

East Cambridgeshire District
Council

INFORMATION
PACK FOR JOB
APPLICANTS



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

Welcome to East Cambridgeshire District Council

Contents

A Message from the Chief Executive	3
About East Cambridgeshire	4
About East Cambridgeshire District Council	4
Management Structure & Department Overview	6-7
Benefits for Employees	8-11
Valuing Diversity & Promoting Equal Opportunities	12
The Application Process	13

A Message from the Chief Executive

Dear Applicant,

Thank you for your interest in joining East Cambridgeshire District Council.

East Cambridgeshire is one of five districts in the County of Cambridgeshire and has a population of approximately 81,000. It is a predominantly rural district with all the benefits, challenges and opportunities that this presents.

East Cambridgeshire is a great place to live and work and is one of the fastest growing districts in the country. This obviously has huge benefits for the district - and ultimately the region - with more and more skills, talents and wealth moving to the area. However it also creates challenges for us as a local authority as we strive to deliver excellent high quality services within constrained budgets.

I hope our advert and the information pack will inspire you to apply for these new senior roles in the Council and, if successful, you will join the Council at a pivotal moment.

The Council has just completed the most radical restructuring of its management and governance arrangements in its history and we now embark on a transformation programme to prepare us for the challenging years ahead.

The 'new Council' will be more open and realistic about 'what it can and cannot do', more open for business and 'can do', be less risk averse to encourage innovation and foster a more commercial approach whilst putting financial discipline at its core.

The 'new organisation' will be more flexible, empower staff at all levels, reduce bureaucracy, maximise delegation to individual teams, promote innovation and commercial acumen and celebrate and reward public service achievement and performance.

This is an ambitious agenda and not for the faint hearted but you will have the full support of elected members and colleagues if you join us.

The only final word is to wish you good luck in your application and, if you are successful, I look forward to working closely with you here at East Cambridgeshire.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'John Hill', with a large loop at the start and a horizontal line extending to the right.

John Hill, Chief Executive

About East Cambridgeshire

East Cambridgeshire is one of the five district authorities and one County authority which makes up the County of Cambridgeshire. It has a population of approximately 81,000 and it covers an area of almost 65,500 hectares. The district is predominantly rural in character and stretches from the Norfolk border in the north to within a few miles of Cambridge in the south; from the long straight stretch of the New Bedford River (or Hundred Foot Drain) in the west to a long border with Suffolk to the east.

The district has an outstanding built and natural heritage, including the internationally recognised Ely Cathedral, The National Stud, July Racecourse, and two National Trust properties – Wicken Fen and Anglesey Abbey. Close to Cambridge, the district enjoys excellent connections to the regional road and rail networks, as well as London Stansted Airport. It is an attractive location in which to live and work, combining the best of town, village and rural life.

Unemployment in the district is currently at 1.5% (as at December 2013) and the quality of life is good, with a high proportion of residents expressing satisfaction with the district as a place to live.

About East Cambridgeshire District Council

The District Council was formed in 1974 and is based in Ely. The offices are within two minutes walking distance from leisure and shopping facilities.

The Council directly provides a range of services, typical of a small District Council.

The Council also works in partnership with both the private and voluntary sector to provide a range of other services including refuse collection, recycling, street cleansing and leisure facilities. The Council is also a partner in the Anglia Revenues Partnership to deliver revenues and benefits services with five other local authorities - Breckland, Forest Heath, Fenland, St Edmundsbury, Suffolk Coastal and Waveney. The Council has transferred its housing stock to a Housing Association.

The Council employs approximately 200 staff who work within the policies set by 39 councillors who are elected every four years. Currently, a Conservative administration has an overall majority; there are 23 Conservatives, 10 Liberal Democrats, 5 Independent members and 1 unaligned Councillor. The next District Council Elections are in 2015.

The Council operates a committee system and celebrates its inclusivity and open accountability. We continue to strive to make improvements in the decision making process and match the ambitions of the 'new Council'.

The Council, in April 2014, embarked on a significant transformation in the way it meets its governance responsibilities to the community, specifically:-

- Enhancing the policy and scrutiny role of full Council.
- Reducing the number and membership of its policy and regulatory Committees.

- Appointing 'Service Delivery Champions' formally recognised in the Constitution to act as 'non-executive directors' providing support to Service Leads and promoting an 'open for business' and 'can do' culture.

These changes have enabled the Council to make a case to the Boundary Commission to reduce the size of the Council by a third for the 2019 District elections.

