

Information Pack for Applicants

Allerdale
borough council

www.allerdale.gov.uk

Welcome!

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1. Welcome

With around 230 staff, our aim is to recruit and develop talented people who will focus on our customers, take responsibility, work together, and find better ways of delivering council services to support our vision of making Allerdale a great place to live, work and visit.

Allerdale Borough Council has won numerous awards for services such as: Environmental Health, Building Control and IT where we are seen as one of the best in the country. We are very progressive in our attitude to change. We have embraced the Government's agenda to modernise local government and our approach has been to lead change rather than follow it. We believe that to deliver the best services to our residents we need to develop staff to their full potential and provide them with the relevant knowledge, equipment and authority to carry out their duties.

As we are located in one of the most beautiful parts of the country, with a vibrant social scene, you will be able to 'make the most of your time outside work.

"We need the best people working for us"

You might be a local resident looking for work in your community, a local government professional seeking to advance your career with an award-winning council - or you might be somebody who has never considered working in local government before. Whatever your background, we want you to consider us.

To help us achieve our goals, we need the best people working for us.

2. Working In Allerdale

Allerdale is a stimulating and enjoyable place to work – a region of breath-taking natural beauty, with traditional market towns and picturesque villages.

Situated in the North West of Cumbria, Allerdale stretches from the Solway coast in the north down to its largest town of Workington in the west and is bounded by the Lake District mountains. The area includes not only part of the Lake District National Park but also the Solway Coast Area of Outstanding Natural Beauty.

Allerdale has a population of around 94,000 mainly living in Workington and the other main towns: Cockermouth, Keswick, Maryport and the northern market towns of Silloth, Wigton and Aspatria.

The area has excellent educational, cultural and leisure facilities to suit everyone.

3. Our Location

Allerdale Borough Council has offices throughout the borough, but the main offices are located at Allerdale House in Workington, close to the town's busy shopping centre and transport links.

Find out more about the area at www.allerdale.gov.uk

4. Why Work for the Council?

Work-life Balance

- A 37-hour week for full time staff
- Generous annual leave entitlement—minimum 23 days a year (plus bank holidays) rising to 31 days after five years
- Flexible working arrangements including flexitime, home working and job share
- Family friendly policies such as maternity leave, parental leave and others

Health Benefits

- Occupational health service
- Free eye examinations
- Smoking cessation and No Smoking Policy
- Discounted membership at Allerdale's leisure centres

Financial Benefits

- Local Government Pension
- Relocation package
- Mileage claims on work travel and lump sum payment for essential car users
- Free car parking at work
- Car Lease Scheme
- Cycle to Work Scheme
- Annual Leave Purchase

Training and Development

- Commitment to ongoing development of all employees
- Training courses available suited to staff needs

Equal Opportunities

As an equal opportunities employer and want our workforce to reflect the diversity of the local community we serve.

