

Director of Finance

Job reference: CDFN0219

Closing date: 9am Monday 11 March 2019



Dear Applicant

Director of Finance

Thank you for expressing an interest in the post of Director of Finance at North Somerset Council, a unitary authority recognised as one of the top performing councils nationally with a reputation for innovation and efficiency.

The North Somerset area is an attractive place to live and work, with outstanding schools and excellent road and rail links to London, Devon and Cornwall.

This is a vital role in our organisation. The successful candidate will be a key member of the Corporate Management Team, undertaking the Section 151 Officer role and will help to drive forward the development of our next medium term financial plan, including our commercial strategy, appraising and advising on commercial opportunities.

There are strong foundations in place but we also recognise that there is much still to be done. You will lead a high performing team, ensuring resources are available to deliver the council's corporate plan as well as achieving an overall sustainable financial position for the authority.

You will have experience of working at a senior level in a large multi-disciplinary organisation and have the vision, skills, experience, drive and determination to make a difference.

Please complete our application form giving your reasons for applying and highlighting how your skills, experience and expertise match our requirements for this role.

We plan to interview shortlisted applicants on Tuesday 2 and Wednesday 3 April 2019.

If you would like to discuss the role informally, then please contact me on 01934 634 972 (jo.walker@n-somerset.gov.uk) or Paul Morris, Head of Performance Improvement and HR on 01934 634 969 (paul.morris@n-somerset.gov.uk).

Thank you for showing an interest in working for North Somerset Council.

Yours sincerely

Jo Walker

Chief Executive

Checklist for completing your application form



- Before you complete your application form, make sure you've read and understood the guidance notes.
- If you need help filling in the application form, or need this information in an alternative format, for example large font or braille, please call us on **01275 888 866** (office hours).
- Applications should be typewritten or completed legibly in black. There will be a short application form to complete which you will need to submit with your CV.
- You must return your application form before the closing date – no applications will be considered after this time.
- Complete your application online at **www.n-somerset.gov.uk/jobs** or email it to us at **hrscenquiries@n-somerset.gov.uk** or post to: HR Service Centre, Corporate Services, North Somerset Council, Town Hall, Weston-super-Mare BS23 1UJ.
- The closing date for applications is **9am Monday 11 March**. Interviews are scheduled for **Tuesday 2 and Wednesday 3 April 2019**.
- If you have any questions or would like an informal discussion about the role, you can call Jo Walker on **01934 634 972** or Paul Morris on **01934 634 969**.



Director of Finance

Permanent, full time • Salary circa £113,500 p.a.

North Somerset Council is a top performing unitary authority with a reputation for innovation and efficiency and we are well advanced with our plans to achieve a long-term sustainable financial position for the authority.

As Director of Finance you will be a key member of the Corporate Management Team, shaping policy and the delivery of services. You will be the council's Section 151 Officer and lead on the council's commercial strategy, appraising and advising on commercial opportunities and the development of the council's overall medium term financial plan. You will also ensure resources are available to deliver the council's corporate plan as well as helping to drive forward work to further improve the efficiency of the organisation.

To be successful you will have experience of working at a senior level and demonstrate a thorough understanding of the Section 151 role and the main issues facing a unitary authority. You will be proactive in managing change and risk and be focused on outcomes.

You will be confident at resolving complex issues and managing challenging workloads. You will bring high level relationship management skills and a real commitment and motivation for the opportunities and challenges ahead.

If you would like to discuss the role informally, please contact Jo Walker, Chief Executive, on **01934 634 972** (jo.walker@n-somerset.gov.uk) or Paul Morris, Head of Performance Improvement and HR on **01934 634 969** (paul.morris@n-somerset.gov.uk).