Normal Council office hours are:

Monday – Thursday 8.45 am – 12.45 pm and 1.30 pm – 5.00 pm &

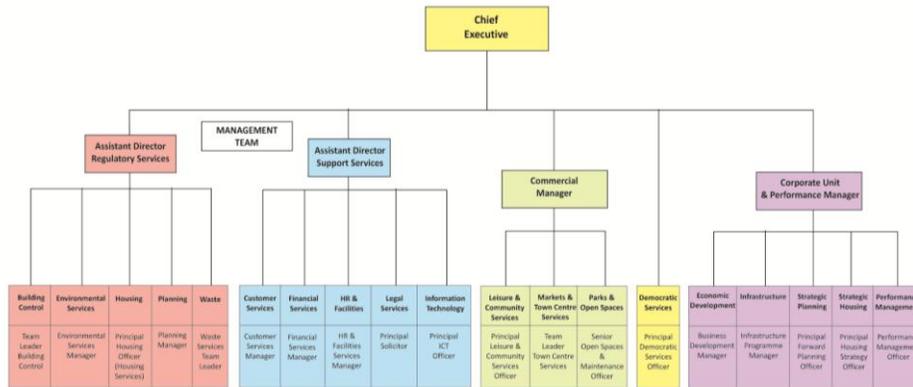
Friday 8.45 am – 12.45 pm and 1.30 pm – 4.30 pm

The Council operates a flexi-time scheme. Wherever the service allows, employees will be given the opportunity of flexi-time working.

The Council operates a "Smoke Free" policy within its premises and grounds.

Management Structure & Department Overview

DEPARTMENTAL STRUCTURE



Building Control, Environmental Services, Housing, Planning and Waste Assistant Director (Regulatory Services)

The Planning, Building Control and Housing teams provide the Council's sustainable development, transport, development control, enforcement, appeals, listed buildings and conservation, trees and landscaping, local planning, building control and housing services for the district.

The Environmental Services team has a number of specialist functions including food safety, noise and pollution control, health and safety, animal welfare, Care & Repair service and licensing and street trading.

The Waste team are responsible for monitoring the Council's contract for the collection of the district's household waste, street cleansing and recycling services.

Customer Services, Financial Services, HR & Facilities, Legal Services and Information Technology Assistant Director (Support Services)

The HR, ICT, Customer Services and Facilities Management teams are responsible for all issues relating to staffing and training, customer services, managing information technology within the Council, management of the Council's offices, business continuity and civil emergencies.

The Finance team are responsible for the Council's financial affairs, including investment, budget preparation and monitoring, insurance and risk management, payroll, internal audit and financial advice and support.

The Council's Legal Service team provide an effective in-house legal advice service to internal Officers and Elected Members. The section also deals with local land charges, Freedom of Information Requests and Data Protection issues.

Leisure and Community Services, Markets and Town Centres, Parks and Open Spaces

Commercial Manager

The Leisure and Community Services team are responsible for sports and leisure, recreation, active communities, community development grants and community safety initiatives and projects.

The Town Centre Management team manage the local markets and events, promote tourism within the district and manage the Tourist Information Centre and visitor attraction at Oliver Cromwell House, Ely.

The Parks and Open Spaces team maintain the open spaces, watercourses and play areas within the district and have achieved the Green Flag awarded for Jubilee Park in Ely for several consecutive years. There is also a small maintenance and cleaning team, which carry out repairs and cleaning of Council properties.

The Commercial Manager will also be responsible for the management of the Council's property and land portfolio and specifically to maximise the Council's assets to achieve the Council's objectives and priorities and deliver the Medium Term Financial Strategy.

Economic Development, Infrastructure, Strategic Planning, Strategic Housing, Performance Management

Corporate Unit & Performance Manager

The Economic Development section helps to develop growth in the district by encouraging business growth and new start up businesses to the area.

The Strategic Planning and Infrastructure sections are responsible for delivering the forward planning service covering the local development framework.

The Strategic Housing section works with partners and other organisations to help deliver new affordable housing in East Cambridgeshire.

The Council's Performance Officer oversees the performance management processes across the authority to support the delivery of the Council's strategic ambitions and its continuous improvement programme.

The Corporate Unit and Performance Manager will also champion and programme manage the Council's ambitious corporate priorities and new Service Delivery Planning process.

Democratic Services

John Hill, Chief Executive

The Democratic team is responsible for all of the administration in relation to elections, committee administration and member support services.

Benefits for Employees

SALARY

The Council has an annually negotiated pay award and progression through the salary scale is based on performance in your job. There is no automatic progression within the pay bands, progression will be determined by reference to a number of criteria including performance and achievement of objectives.