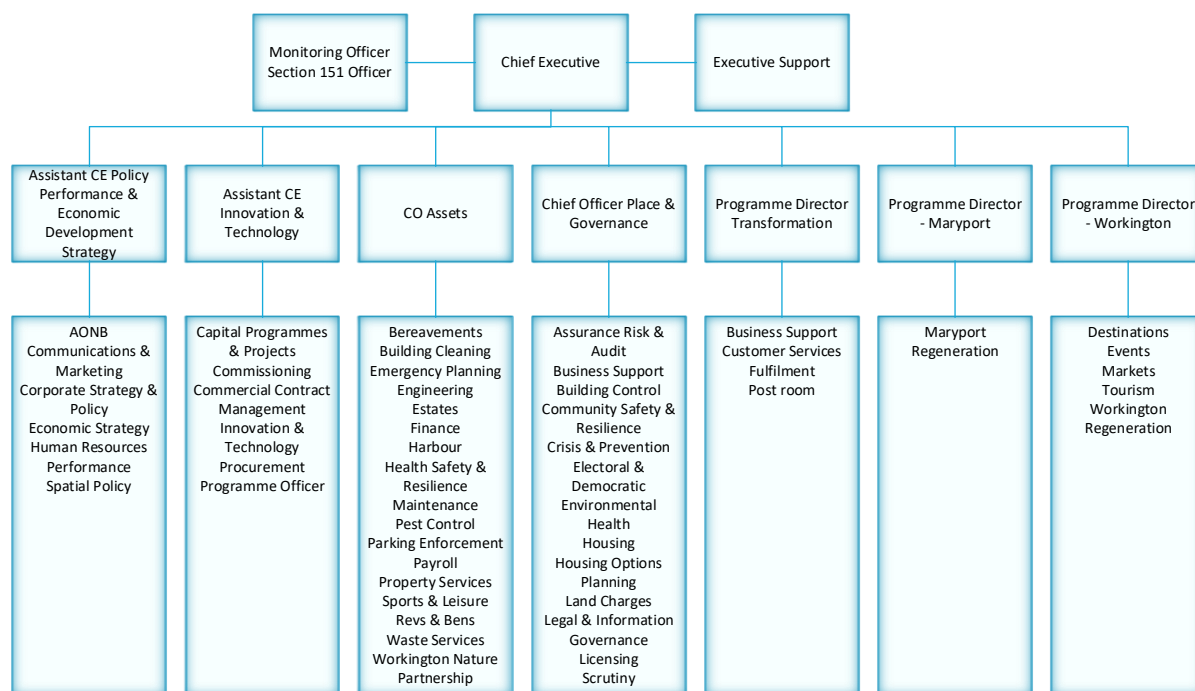
Armed Forces Covenant

We are a forces friendly employer with a commitment to supporting employees as reservists and veterans.

Disability Confident Employer

We also have a commitment to support disabled employees, making the most of their talents in the workplace.

5. Allerdale Borough Councils Senior Management Team



6. Conditions of Appointment

This is an outline of our terms and conditions. More details are available from the Human Resources team.

Unless stated, your appointment is subject to the conditions of service of the National Joint Council for Local Government Services, as adopted or amended by the Council, together with any other local conditions determined by the Council.

Salary

Salary is paid on the 25th of each month, at 1/12 of the annual salary.

Hours of Work

Normal office hours are 8.45am to 5.15pm (4.45pm Friday). The hours and working day may vary according to the needs of the Service and the role in which you are employed. A flexi-time system operates, which you may join subject to your manager's approval.

Overtime

Overtime is not normally worked, but you will be expected to undertake any requirements for overtime that may arise from time to time. Any special requirements concerning irregular or additional working hours in relation to a particular post will be discussed with you at the interview.

Smoking at Work

The Council operates a no smoking policy. Acceptance of employment will mean you accept this policy.

Probationary periods

All new starters complete a three & six-month probationary period, unless transferred from another local authority.

Public holidays

There are 8 statutory holidays per year. Part-time employees receive public holidays on a pro-rata basis that is attached to the annual leave entitlement.

Annual Leave

Annual leave is 23 days per year rising to 28 days after two complete years of continuous Local Government service and to 31 days after five complete leave years. The leave year runs from 1 April to 31 March. If you start employment part way through the leave year, leave is allocated on a pro-rata basis. Part-time employees receive annual leave on a pro-rata basis.

Medical Clearance

All appointments are conditional upon a satisfactory medical report from the Council's medical adviser. Persons offered appointments will be required to complete a confidential medical questionnaire

Notice Periods

Party to the contract may give notice at any time. The minimum notice to terminate employment subject to statutory requirements is:

Chief Officers :	12 weeks
Officers on scp: 23 - 40:	8 weeks
Officers on scp: 1- 22	4 weeks

Pension Arrangements

On commencing employment you will be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. The LGPS is a contributory scheme, with the employee contributing a percentage of gross salary and the Council contributing a greater amount. This provides for a lump sum and pension on retirement or other designated ending of employment.

Relocation Allowance

Is paid if you move to Allerdale and is:

100% of removal expenses (subject to the cheapest of three quotations)

Estate agents/solicitor's fees—maximum £3,500, subject to the production of an invoice addressed to Allerdale Borough Council or receipted accounts.

Disturbance allowance—£1000

Lodging allowance—£65 per week (maximum of 26 weeks from date of commencement)

Second class rail fare—return (26 weeks from date of commencement)

The above is subject to:

Reimbursement in relation to estate agents/solicitors' fees are only payable if an officer sells a currently owned property and purchases a property within 15 miles of their base. If an employee leaves the Council's employment within two years of commencement, they will need to repay relocation expenses on the basis of 1/24 for each unexpired month of the two years.

Career Graded Posts

Some of the roles within the Council have a qualification bar within the grade this provides you with an opportunity to develop your skills and knowledge further.

To enable you to move onto the career grade banding (salary grade point 27), the Council would require you completed a Degree Qualification in a qualification relevant to that role.