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Interview date:

Tuesday 2 and Wednesday 3 April 2019



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For more information and to apply, visit: www.n-somerset.gov.uk/jobs

Directorate: Corporate Services

Division: Finance and Property

Job title: Director of Finance

Post number: CMCAC0001

Job purpose

The postholder will:

- Make a positive contribution to the Council's Corporate Management Team and the Corporate Services Directorate Management Team.
- Be the council's designated Chief Finance Officer as required by Section 151 of the Local Government and Housing Act 1972; and undertake the role of Corporate Property Officer.
- Lead on the council's commercial strategy, appraise and advise on commercial opportunities, and the development of the council's overall medium term financial plan to resource and deliver the council's corporate plan and achieve a sustainable financial position for the authority.
- Lead and shape the delivery of services within the finance, strategic procurement, infrastructure delivery team and property section, ensuring that service delivery arrangements support council policies, the political direction of the council and are consistent with the ways of working set out in the council's transformation programme, as well as meeting legislative requirements.
- Lead on a commercial organisational approach to strategic procurement and contract management – ensuring value for money is obtained from all major council contracts.
- Managing and overseeing an integrated infrastructure delivery team responsible for the delivery of all major building, infrastructure and highways capital investment projects.
- Seek out opportunities and influence external investment into North Somerset from both public and private sector organisations.
- Influence public sector funding settlements, business rate retention and grant allocations at a regional and national level where relevant.

Dimensions

The postholder is responsible for the accounting and financial management and control of the Council's total gross expenditure of £415m annual revenue expenditure and £60M annual capital expenditure.

The postholder will manage the council's long-term debt of circa £130m, financial reserves and provisions of circa £50m and active decision making around the approved unsupported borrowing of £100m supporting the council's Commercial Investment Strategy.

The postholder leads the delivery of the council's construction and property capital programme and the integrated delivery of all major projects within a multi-faceted capital investment programme amounting to more than £200m on a rolling four year basis.

Principal accountabilities

- Lead the development of a medium term financial plan (MTFP), and the annual budgeting process, to ensure sustainable balanced finances and a monitoring process to ensure delivery of the MTFP, and the priorities of the council's corporate plan.
- Establish a strong framework for implementing and maintaining good financial management across the authority and implement financial management policies which underpin sustainable long-term financial health.
- Ensure the council's property functions are focused on effective maintenance of assets, supporting economic growth and maximising returns on council assets.
- Recommend the acquisition of commercial, income generating assets and manage and report on the performance, holding and disposal of such assets.
- Develop and implement sustainable budget savings through commercial management of the council's borrowing and investment portfolio.
- Lead on, and influence, commercial dialogue with key council contractors to ensure that VFM is consistently challenged and achieved.

- Be proactive in managing change and risk, be focused on outcomes, and help to resource and achieve the council's plans for change and continuous improvement.
- Lead on the council's commercial strategy, identifying, appraising and advising on commercial opportunities including optimising use of the council's own resources, including land and buildings.
- Lead on and manage the council's £100m approved borrowing for new commercial acquisitions to maximise financial returns whilst managing risk.
- Influence grant funding bids and negotiations with public and private sector stakeholders to attract external investment into North Somerset.
- Lead on construction procurement and option appraisals and feasibility assessments for construction and refurbishment projects, and undertake the role of Corporate Property Officer.
- Monitor and report on the effectiveness of council asset utilisation, identifying and disposing of surplus properties and acquiring land and buildings in support of the council's plans.
- Be proactive in managing change and risk, be focused on outcomes, and help to resource the council's plans for change and service delivery.
- Develop and maintain effective corporate governance arrangements, risk management and reporting framework and corporate decision making arrangements.
- Lead and promote change programmes across the council and be the lead officer on corporate projects as agreed with the Chief Executive.
- Ensure that Council, the Executive and other decision makers are provided with information that is fit for purpose, relevant, timely and provides clear explanations of financial issues and their implications.
- Ensure that clear and accurate advice is provided to the scrutiny function, particularly when considering the MTFP/budget.
- Generate income generating proposals and tangible plans to grow and support sustainable local revenue income streams.
- Lead on responding on and influencing proposed changes to government grant funding, business rate retention and capital funding allocations at a regional and national level.
- Constantly challenge, review and revise the council's financial operations driving maximum return within a controlled framework.
- Manage the council's financial reserves and provisions, management and structuring of long-term debt and strategic investment decision making.
- Ensure that appropriate management accounting systems, functions and controls are in place so that finances are kept under review and reported on a regular basis.
- Develop and maintain an effective resource allocation model to deliver business priorities.
- Challenge and support decision makers, especially on affordability and value for money.
- Apply strong internal controls in all areas of financial management, risk management and asset control, implementing effective systems of internal control.
- Lead the delivery of construction procurement across the authority.
- Lead and direct the finance and property functions so that they make a full contribution to and meets the needs of the business.
- Implementing robust processes for monitoring, reporting and influencing the performance of contractors.
- Continually review the performance of the finance, strategic procurement and property functions and ensuring that the services provided are in line with the expectations and needs of its stakeholders and seek continuous improvement in the finance and property functions.
- Develop and maintain effective partnerships and other business relationships with other public sector organisations, agencies, voluntary organisations, contractors and suppliers.
- Be aware of and understand the council's equality policies and ensure at all times that the duties of the post are carried out in accordance with these policies.
- Ensure compliance with all health and safety legislation and associated codes of practice and Authority policies.