LOCAL GOVERNMENT PENSION SCHEME

The Local Government Pension Scheme (LGPS) is a statutory, funded pension scheme. As such it is very secure because its benefits are defined and set out in law. Key features of the LGPS include:

Pension	A secure pension payable for life, increased by the cost of living.
Lump sum	The option to exchange part of your pension for a tax free lump sum upon retirement. Every £1.00 given up provides a £12.00 lump sum.
Contributions flexibility	The option of contributing to the 50/50 section in times of hardship. Paying half contributions for half the pension.
Employer contributions	The Council will also pay contributions to ensure your pension is properly funded.
Tax relief	Staff can get tax relief on their contributions and pay a lower rate of National Insurance whilst you are under state pension age.
Protection for your family	The scheme provides life cover immediately upon joining as well as a pension for your surviving spouse/registered civil partner/nominated co-habiting partner and for eligible children if you die in service or die after leaving with a pension entitlement.
Early retirement	You can retire from age 55 and receive your benefits immediately, although they may be reduced for early payment. If you are made redundant or retire on your employer's efficiency grounds, aged 55 or over, your pension will not be reduced.
Ill health retirement	If you leave work at any age due to permanent ill health your benefits may be paid straight away.
Flexible retirement	If the Council agrees, you may be able to retire from age 55 in stages.
Option to pay extra	You may increase your retirement benefits by paying extra contributions. These will also attract tax relief.

LEARNING AND DEVELOPMENT

The Council is committed to enabling employees to develop the skills, knowledge and competencies needed to perform their jobs and to develop their potential to meet future needs. In recognition of its commitment to learning and development, East Cambridgeshire District Council has achieved Investors in People (IIP) accreditation.

PAYMENT OF PROFESSIONAL SUBSCRIPTIONS/FEEES

Professional subscriptions/fees will be paid by the Council for staff who hold membership of a professional institute or body which is relevant to their occupation (maximum of one per staff member).

PERFORMANCE APPRAISAL

The Council recognises that every employee has a contribution to make towards its overall success and to develop this contribution, the Council is committed to a process of performance management. This includes reviewing individuals' progress, setting objectives and providing development opportunities. The Council requires that all staff are given the opportunity to have an annual appraisal. This is an opportunity to look at achievements and to set new objectives for the year ahead. Any training and development needs arising from the new objectives can be discussed and planned for the same time that the appraisal is carried out.

FLEXI-TIME SCHEME

Wherever the service allows, employees will be given the opportunity of flexi-time working. The Council's flexi scheme operates from 7.30am – 6.30pm Monday to Friday. Unless specifically stated in contracts of employment, core hours of work will be 10.00am – 12.00pm and 2.00pm – 4.00pm. Hours worked outside of these core hours and at weekends will be subject to normal time of in lieu (TOIL) or overtime arrangements.

Providing sufficient flexi credit exists, one whole day or two half-days can be taken as flexi leave within each 4-week period (pro-rata for part-time staff).

FLEXIBLE WORKING

The right to request flexible working (i.e. part-time, annualised hours, compressed hours) is available to all Council employees (subject to qualifying conditions). All requests for flexible working will be considered and accommodated where the service allows.

ANNUAL LEAVE

For members of staff appointed on Joint Negotiating Committee (JNC) terms and conditions for Chief Officers of Local Authorities, the annual leave entitlement is 30 days, plus bank holidays.

For members of staff appointed on National Joint Council (NJC) terms and conditions for local government services, the annual leave entitlement is 23 days each year, increasing to 27 after five years continuous local government service, plus bank holidays. Holiday and bank holiday entitlement for part time employees is calculated on a pro-rata basis.

The leave year runs from 1st April to 31st March.

STAFF HEALTH AND WELFARE

- **Sick Pay**

Employees are entitled to receive sick pay for the following periods:

Length of Continuous Service	Sick Pay Entitlement
During 1 st Year of Service	1 month's full pay and, after completing 4 months service, 2 month's half pay
During 2 nd Year of Service	2 months full pay and 2 months half pay
During 3 rd Year of Service	4 months full pay and 4 months half pay
During 4 th and 5 th Year of Service	5 months full pay and 5 months half pay
After 5 Years Service	6 months full pay and 6 months half pay

- **Occupational Health Scheme**

The Council is committed to an on-going Occupational Health Scheme. An occupational health practitioner visits the Council quarterly to carry out mini-medicals and to discuss both individual enquiries and to promote a healthy workforce generally.

- **Private Health Care Scheme**

All members of staff have the opportunity to join BUPA at a discounted rate.

- **Leisure Facilities & Health Sessions**

All members of staff are eligible for discounted rates at the local Council-owned swimming pool. Members of staff have access to Tai chi sessions which are held during the lunch period.

