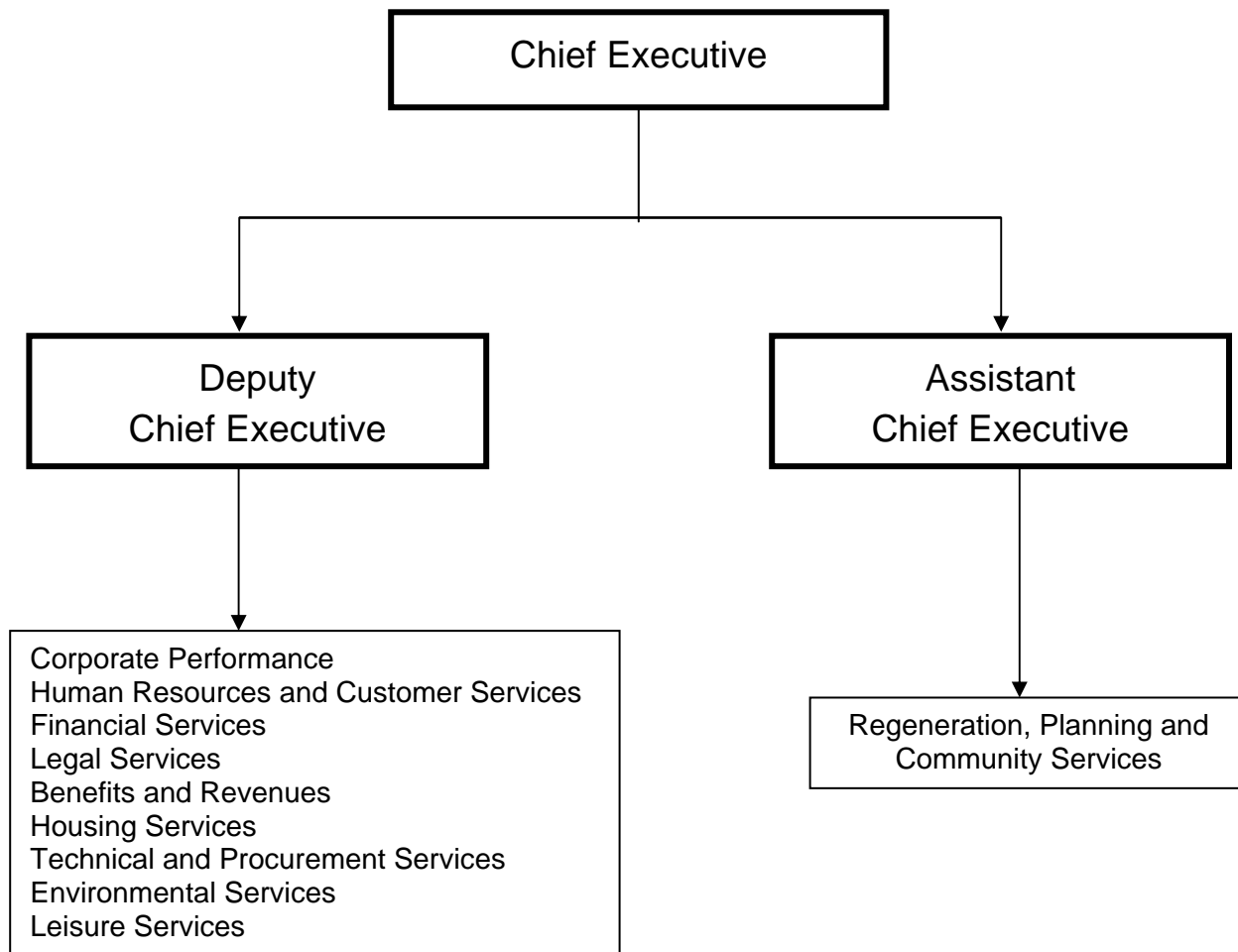
SERVICES OF THE COUNCIL

In general terms the main services of Tendring District Council are as follows:

Housing Services	Financial Services
Environmental Services	Legal Services
Leisure Services	Corporate Performance
Management Board	Human Resources & Customer Services
Technical and Procurement Services	Benefits and Revenues
Regeneration, Planning and Community Services	

Other activities are dealt with under the areas listed above.

OFFICER STRUCTURE



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SUMMARY OF MAIN TERMS AND CONDITIONS

This information is not exhaustive and represents a fair summary of the main terms and conditions of employment.