Supervision and work planning

The postholder will be expected to plan, organise and control their own work and to liaise with the Chief Executive and other members of the Corporate Management Team as appropriate.

The postholder is responsible for providing effective leadership, management and direction to the managers under their control.

The postholder will be expected to ensure that robust arrangements are in place to plan, organise and monitor the work of the service areas under their control and ensure that Service Strategies, Team Plans and Service Level Agreements, etc. are produced and that all services are delivered within agreed budgets and to agreed performance levels.

Qualifications and experience

The postholder will be a professionally qualified member of CIPFA or equivalent, have a degree or equivalent qualification and significant post-qualification experience including Section 151 responsibilities, demonstrating considerable knowledge and experience of accounting and budgeting at a senior management level in a large public authority.

Job context

The finance and property section has overall responsibility for the management of the Council's finances, strategic procurement, delivery of capital investment projects and property assets. The Director of Finance will ensure that professional effective management and performance of all employees engaged in finance, procurement, contract management, capital project delivery and property services. The work is generated by:

- The Chief Executive
- Corporate Management Team decisions
- Decisions of Members
- Legislation and external audit and inspection
- Financial regulations and standing orders, etc.

Scope for impact

The postholder will be required to lead, support and provide guidance and advice on a range of complex and politically sensitive projects and issues affecting the council.

The postholder will be responsible for the effective financial management of the Council, in compliance with Section 151 of the Local Government Act 1972 and the Accounts and Audit Regulations 1996.

The standard of the council's financial management, financial standing and financial reporting arrangements all impact on the council's performance and reputation.

Contacts

- Chief Executive, Directors and Senior Officers throughout the authority.
- Leader and Executive.
- Scrutiny Members.
- External and internal audit.
- West of England Combined Authority and neighbouring public and private sector partners.
- Professional investment advisors.
- Other external organisations and appropriate professional bodies as necessary.

General

This job specification only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Special notes on conditions of service

This post is Politically Restricted in accordance with the relevant legislation.

The postholder will be required to carry out the duties and responsibilities of the post during such hours as may be necessary to meet the needs of the service and the organisation.

Person specification

Directorate: Corporate Services

Section: Leadership Team

Job Title: Director

Assessment criteria

Qualifications

Essential

- Educated to degree level or equivalent (NQF level 6)
- Membership of a Professional Organisation relevant to one or more areas of service provided by the Directorate.

Desirable

- Management qualification (for example, CMS/DMS)
- Relevant post graduate qualification

Work related experience and associated vocational training

Essential

- Significant experience of working at a senior management level in Local Government or related body.
- Managing multi-disciplinary professional areas.
- Proven experience of leading and managing complex, large scale regeneration projects and service transformation.
- Experience of identifying, appraising and advising on commercial opportunities.
- Advanced knowledge and understanding of working with in a political environment.
- Track record of successful negotiations and advocacy in controversial and complex subject areas.

Other relevant experience

Essential

- Able to demonstrate the competencies set out in the job description.

Specialist knowledge

Essential

- A thorough understanding of the statutory roles and responsibilities.
- Awareness of key legislation and current proposals for change, insofar as they affect council services.

Job related skills

Essential

- Strategic thinking, self-motivation and ability to act decisively.
- Advanced partnership working and persuasive skills.
- Experience of communicating at a high level through all mediums.
- Well-developed analytical and problem solving skills.
- Able to provide and direct advice to guide policy making.

Personal skills

Essential

- Experience of developing and encouraging innovative solutions that drive continuous improvement.
- Proven success of providing effective leadership to large multi-disciplinary teams.
- Highly developed communication and negotiating skills with the ability to engage a wide range of audiences.
- Political sensitivity and tact.
- Advanced partnership skills.