Allerdale Borough Council – Workplace Benefits Statement	
Policy/Benefit	Benefit Detail
Adoption Leave	An employee is entitled to up to 26 weeks' Ordinary Adoption Leave (OAL) followed immediately by up to 26 weeks' Additional Adoption Leave (AAL). The employee's maximum entitlement is therefore to take up to 52 weeks' adoption leave.
Annual Leave	23 days annual leave (pro rata) for new starters; after 2 complete years 28 days (pro rata) and after 5 years' service 31 days (pro rata)
Annual Review	All salaries reviewed on an annual basis under the National Agreement on Pay and Conditions of Service for Local Government – effect annually on the 1 st of April.
Annual Increments	All employees on a salary scale B to P will receive an annual increment on 1 April* until the top of the grade is reached <i>*If appointment is made between October and March then increment will be 6 months after appointment</i>
Bereavement and Compassionate Leave	Compassionate Leave may be given to employees where appropriate and will normally be up to 10 paid working days.
Car Allowances	Lump sum payable for eligible employees, £103.25 per month plus mileage payment for all car users at £0.45 ppm.
Car Hire Scheme	This benefit allows you to rent a fully maintained car via monthly salary deductions over 24, 30 or 36 months and make savings on Tax and National Insurance

Car Parking	Free car parking for all staff.
Carry-over of Annual Leave	In exceptional circumstances, approved by your manager employees may carry over 5 days leave (pro rata) to be taken by the end of June.
Childcare vouchers	Childcare Tax-Free Scheme. https://www.childcarechoices.gov.uk/
Counselling Service	6 free counselling sessions with qualified independent therapist
Cycle to Work	<p>You can hire a bike (and related safety equipment) up to the value of £1,000 from the Council via monthly salary deductions.</p> <p>The Council buys the bike and equipment upfront and you hire it over 12 months.</p> <p>At the end of the hire period you may purchase the bike and equipment for a fair market price or return it.</p>
Elections	Opportunity to work on elections with additional pay.
Employee Volunteering Policy	2 paid volunteer days per year
Extra Days Leave	Currently set as Christmas.
Eye Test and Spectacles Assistance	Free full eye test (£25) for all employees classed as DSE use and or driver with up to £45 spectacle or contact lens contribution where eligible.
Flexible Retirement	Employees aged 55+ can apply, must reduce hours or grade. SMT approval needed.
Flexible Working Policy	All employees can request a change to hours or working pattern
Flexi time	No set start or finish times (for certain roles). An excellent benefit that allows our employees to have a good work/life balance. Additional flexi leave days can be accrued through the flexi working arrangement up to a maximum of 13 days per year
Holiday Purchase Scheme	Option to purchase up to 5 days in a leave year (pro rata) additional annual leave subject to Manager's approval.
Maternity Leave	An employee is entitled to up to 26 weeks' Ordinary Maternity Leave (OML) followed immediately by up to 26 weeks' Additional Maternity Leave (AAL). The employee's maximum entitlement is therefore to take up to 52 weeks' maternity leave.
Occupational Health Service	The Councils current contract for Occupational Health Services is with Fit4Work. Services provided are new employee medical health screening, fit for work assessments and ill health retirement assessments. The majority of appointments are conducted face to face, but telephone consultations are available on request.
Pension Scheme	All of our employees are automatically entered into our pension scheme which is administered by Your Pension Service (YPS). The amount that you contribute each month will depend on your salary. www.yourpensionservice.org.uk
Relocation Assistance Policy	Those staff in Manager/Senior Specialist Job Family or above may receive relocation assistance up to the sum of £10,000.

Secondments	Up to 1 years' secondment possible to another department/or Local Authority with Managers approval.
Sickness Scheme	<p>Rising scale of full and half sick pay linked to length of service.</p> <p>During 1st year of service 1 month's full pay</p> <p>After completing 4 months' service: 2 months half pay</p> <p>During 2nd year of service 2 months full pay and 2 months half pay</p> <p>During 3rd year of service 4 months full pay and 4 months half pay</p> <p>During 4th and 5th year of service 5 months full pay and 5 months half pay</p> <p>After 5 years of service 6 months full pay and 6 months half pay</p>
Time of for medical appointments	Employees will be entitled to attend their own hospital appointments during normal working time. Appointment cards/letters must be produced to Managers. Travel time will be included when attending employees own hospital appointments.
Time of for Public Duties	The Council will support employees who wish to undertake public duties, by granting paid time off work, with approval from the Manager. This will not normally exceed 2 weeks (pro rata)
Union Deductions	Union subscription payable direct from salary