Policies

In common with all good employers the Council has developed a number of policies and practices which provide a framework to assist in the fair and efficient running of the Council. They reflect the culture of the organisation and its commitment to providing the best possible environment for customers and staff. Some are clearly dictated by statute whilst others are more local in application. Listed below is a summary of our most important conditions of service and policies. If you require further information, please do not hesitate to contact Human Resources & Customer Services on (01255) 686333.

Hours of Work

The standard hours are 37 hours per week, Monday to Friday, 8.45 am to 5.15 pm Monday to Thursday and 8.45 am to 4.45 pm on Fridays with one hour for lunch each day. Any variations to this will be included in the post being advertised. The Council also operates a scheme of flexible working hours which is applicable to most posts. Flexitime allows employees to vary their starting and finishing time each day to meet service requirements and to suit their personal circumstances.

Customer Care

The Council agreed its current Corporate Customer Service Standards in May 2007. The Corporate Standards set out that customers can expect a minimum standard of service from the Council. Alongside the Corporate Standards, Best Value and service improvement initiatives have resulted in individual services reviewing their commitments to the customer and developing individual service specific standards. This is much more meaningful for customers of that service and ensures staff can deliver their service to the public in the most applicable way.

The Council therefore, aims to ensure, from recruitment through to appointment and beyond, that all appointees are committed to providing quality Customer Care. To this end, training, development and support is provided in Customer Care and many other key skills, both at induction and at further stages of career development.

Conduct

Our customers, the public, are entitled to demand of a Local Government Officer, conduct of the highest standard. Public confidence would be shaken were there to be the slightest suspicion that staff could be influenced by improper motives. Staff responsible for their own or their relatives or friends records should be particularly vigilant in avoiding the possibility of compromise. Staff must conduct themselves in a manner which does not bring either themselves or the Council into disrepute. Willful failure will be regarded as gross misconduct and could lead to dismissal.

Managing and Developing Personal Performance (MDPP)

Tendring District Council operates a performance management review and personal development planning system. This gives every individual the opportunity to discuss their past performance and agree their future goals and developmental activities for the forthcoming period. This is not linked to salary review.



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Pension

The Council is part of the Essex County Councils Pension Scheme. Employees contribute at the rate of 6% of gross salary and full tax relief is automatically given. The scheme provides excellent benefits in the form of an index linked retirement pension and tax-free lump sum based on final year's salary, together with ill health, and death benefits. Pension contributions can be transferred to or from the scheme provided Inland Revenue requirements are met. The scheme is contracted out of the Government State Earnings Related Scheme (SERPS).

Safety

The Council takes its responsibility for the health and safety of its employees very seriously. Staff are also responsible for both their own and their colleagues' safety. All members of staff will be made aware of their responsibilities under legislation at the start of their employment.

Equality of Opportunities

Tendring District Council is committed to a policy of equality of opportunity and to encourage diversity among its workforce. The Council takes positive steps to ensure that all current and prospective employees and service users are not discriminated against.

We are aware that it is important to reflect the make-up of our community within our workforce and value the differences, needs and contributions a diverse workforce represents.

Training and Development

The Council is committed to training staff. Where appropriate, staff are encouraged to take professional and vocational training with fees paid, and time off allowed. Tendring also offers a comprehensive in-house training programme. Awards for examination success are presented at the annual Student of the Year ceremony.

Absences

Staff costs are the Authority's major expenditure. As a result, staffing levels are kept at a minimum, conducive with effective performance. Tendring can therefore only work effectively with a full complement of staff. Necessary absence will be treated sympathetically, however, unauthorised or frequent absence will not be tolerated.

Probationary Period

All new entrants to the Local Government service will be required to serve a probationary period of six months.

Rehabilitation of Offenders

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Order 1986 it is the Council's policy to require all applicants for employment to disclose criminal convictions. The Act provides that certain convictions shall be regarded as 'spent' after specified periods of time have elapsed. You are required to disclose all 'unspent' criminal convictions. The information you provide will be treated as confidential and will be considered only in relation to the appointment for which you are applying. Disclosure of a conviction does not necessarily mean that you will not be appointed. The Council will have regard to the ACAS Code of Guidance and a main consideration will be whether the offence is one, which would make an application unsuitable for the type of work to be done.

Criminal Records Bureau – Disclosure Service

The Criminal Records Bureau has been set up to facilitate safer recruitment to protect children and vulnerable adults. It will enable checks to be made on those professions of employment that are subject to



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exceptions under the Rehabilitation of Offenders Act.

All posts are evaluated for Disclosure. Applicants will be advised of the level of Disclosure required from the start of the recruitment process. Disclosure will only be sought once the successful applicant has been provisionally appointed.