Special working conditions

Essential

- This post is politically restricted in accordance with the Local Government and Housing Act 1989.
- This post is subject to a criminal record check.
- Regular evening and weekend working may be required.
- Ability to travel around the area.

Our leadership commitments

Each of us has a crucial role to play in helping meet the needs of residents, customers and communities and to ensure North Somerset Council is an effective, positive and collaborative place to work. As such we place as much importance on how our staff achieve our objectives and outcomes through demonstrating the right behaviours and values as what they do to achieve them.

Our behaviours framework sets out the attitudes and approach we expect from managers and staff: how we do things, how we treat others, what we say, how we say it and how we can expect to be treated.

Our values are:

- Being advocates for change and innovation.
- Working well together.
- Putting customers first.
- Getting things done.
- Acting with integrity and behaving responsibly.
- Demonstrating strong leadership.

To support our values we have agreed five key sets of behaviours for every member of staff regardless of their role or grade. There are additional behaviours expected of managers.



Benefits of working for North Somerset Council



- Attractive area to live and work. Excellent schools and first class road, rail and air links.
- Competitive salary.
- Excellent pension scheme.
- Generous annual leave entitlements.
- High-quality supervision and support.
- Excellent training and development opportunities.
- Bicycle salary sacrifice scheme.
- Ability to influence strategy and practice.
- Relocation allowance.
- Family friendly policies including childcare benefit scheme.
- Employer committed to equality and diversity.
- Employee assistance programme and occupational health support.

Conditions of service

Employment will be subject to the relevant national Negotiating Committee and any local conditions of service or local agreements adopted by the council. Any offer of employment will be subject to two references satisfactory to us (one from present or last employer) and satisfactory medical clearance from the council's Medical Adviser (you may be required to attend for medical examination).

Salary

The salary for this role is circa £113,500. Salary progression is linked to performance. Salaries are paid by Direct Bank Credit Transfer. Pay day is the last banking day of the month, except for December when payments will be made in the week preceding Christmas Day.

Probation

All new employees are subject to the completion of a satisfactory probationary period of six months.

Hours of work

Normal office opening hours will be from 8.45am–5pm Monday to Thursday, and until 4.30pm on Friday. You will be required to carry out the duties of the post during such hours as may be necessary to meet the needs of the service/organisation or during such hours as may be reasonably required.

Annual leave

You will be entitled to 31 days annual leave plus Bank Holidays and an extra day agreed by the Authority to be taken at Christmas on a day determined by the Authority. An additional five days' annual leave will be awarded after five years' continuous service in local government.

Place of work

The post holder will work across our two main office sites, the Town Hall, Weston-super-Mare and Castlewood, Clevedon. You may be required to work at any other location within the area.

Pension

All employees are automatically admitted to the Local Government Pension Scheme from the day of appointment. It is possible to opt out of the Scheme and the successful candidate will receive further details regarding pension choices.

Relocation

A relocation allowance of up to £8,000, if appropriate.

Politically restricted post

This is a politically restricted post under the 1989 Local Government and Housing Act or any re-enactment thereof.

Trade union membership

The council recognises the rights of individuals to belong to appropriate trades unions and supports the principle of collective bargaining by employer and employee representatives.

Whole-time service

The postholder will be required to devote their whole-time service to the work of council and must not engage in any other business or take up any other additional appointment without the express consent of the council

These conditions of service are for guidance only and do not form part of a binding contract.

An opportunity to answer any queries you may have will be given at interview. However, if you require any further information at this stage, please contact Paul Morris, Head of Performance Improvement and HR, on **01934 634 969** or email: **paul.morris@n-somerset.gov.uk**.

North Somerset area map



About North Somerset

North Somerset is part of the South West of England and situated on the M5 corridor. It extends from the edge of Bristol and the River Avon in the North, to the River Axe and the Mendip Hills in the South.

North Somerset is an area of contrasts from a coastline made up of cliffs and sandy beaches, to beautiful countryside with wooded hills, open moorland, wetlands, rhynes, reed beds and rich pasture land, with two thirds of the area greenbelt or an area of outstanding natural beauty.

