

Assistant Director Neighbourhood Management

Job reference: DADN0519

Closing date: Sunday 2 June



Dear Applicant

Assistant Director Neighbourhood Management

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

As a new Chief Executive, working with a recently elected council and a new Director of Development and Environment, this is an exciting opportunity to lead on Neighbourhood Management in North Somerset.

As Assistant Director Neighbourhood Management in the Development and Environment Directorate, the successful candidate will make a significant contribution to the strategic leadership of the directorate and will have lead responsibility for many of the council's most visible front-line services which affect the daily lives of residents and businesses.

To be successful you will bring a wealth of experience pursuing service innovation and improvements across a wide range of public facing services and be confident at building strong and effective working relationships with internal and external partners as well as being able to demonstrate excellent contract management skills.

You will have strong financial acumen, a proven track record of successful service delivery and experience of leading and managing change and new ways of working.

We are committed to developing our staff and supporting you so if you share our ambition for North Somerset and have the drive, enthusiasm and motivation to deliver on our commitments, we would encourage you to apply for this exciting opportunity.

Please ensure your application is submitted before the deadline of Sunday 2 June 2019 and remember to highlight how your skills and experience match our requirements.

We plan to interview shortlisted applicants on Tuesday 11 and Wednesday 12 June 2019.

If you would like to discuss the role informally, then please do contact myself, 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).

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 **hrcenquiries@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 **Sunday 2 June 2019**. Interviews are scheduled for **Tuesday 11 and Wednesday 12 June 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**.



Assistant Director - Neighbourhood Management

Permanent, full time • Competitive salary

This is an exciting opportunity to work for a top performing unitary authority with a reputation for innovation and efficiency.

North Somerset Council is looking to appoint an Assistant Director Neighbourhood Management responsible for effective management and delivery of high quality, integrated neighbourhood services.

This new role will contribute to the strategic leadership of the Development and Environment directorate, working collaboratively with senior colleagues across the council and partner organisations. The successful candidate will drive resident, business and visitor satisfaction, ensuring that high profile contracted and directly delivered services are managed well and demonstrate value for money.

You will have a proven track record of successfully leading a wide range of public facing services such as waste, highways, leisure, libraries and street scene as well as bringing commercial skills and being confident at building strong working relationships with internal and external partners and stakeholders.

You will have strong financial acumen and a wealth of experience evaluating and advising on optimum service delivery models and supplier markets. You will be an accomplished team player who will be an advocate for change and innovation, put customers first, work well with others and get things done.

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)



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Interview dates:
Tuesday 11 and Wednesday 12 June 2019



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

Job description

Directorate: Development and Environment

Section: Neighbourhood Management

Job Title: Assistant Director Neighbourhood Management

1. Job purpose

Key Drivers

Working across North Somerset Council and with key partners the postholder is responsible for:

- Driving resident satisfaction and business and visitor perceptions through delivery of high quality, integrated neighbourhood services;
- Supporting growth and regeneration and managing the impacts of change on the place;
- Enabling business to thrive and supporting a strong tourism and visitor economy and sustainable local communities.

Key Responsibilities

- Contract and Service Delivery – including: effective commissioning and procurement of services; performance management and achievement of core outcomes of both commissioned and directly delivered services; use of data and insight to drive improvement
- Contracted and Commissioned Services – to include (but not limited to) Waste, Highways, Street Cleansing, Street Lighting, Leisure, Cemeteries and Crematoriums
- Directly Delivered Services - to include (but not limited to) Seafront Management, Events and Venues, Libraries
- Commercialisation and Efficiency – with a strong focus on: income generation (including potential establishment of a LATC); service integration, transformation and innovation in response to growth, changes in demand and available technologies

- Demand Management – including: driving behaviour change through effective policy and campaigns; managing the impacts of growth including demographic change, traffic generation and construction activity

The postholder will:

