

# Director of Corporate Services

Closing date: noon Friday 29 January 2021



Dear Applicant

## Director of Corporate Services

Thank you for expressing an interest in the post of Director of Corporate Services 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 Bristol, Bath, London etc.

This is a vital role in our organisation. The successful candidate will be a key member of the Corporate Leadership Team, undertaking the Section 151 Officer role and will help to drive forward the development of our next medium term financial plan and our support services. As well as undertaking the Section 151 Officer role and driving forward the development of our medium term financial plan and financial services, you will also have responsibility for other corporate services including People Services, Marketing and Communications, Business Insight, Policy and Partnerships and our Support Services contract including ICT and Procurement.

There are strong foundations in place but we also recognise that there is much still much to be done to ensure our support services are effective, efficient and customer focused. 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.

To apply please click the following link <http://execroles.penna.com/>

We plan to interview shortlisted applicants on Tuesday 9 and Wednesday 10 February 2021.

If you are up for the challenge and you have the ability and experience to succeed in this role, you will find North Somerset Council an exciting place to work and live. Thank you for your interest.

Yours sincerely

**Jo Walker**

Chief Executive

## How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure all gaps in employment and education history are fully explained on your CV; we may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please ensure that you address the key requirements as set out in the person specification. These competencies will be used as part of the assessment process.
- Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.

The following timetable sets out the key dates in the recruitment process:

<b>Date</b>	<b>Activity</b>
Closing date:	Friday 29 February TBC
Final Panel Interviews:	Tuesday 9 and Wednesday 10 February

We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process, for example as a result of disability.

### Confidential Discussion

If you would like to have a confidential discussion about this role, please contact our retained consultants at Penna Executive Search Az Ahmed on **07717 810 481** or Ben Cox on **07809 374 692**

To apply please click the link below

<http://execroles.penna.com/>





# Director of Corporate Services

Permanent, full time • Salary £116,796 – £133,512 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 well as undertaking the Section 151 Officer role and driving forward the development of our medium term financial plan and financial services, you will also have responsibility for other corporate services including Human Resources, Health & Safety, Business Intelligence and Procurement. 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.

See previous page on how to apply.



**Closing date:**

noon Friday 29 January 2021

**Interview date:**

Tuesday 9 and Wednesday 10 February 2021



For more information and to apply, visit: [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)



**Directorate:** Corporate Services Section

**Division:** Directorate Leadership Team

**Job title:** Director of Corporate Services

**New role:** Grade JM12

**Reports to:** Chief Executive Officer

## Job Purpose

Reporting to the Chief Executive Officer (CEO) the role is to:

- provide leadership to the Corporate Services Directorate, ensuring delivery of high-quality enabling services and transformation focused on achieving positive service outcomes.
- lead on the council's medium-term financial plan to resource and deliver the council's corporate plan and achieve a financial position for the authority as the council's designated Chief Finance Officer (S151).
- contribute to the achievement of the council's aims, priorities and policy objectives and the strategic leadership of the council as a member of the Corporate Leadership Team (CLT).
- work effectively with senior members, including provision of strategic advice to cabinet, scrutiny commission, joint consultative committee and the Audit and Accounts Committee.

## Context

This role is accountable for the development and performance of the Corporate Services Directorate. The post holder will provide a clear, decisive, fiscally responsible strategy for Corporate Services and ensure that effective mechanisms are in place for setting and monitoring high standards. The post holder will work closely with the CEO, peers, Members, the community and with partners in order to deliver goals.

## Statutory Responsibilities

The Director of Corporate Services will be council's designated Chief Finance Officer as required by Section 151 of the Local Government and Housing Act 1972. The S151 role has responsibility for local authority functions relating to all aspects of finance.