There are many district communities within the area which includes 35 rural parishes and the four towns of Weston-super-Mare, a large seaside resort; Clevedon, a Victorian seaside town, Nailsea, a new town built around the original village; and Portishead, a seaside town with its own marina and views across the River Severn and the two Severn Bridges.

North Somerset Council plays an important role in the life of the communities within the area and provides services to around 201,000 people in partnership with the private and public sectors, the voluntary sector and local people. The majority of our employees work from two bases in Weston-super-Mare and Clevedon.

North Somerset has a reasonably broad economic structure supporting defence, engineering, food processing, printing and packaging as well as agriculture, catering and the care industry. Tourism makes a significant contribution to the economic well-being of the area.

There are excellent roads and rail links to London and Bristol, and to Devon and Cornwall and the south west. Air transport is available at Bristol International Airport, which is situated in the North Somerset area, and there are port facilities at Royal Portbury Dock, which has contributed to attracting many new businesses to the area.

The council's headquarters are situated in Weston-super-Mare, conveniently placed within walking distance of the shops, other town centre facilities, the railway station and bus stops. Weston-super-Mare is one of the premier holiday resorts in the West Country, and is the largest town in the area. It offers a large range of shops and restaurants that offer dishes from virtually every corner of the world. Local schools provide high standards of education, and there is a wide choice of housing in the area, both in the towns and surrounding villages.



Who are we, and what we do

Corporate Services provide a wide range of services both to residents and to the council as a whole. Many are strategic support services – such as finance, human resources, legal services and property and asset management. Others are services for the public, such as benefits, customer services and registrars. Some services are provided in-house whilst others are commissioned and provided through contracts or partnerships.

The Finance and Property section functions include:

- Administration of the council's financial affairs
- Strategic Procurement
- Insurance
- Treasury management
- Audit and Risk
- Fraud and business continuity
- Property Strategy and Governance
- Property Management
- Delivery of major projects and technical services
- Highway design
- Major transport infrastructure projects
- Corporate contracts

Other Corporate Services functions include:

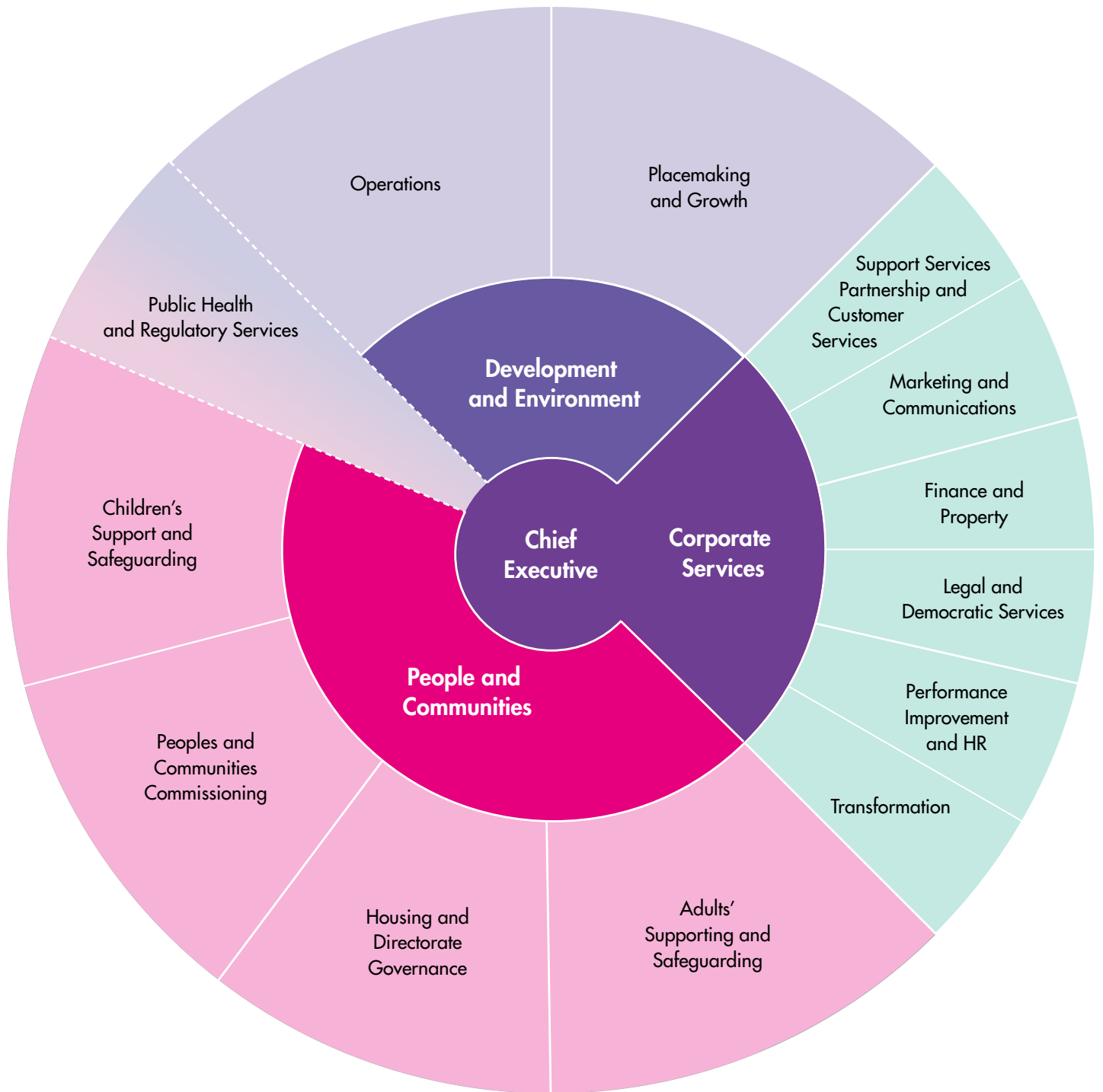
- **Legal and Democratic Division**
Legal services, Democratic services, Scrutiny, Registrars, Electoral Services, Commercial and Contract Management, Information Governance and Compliance.
- **Marketing and Communications**
external and internal communications, Graphic Design
- **Performance Improvement and HR**
Human Resources, Community Safety, Health and Safety, Equalities, Emergency Management, Learning and Development, Business Intelligence