- Evaluate and advise on optimum service delivery models and create opportunities for collaboration and innovative ways of working.
- Contribute to the councils' savings plans by critically challenging existing service delivery models and expenditure.
- Evaluate and support future medium and long term procurement and commissioning programmes.
- Lead on the strategic development of operational services to ensure effective delivery and put in place sustainable service models.
- Understand and influence both private and public sector partners/stakeholders and supplier markets in the local area to lever advantages to the council.
- Develop and optimise effective commissioning, procurement and contract management processes to ensure innovation in delivery, ensure contracts remain commercially viable and represent value for money for the council.
- Be a key member of the Directorate Management Team providing leadership and building strong working relationships with internal and external partners and stakeholders

2. Organisational context

Working across the council, to support the delivery of organisational ambitions and outcomes:

Prosperity and opportunity	Health and wellbeing	Quality places
<ul style="list-style-type: none"> ● Drive growth in the North Somerset economy and local jobs. ● Ensure that all our town centres are thriving. ● Enable young people to fulfil their potential. ● Ensure that all our communities share in prosperity and employment growth. 	<ul style="list-style-type: none"> ● Enable residents to make healthy choices and promote active lifestyles which reduce ill-health and increase independence. ● Support families to give their children the best start in life. ● Commission or provide quality health and care services, which deliver dignity, safety and choice. 	<ul style="list-style-type: none"> ● Enable sustainable housing growth which protects our natural and built environment and the special character of our villages. ● Build and sustain great places to live and visit - vibrant, accessible and safe. ● Empower people to contribute to their community and communities to provide their own solutions.

The postholder will have a particular focus on building and sustaining great places for our residents to live in healthy, thriving communities. In addition, the post holder will be responsible for designing service models that make it easy for small and medium sized enterprises to do business with the council and support growth. Relationship management at a local, regional and national level forms a significant element of this role.

The Assistant Director Neighbourhood Management will lead on the directorate client (contracts) and customer engagement functions.

3. Organisational chart



4. Dimensions

The Neighbourhood Management Division comprises of between 150 and 200 employees. The post holder is responsible for a range of contracts including waste, highways, leisure and cemeteries and crematorium. Contract values range from £500,000 income generation to £10 million annual spend. The postholder is responsible for the strategic planning and policies of a wide range of services, including as a minimum waste, highways, leisure, libraries, street scene and facilities management.

The postholder reports to the Director of Development and Environment, internal programme boards and Corporate Management Team and has significant engagement with local elected members.

5. Main responsibilities

- Provide leadership to the Service Managers in delivering the frontline services within the division.
- Pursue service innovation and integration both internally and externally to reduce costs and deliver service improvements.
- Create long term service plans for both internal and contracted services.
- Commission Projects and Technical Services necessary to both deliver and improve services within the division.
- Direct the services to shape future service delivery to deliver NSC Corporate and Economic Plans.
- Create additional income through commercialisation of some services.
- Commission projects and programmes of work through a range of suppliers including the Major Projects and Technical Services Team (internal), existing contracts or third part suppliers
- Lead on behaviour change campaigns relevant to the service area
- As a Senior member of the Directorate Management Team provide leadership and input to wider corporate issues and opportunities and work with other Assistant Directors across the Council to provide joined up service delivery and support transformation programmes and initiatives

Generic Items

To undertake any other duties commensurate with the grade of the post.

To be aware of and understand both the council's Code of Conduct and Equalities Policies and ensure at all times that the duties of the post are carried out in accordance with these policies.

6. Work control, supervision and work planning

Reporting to the Director of Development and Environment.

The postholder will regularly present and report at relevant political forums such as Council, Executive, Scrutiny Panels and to Executive Members.

He/she will represent the council at relevant partnership meetings and regional/national technical forums.

The postholder is responsible for the managerial and day to day supervision of the service and client teams. This will involve providing strategic direction and ensuring the work plans and team development activities ensures optimum delivery.

The postholder is expected to act in the best interests of the council.