References

References will normally be taken up prior to an interview.

Canvassing direct or indirect

Canvassing of Councillors or employees of the Council by or on behalf of, yourself will result in disqualification of the candidate.

Relatives of Members of the Authority or Officers

Every applicant shall when making an application disclose in the space provided on the application form whether or not they are related to a Councillor or Officer of the Council. Deliberate omission to make such a disclosure will disqualify the candidate.

Holidays

Minimum holiday entitlement is 20 working days increasing to 25 days after five years continuous Local Government Service (pro-rata entitlement calculated if working less than 37 hours). Currently, two additional statutory days are added to extended Christmas/New Year break.

Medical Declaration

All appointments are subject to satisfactory medical clearance, and in some instances prospective employees may be required to undergo a medical examination by the Councils Occupational Health Doctor.

Disability

The Disability Discrimination Act defines disability as “ a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.” This covers sensory disabilities and mental impairments such as learning difficulties as well as those resulting from or consisting of a clinically well recognised illness, such as schizophrenia or manic depression.

An impairment is defined as having a long term effect, ie, at least 12 months. Conditions such as epilepsy which recurs are also covered.

An impairment must affect one or more of the following: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eye sight; memory or ability to concentrate, learn or understand; or perception of the risk of physical danger.

If you have a preferred format for submission of your application for employment, ie large print or tape please contact Human Resources & Customer Services on (01255) 686308

Harassment

Tendring District Council deplores all forms of Harassment at work and welcomes the support of recognised Trade Unions in seeking to eradicate harassment from the workplace. Harassment is a specified offence under the Council's Disciplinary Procedure.



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Whistle Blowing

Tendring District Council is committed to high standards of openness, probity and accountability in the provision of quality services for the benefit of the local community and to being fully accountable for those services.

The Council does however, recognise that malpractice can occur. This policy document makes it clear that employees can express their concerns without fear of victimisation, or disadvantage. It is intended to encourage and enable employees to raise serious concerns within the Council rather than overlooking the problem of “blowing the whistle outside”.

Smoking

The Council operates a no smoking policy.

Employment of Councillors

If you are currently a Councillor for Tendring District Council or have been within the last 12 months then you are disqualified from applying for and being appointed to any paid appointment with Tendring District Council. This is detailed in the Local Government Act 1972 (s. 116).

The above information is a basic summary of the main terms and conditions of employment. It does not form part of the contract of employment

Further detailed information is contained in the Statement of Particulars and Staff Handbook, which will be issued to you if you are offered employment with the Council.

ADVICE ON COMPLETING APPLICATION FORMS

In order to apply for vacancies you are required to complete an application form. Candidates are selected for interview on the basis of the information included in the application form and therefore it is in your interest to make sure that all relevant details are included on the form. Please ensure you complete parts 1,2 and 3. This information will help you to do this.

If you are unable to complete the Work History section due to a Career Break, please note this on the application form and complete the other areas prior to returning the form.

Step 1

A job description and person specification for the post you wish to apply for is available on this website. The job description will detail the purpose of the job. The person specification outlines the qualifications, experience, skills and abilities you require to undertake the position. Read the job description and person specification carefully to ensure you have a clear understanding of the job, noting your relevant experience and skills and considering those which you possess that you feel are relevant. Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area.

Step 2

Include this information on the section asking for your relevant experience on the application form. Set facts out boldly, spacing them well and underlining headings where necessary. When outlining your skills and abilities, try to substantiate your statements with evidence. You may wish to use additional sheets. Curriculum Vitae are welcomed but should not be used instead of completing the



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application form fully.

Step 3

Check that the information is in a logical order and that it says all you want to say.

Remember!

Your application form is your only selling point before an interview so take care when completing the form. Keep a copy of the completed form with the job description, person specification and any other details for future reference.

PLEASE NOTE

You will be notified of the outcome of your application as soon as practicable.

RECRUITMENT AND SELECTION SURVEY

Human Resources and Customer Services aim to provide a high quality, responsive recruitment and selection service to Tendring District Council and all those that apply to join the Council.

To achieve this we must evaluate its activities by use of customer surveys.

Therefore, I would ask for your co-operation in answering the Recruitment and Selection Survey. Your responses will be treated as confidential.

**IF YOU REQUIRE ANY FURTHER INFORMATION, ADVICE OR GUIDANCE
PLEASE DO NOT HESITATE TO CONTACT A MEMBER OF
Human Resources & Customer Services on:- (01255) 686333
EMAIL:- humanresources@tendringdc.gov.uk**



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