- **Support Services Partnership**
through the Partnership and Business Improvement contract with Agilisys and its partner Liberata – Revenues and Benefits administration, HR / Payroll transactions, Exchequer Services, ICT, Customer Services operations and Facilities Management.
- **Transformation & Policy**
Transformation Programme, Policy and Partnerships, Senior Leadership Support Team

In Corporate Services we...

- Have an annual revenue budget of over 7m and will deliver £1.7m savings in 2018/19.
- Employ 202 people in Corporate Services.
- Provide human resources support to over 4,290 employees and external organisations.
- Support over 100 statutory committee meetings.
- Receive over 700 new legal cases each year.
- Register over 2,000 deaths and births and conduct over 600 marriages and ceremonies a year.
- Monitor 80 public space surveillance cameras and record more than 6000 incidents through the CCTV Control Room
- Provide 250 land charge searches per month and provide primary postal addresses for 800 properties per year.
- Pay £66.2m in Housing and Council Tax Benefit to 17,970 benefit customers.
- Collect over £102m in council tax from 93,820 domestic dwellings and £59.6m in business rates from 6,094 businesses.
- Oversee the performance of over £121m of contracts for services delivered by other organisations on behalf of the council.
- Deal with 600 insurance claims per year.

North Somerset Council organisational structure



Guidance notes for completing your application form



The following information will assist you in your job application. Please read carefully.

If you would like this information in an alternative format, for example, large type, braille, audio, or another language please call **01275 888 866** or email hrscenquiries@n-somerset.gov.uk

Making an application

Applications can only be made for a specific advertised vacancy. We advertise our vacancies on the council website. Our preferred method of application is online. You can view jobs and apply at www.nsomerset.gov.uk/jobs

If you are unable to apply online then you can email hrscenquiries@n-somerset.gov.uk, or call **01275 888 866** giving your name, address, telephone number and the job title and reference number and we will send an application pack to you.

Completing the application form

Applications should be typewritten or completed legibly in black. There will be a short application form to complete which you will need to submit with your CV. We want to try and make sure that everyone applying for a job has a fair chance and your application is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible and include an up to date CV. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the Human Resources Service Centre (HRSC) who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you submit your application so it is received before the closing date. The closing date will be stated on the advertisement.