7. Contacts

- Director of Development and Environment
- Chief Executive
- Directorate Management Team
- Senior Leadership Team.
- Elected Members of the Council
- Directorate managers and staff
- Government Departments
- Strategic Partners and Suppliers
- Community and voluntary organisations
- Public Sector Partners

8. Qualifications and experience

Please see the attached person specification

9. General

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

10. Additional Information

Much of the work undertaken within the Department is of a highly confidential nature. The postholder must at all times maintain confidentiality.

Under the provisions of the Local Government and Housing Act 1989, this post has been declared as politically restricted.

The postholder will be expected to take a proactive approach to ensure compliance with statutory obligations including health and safety, equalities and consultation requirements.

Person specification

Directorate: Development and Environment

Section: Neighbourhood Management

Job Title: Assistant Director Neighbourhood Management

Assessment criteria

Qualifications

Essential

- Member of a relevant Chartered Institute
- Degree or equivalent preferably in a related discipline.

Desirable

- Management qualification (Level 5 or above)

Work related experience and associated vocational training

Essential

- Proven track record of working at all levels, including board level.
- Proven successful track record of strategic, tactical and operational delivery in a relevant large organisation
- Excellent interpersonal and communication skills to establish a positive relationship with a wide variety of stakeholders.
- A drive and passion for continuous improvement.
- Proven commercial awareness and market intelligence covering a broad range of council activities. Including a track record in securing external funding, generation of income
- Customer focused approach.

Other relevant experience

Essential

- Demonstrable experience of managing a directorate function in a complex organisation.
- Experience of managing high value contracts.
- Experience of joint working with partner organisations at a senior level

Desirable

- Good market intelligence of different delivery models for local government services.

Specialist knowledge

Essential

- Specialist knowledge of one or more of the functional areas for which the post holder has responsibility

Job related skills

Essential

- Leadership
- Strategic and operational management and planning
- Change management/business process reviews
- Financial management
- Interpersonal skills, inc. negotiating and influencing
- Partnership working
- Programme and project management
- Commissioning and contract management
- Technical skills in a relevant discipline
- Problem solving and decision-making skills

Personal skills

Essential

- The ability to lead, inspire, influence and convince others to ensure they respond to the direction and guidance given.
- Tenacity in ensuring that projects are delivered on time, are of the necessary quality and on budget

Special working conditions

Essential

- Some evening/weekend working may be required

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

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.