- **Dignity at Work**

All employees have the right to work in an environment that is safe, and to be protected from all forms of abuse, violence, harassment and bullying. The Council is committed to ensuring that all employees are treated with dignity and respect.

CHILDCARE SCHEME

Eligible employees can apply for a contribution towards the cost of childcare (for a child aged 12 or under), of ninety pence per hour, which can be claimed for each whole hour of childcare paid for by staff up to a maximum of £155 per month. The level of allowance and terms and conditions of the scheme will be reviewed each year in consultation with UNISON.

RELOCATION SCHEME

The Council operates a Relocation Scheme which may be payable in approved cases to newly appointed employees requiring to relocate to the East Cambridgeshire District in order to take up the appointment (subject to conditions and eligibility).

CAR USER ALLOWANCE

Whether a post has 'essential' or 'casual' car user status, all new employees will be required to use their own vehicles for Council business and will need to be insured for business use.

- **Essential Car User**

Essential car users receive a lump sum payment, paid monthly through the payroll, and a fixed rate per business mile travelled depending on the engine size of the vehicle. Essential car users are eligible for parking on site at The Grange council offices.

- **Casual Car User**

Casual car users receive a fixed rate per business mile travelled depending on the engine size of the vehicle. There is no provision for car parking at The Grange for casual car users, however there is free public car parking within easy walking distance of the Council offices.

TRAIN SEASON TICKET DISCOUNTS

The Council is a partner of the Travel for Work Partnership, and through the partnership employees are able to access a special discounted rate on season tickets for travel to work by train. Season tickets may be purchased for valid travel from any National Express East Anglia or selected First Capital Connect stations (North of Potters Bar) to either Cambridge or Huntingdon stations only. Full details on how to purchase tickets, sample fares and route maps can be found by downloading the following document: <http://www.tfw.org.uk/documents/TfWTrainDiscountPromotion.pdf>, or alternatively by contacting a member of the Council's HR team on 01353 665555.

Outline details can also be found on the Travel for Work web site at: <http://www.tfw.org.uk/services.php#Traindiscounts>.

Valuing Diversity & Promoting Equal Opportunities

East Cambridgeshire District Council is committed to promoting equality and diversity in all that we do, and to eradicating discrimination and disadvantage. The Council wants to deliver quality services in a fair and equal way to all sections of the community.

We seek to ensure that our employment policies and procedures are equitable and that our workforce reflects the wider composition of the community.

The Council aims to:

- Develop measures and actions to ensure discrimination does not occur, whether it is direct, indirect, intentional or unintentional.
- Positively promote equality of opportunity.
- Challenge discrimination against people who work for the Council or who use our services.
- Raise staff awareness and understanding of these issues.

We are committed to a policy of equality of opportunity in employment and aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender or gender reassignment; race and ethnicity; disability; sexual orientation; age; religion/belief; pregnancy and maternity; or marriage and civil partnership. Individuals are selected on the basis of their abilities and merits according to the requirements of the job.

For further information on the Council's work in the area of Diversity & Equalities, please visit: www.eastcambs.gov.uk/community/equality-diversity

The Application Process

- Applications should be marked "**Confidential**" and returned with the Equalities Monitoring Form and Criminal Records Declaration Form (if applicable) to:

**Mrs N Pema
Principal Human Resources Officer
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambs CB7 4EE**

- References **WILL** be taken up in the case of short-listed candidates unless you ask us not to do so.
- Any offer of appointment is subject to satisfactory evidence of medical fitness for the job. Applications from disabled people are welcome and they should not be deterred by the medical check as this **only** relates to fitness to do the job.
- (If applicable for the post) an offer of employment will also be subject to the relevant checks by the Disclosure & Barring Service (DBS). Please contact the Council's HR Department on 01353 665555 for a copy of the Council's Policy Statement on the use of the Disclosure Service or the Code of Practice for the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information. The existence of a Disclosure will not necessarily be a bar to obtaining a position.
- Please refer to the copy of the job advertisement within this pack for details of the salary for the post, the closing date for receipt of completed applications and the interview date.
- **The Council is currently in the process of transferring to a new job evaluation scheme and implementing a new pay and grading structure. Please be advised that the salary offered to the successful candidate may change as a result of the review.**
- If you have not received notification of short-listing two working days before the interview date, please assume that on this occasion your application has been unsuccessful. Please note that details of unsuccessful candidates will be kept on file. If you do not wish for this to happen, you must contact the Council's HR section within two weeks of the closing date for this post.
- Interview expenses will be reimbursed for the actual cost of second class train or bus fares or for car travel. Claim forms will be issued following an interview which will need to be returned to the HR Section together with any relevant receipts. Please note that any overnight accommodation should be approved by the HR Section in advance.