Finally, **do not forget** to confirm you have read the declaration and date your application form.

Step one – personal details

Please enter your personal details on this page. Complete the contact details fully as we may wish to contact you about your application. Please indicate which address is your mailing address, especially if you have more than one address. Note that these details are held securely and comply with the Data Protection Act and will not be passed on to any third parties.

Step two – CV

Please submit your application as part of your application. Please ensure that it includes any relevant information regarding qualifications, employment information and training. The CV will be reviewed alongside your supporting statement for shortlisting.

Step three – supporting statement

Every advertised job has a job description and a person specification, or, a job family document.

Job description and person specification

The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed. The panel decide who to invite for an interview by comparing what you tell them in your application form with what was asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list criteria which are:

- **Essential** for example, the minimum skills, qualifications or experience which you must have in order to do the job.
- **Desirable** these are not essential but are additional to the minimum requirement to do the job.

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to help them decide who to select for the next stage of the selection process.

Job family

This document outlines the typical activities of the job and the knowledge, skills and qualifications required. The panel will use the knowledge, skills and experience section to shortlist for the position. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in this section.

Supporting statement

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based – it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

Please be aware that there is a 9,000 character limit for this section if applying online.

Step four – additional information

Please tell us on your application form where you first saw the job advertised. If you have applied online there will be a drop down list for you to choose from. If you, a partner or family members have interests that may conflict with your employment, then you must disclose it here. This can be professional or financial. Failure to do so may result in you being disqualified from the post.

Step five – references

If you are offered a job, we will take up references before your offer of employment is confirmed.

Wherever possible your current employer should be named as someone who can be approached for a reference. It is council policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous/most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Online applications only - please indicate which is referee one and which is referee two using the reference type field.

Step six – additional support

Disability

We are committed to the employment of people from all areas of the community. North Somerset Council works within the 'Disability Confident Scheme'. This means that if you identify yourself as disabled in line with the Equality Act definition and demonstrate on the application form that you meet all of the essential criteria listed in the person specification, we will guarantee you an interview. We will also make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

Defining a disabled person

A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.



Impairment

This includes physical, mental and sensory impairments, such as those affecting sight or hearing. This can include long-term, recurring, varying or managed medical conditions such as asthma and diabetes; and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions, for example bipolar disorder or depression. Learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome) are also covered. Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are expressly protected as disabled people.

Substantial adverse effect

Something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

Long-term effect of an impairment

One which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

Normal day-to-day activities

Activities which are carried out by most people on a fairly regular and frequent basis including: using a telephone, reading a book or using public transport. Some examples of difficulties in carrying out normal day-to-day activities include: difficulty in going up and down steps, loss of control of the bowels, inability to give oral basic instructions to colleagues, total inability to distinguish colours. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

Severe disfigurement

Is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Step seven – declaration

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include jobs that involve regular caring for vulnerable adults, training, supervising or being in sole charge of those aged under 18.

The council has a number of jobs that require a disclosure check and successful applicants will be subject to a Criminal Records Bureau (CRB) disclosure check for any such job. If this applies, it will be stated in the advertisement. Please indicate you have read the declaration and print your name. You will not be able to submit your form until all mandatory fields are completed.

Step eight – monitoring for equality

The completion of this section is voluntary. We only use it for monitoring purposes.

Information for applicants for positions involving working with children or vulnerable adults

The position for which you have is exempt from the Rehabilitation of Offenders Act 1974. If you are successful at interview and provisionally offered employment, you will be required to complete a Disclosure and Barring Service application form which will be passed to the Disclosure and Barring Service for a record search. Any information received from the Disclosure and Barring Service will be treated in the strictest confidence and will be destroyed after use; in accordance with the Disclosure and Barring Service Code of Practice on the Storage and Handling of Disclosure Information (a copy of the council's Storage and Handling of Disclosure Information Policy is available on request).

Having a criminal record will not automatically exclude you from employment unless it is considered that the conviction is relevant and renders you unsuitable for appointment to the post applied for. In reaching this decision, factors such as the nature of the offence, how long ago it was committed and how old you were at the time will be taken into consideration. However there are certain council positions working with vulnerable groups where it is unlawful for the council to recruit people with certain convictions or where they have been included on certain Government lists* for example, Protection of Children Act List, List 99 or Protection of Vulnerable People List.