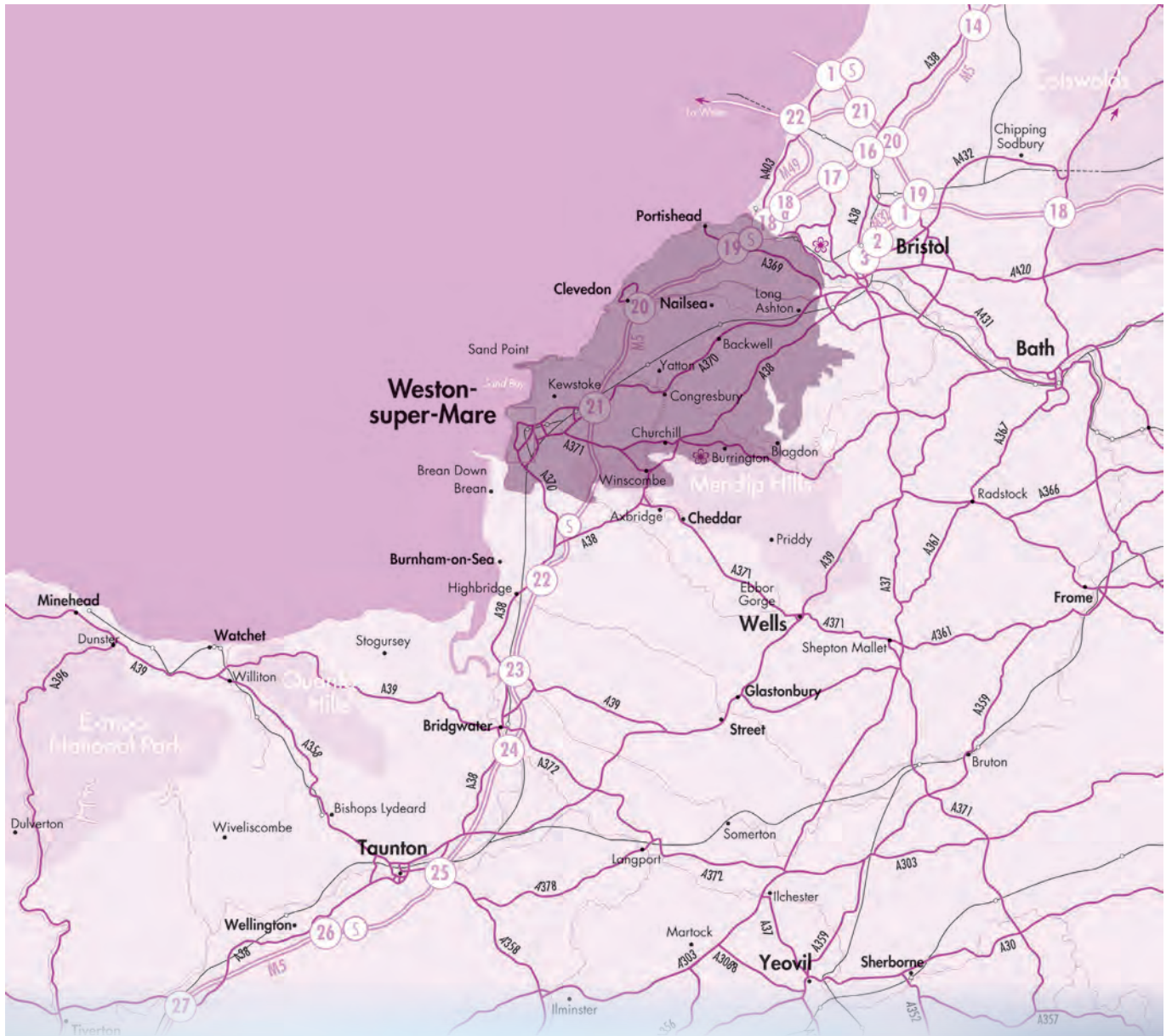
Whole-time service

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 Bristol and London, 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.



Development and Environment directorate

The Development and Environment directorate provides many of the council's most visible front-line services, which have extensive public impact and affect the daily lives of residents and businesses. The performance of services delivered by the directorate largely determines public perception of the council and the Assistant Director Neighbourhood Management will play a vital role in ensuring effective management and delivery of high quality, integrated neighbourhood services.

The Neighbourhood Management division within the directorate currently includes:

- Waste
- Street Lighting
- Street Cleansing
- Seafront Management
- Libraries
- Leisure
- Highways,
- Events and Venues
- Cemeteries and Crematoriums

The Development & Environment directorate is also at the heart of delivering the council's ambitions for economic growth, regeneration and placemaking, helping to ensure long term sustainability and investment in the area.



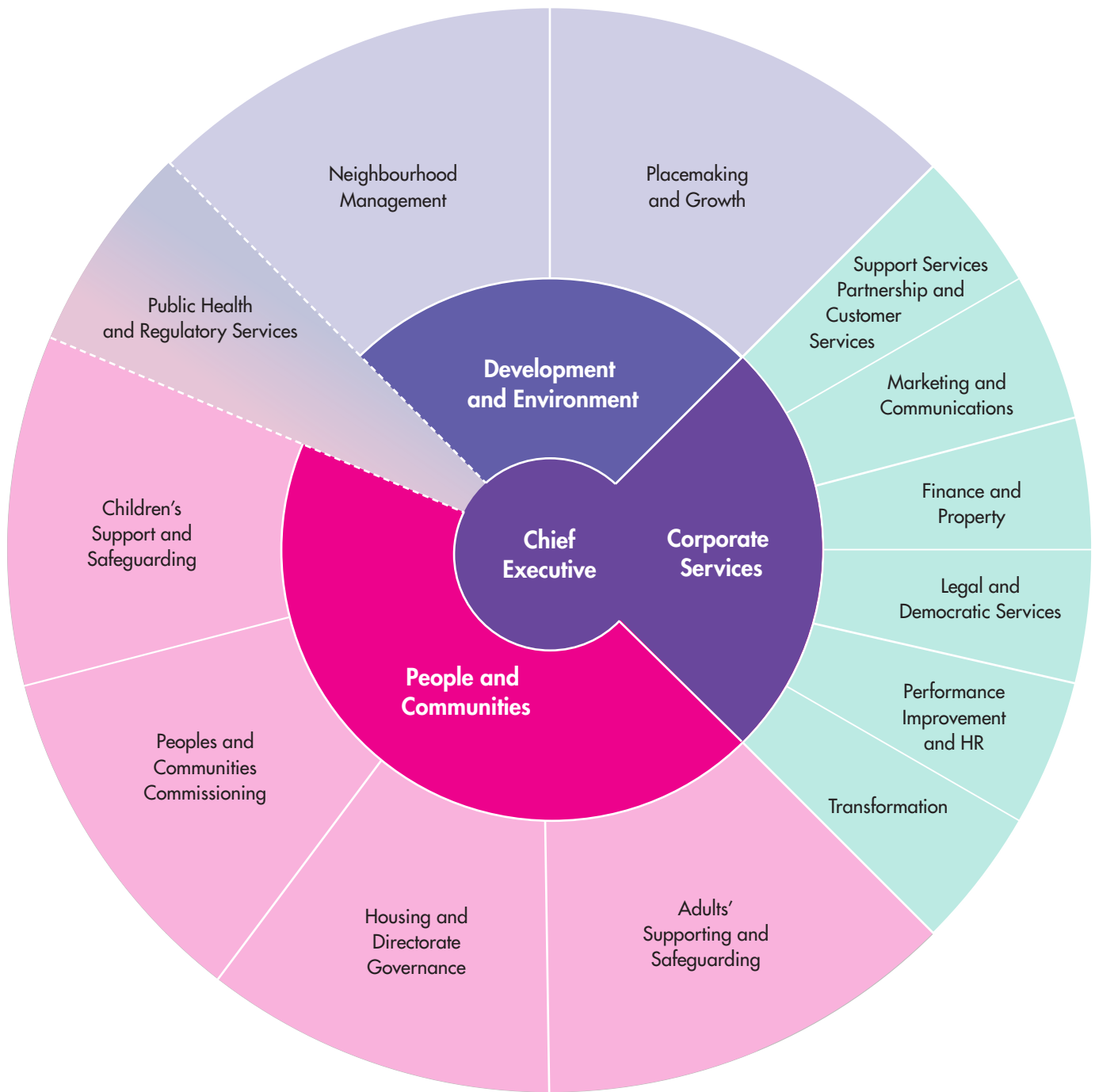
The directorate makes a major contribution to the delivery of the council's £220m four-year capital programme, has an annual net revenue budget of £35m and employs around 400 staff.

Within the directorate we:

- Oversee over 4 million collections of waste and recycling
- Manage 900 hectares of open spaces
- Attract 6 million visitors
- Receive over 800,000 visits to our libraries and issue nearly 800,000 items
- Support over 5,000 people at risk of ill health through our physical activity programme
- Cut around 52 million square metres of grass
- Look after 1,100 km of highway, 20,000 lighting units and over 1,000 bus stops
- Collect, recycle, process or dispose of 100,000 tonnes of waste
- Deal with around 300 Freedom of Information requests
- Engage with over 1,000 businesses each year, offering a range of services to support their growth and development
- Support 50 business start-ups and create 60 new jobs through services delivered by the NSEA
- Manage a variety of large and complex contracts
- Ensure air quality standards are met
- Process around 2,000 planning applications
- Process over 300 Tree Protection applications
- Investigate 2,500 nuisance complaints
- Serve around 100 planning contravention and enforcement notices
- Issue over 2,500 licenses
- Deal with around 1,000 dog and other animals issues per year

And much, much more

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 hrrscenquiries@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 hrrscenquiries@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