Failure to declare that you have a conviction (spent or unspent) may disqualify you from appointment or may result in your dismissal if a discrepancy subsequently comes to light following your employment.

If you have a criminal record and are unsure as to whether you are required to declare this in relation to your application, further guidance is available by contacting the HR Service Centre. Call **01275 888 866** or email hrcenquiries@n-somerset.gov.uk (the recruiting manager). **This will not be part of the interview process.**

***Please note that under the Protection of Children Act 1999, the Care Standards Act 2000 and the Criminal Justice and Court Services Act 2000 it is a criminal offence if an individual who is disqualified from working with children or vulnerable adults knowingly applies for, offers to do, accepts or does any work with children or vulnerable adults. Similarly it is a criminal offence for the council to offer a child care position or a position working with vulnerable adults to a 'disqualified' person. In signing the 'Declaration by applicant' section in the application form you are confirming that you are not disqualified from working with either children or vulnerable adults.**



Policy statement on recruitment of ex-offenders

North Somerset Council is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children and vulnerable adults.

People with criminal records applying for positions (paid or unpaid) with the council should be treated according to their merits and to any special criteria of the position (for example, caring for children and vulnerable adults, which debars some in this category).

North Somerset Council will ensure that as a 'Registered Body' it observes the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. All applicants for positions with the council will be provided with a copy of the council's Policy Statement on the employment of Ex-Offenders and will also be made aware of the existence of the DBS Code of Practice on handling Disclosures, a copy of which will be provided on request.

The council will ensure that all staff involved in the recruitment process are suitably trained to identify and assess the relevant of criminal offences and to take appropriate action.

For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the council's policy to ask applicants questions about criminal records to ensure that people are not inadvertently placed in vulnerable positions within the council. For certain positions working with children or vulnerable adults applicants will also be required to declare any 'spent' convictions as defined by the Rehabilitation of Offenders Act 1974.

Having a criminal record in itself should not necessarily prevent a person from being appointed to any post, unless the offence statutorily debars the person or renders the person unsuitable to work with children or vulnerable adults. Where it is felt, however, that an offence might mean that the person presents a risk then that person should not be appointed.

If an applicant reveals a criminal record and/or other information which could render the applicant potentially unsuitable then the 'responsible' recruiting manager will arrange to discuss the Disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant. Following this consultation the recruiting manager is required to contact the Human Resources Service and arrange to discuss the application in the light of the information disclosed by the DBS and the applicant before a recruitment decision is made and confirmed to the applicant. Generally, a decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, an applicant in those circumstances should be advised of why their application has been rejected.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of employment/non-employment arrangement.

Immigration, Asylum Nationality Act 2006

Preventing illegal working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:

- if you have an ongoing right to work in the UK - the original document(s) detailed in List A
- **OR** if your leave to enter or remain in the UK is time-limited – the original document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out on an annual basis.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.



European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria*	Hungary*	Poland*
Belgium*	Iceland	Portugal*
Bulgaria**	Ireland*	Romania**
Cyprus*	Italy*	Slovakia*
Czech Republic*	Latvia*	Slovenia*
Denmark*	Liechtenstein	Spain*
Estonia*	Lithuania*	Sweden*
Finland*	Luxembourg*	United Kingdom*
France*	Malta*	
Germany*	Netherlands*	
Greece*	Norway	

* Those marked are also members of the European Union.

** Those marked are free to come and work in the UK but will need to apply for an accession worker card, unless exempt, from the Home Office. In addition some categories of employment will also require a work permit. Work cannot commence until requirements are fully met.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

List A

Original documents to provide (if you have an ongoing right to work in the UK)

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

If you provide one of the documents above there is no need to provide any documents from List B.

List B

Original documents to provide (if your leave to enter or remain in the UK is time-limited)

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Information about all council services is available in other formats on request.

Publications, leaflets, strategies and other documents are all available in large print, audio, easy read and other formats.

Downloadable documents from our website can also be made available as plain text files and emailed to you.

Help is also available for people who require council information in languages other than English.

To request information in an alternative format please call **01275 888 866** or email hrscenquiries@n-somerset.gov.uk