## Specific Accountabilities

- Provide leadership and both design and deliver the strategic direction for the council's Corporate Services, ensuring the Directorate fulfils its statutory and non-statutory obligations to the organisation and community.
- Provide professional and strategic advice to Members and the leadership team on matters covered by the role and ensure Corporate Service leaders and managers provide appropriate professional advice and guidance to the Corporate Leadership Team, Elected Members and associated Committees.
- Ensure that the financial aspects of the Director of Corporate Services role set out in the statutory guidance issued under Section 151 of the Local Government and Housing Act 1972 are fully discharged.
- Lead on the organisation's medium-term financial planning, developing and driving a sustainable and deliverable financial strategy across the council.
- To support the CEO in ensuring the organisation delivers against its strategic direction, manage change and ensure that services and partnerships focus on overall outcomes for services users and residents. To deliver in line with the council's vision and priorities as well as reflecting statutory requirements and local needs.
- Direct the strategic and operational management of the Directorate's functions, monitoring performance against plans to ensure effective and efficient delivery of services to highest standards including financial, procurement, performance, governance, risk, health and safety, people and change management. Provide strong, visible leadership and direction to staff to ensure they are motivated and developed to deliver the goals of the department.
- Ensure policies and procedures are developed and implemented to achieve internal reporting requirements. Ensure external legislation, regulations and codes of practice are adhered to.

- Plan and ensure significant strategic or key council-wide programmes, projects and initiatives are in place to achieve their objectives and enable transformational change, including the approach to digital, commercialisation and programmes to deliver the MTFP.
- Work with a range of internal and external partners to explore opportunities for collaborative/joint working, commercial approaches to delivery and investment.
- To work collaboratively with other senior leadership team members, and partners, in order to deliver the best service possible.
- Provide professional leadership within the council and amongst partner agencies, influencing outcomes which ensure the council's identified priorities are achieved.
- Lead the development and/or implementation of professional standards and ensure these are maintained across services.
- Promote local engagement with our community and drive partnership working using a 'strengths-based' approach to individuals and communities.
- Ensure services are being appropriately targeted to deliver improved outcomes, whilst directing and controlling the financial expenditure and integrity of the service area to assure compliance with regulations, council policies and value for money.
- Promote and champion social inclusion and wellbeing in line with council values and priorities.
- Represent the council in local, regional and national forums and develop effective partnership working.
- Act as the principal point of contact for the conduct of finance and corporate services with national organisations and ensures that information is provided as required by national agencies.
- Work closely with the CEO and CLT to improve outcomes, tackle inequality and achieve value for money.
- Work collaboratively with local partners, the voluntary sector and private sector

organisations to support and achieve mutual objectives.

- Be the principal advisor to the cabinet members with responsibility for Corporate Services, Corporate Scrutiny Committee and the Audit Committee.
- Drive significant cultural change through the services and key partners.
- Deputise and cover for colleagues and the CEO, if required.

## Corporate and Personal Accountabilities

- As a Director, the post holder will be expected to provide corporate leadership and a clear sense of direction and purpose that enables the council and its partners to deliver its vision, values, policies and priorities and promote these through leading by example.
- Actively demonstrate a willingness to act corporately and collaboratively
- Create, foster and manage effective working relations with Members, other public organisations, partnerships, voluntary sector groups, user groups, contractors and government departments;
- Work collaboratively with other senior managers across all service areas in order to generate efficiencies, create synergies wherever possible and maximise outcomes;
- Agreed personal performance objectives and targets with the CEO, and participate in regular performance appraisal with the CEO;
- Agree performance objectives and targets for the Directorate Leadership Team (DLT) that deliver the council's vision, values, priorities, policies and objectives, including providing regular monitoring, feedback, coaching, mentoring, performance appraisal and development.
- Be totally accountable for associated budget and delivery of the council's financial, probity and resource management objectives;
- Be a named member of the Gold Emergency Planning rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures;

- Ensure proper corporate governance and compliance with the Council's agreed standards, policies, procedures, all relevant regulations and legislation e.g. Health and Safety, Data Protection, Equality and Diversity, etc.

## Dimensions

North Somerset has a growing population, with a higher than average number of older people and those who are socially disadvantaged or vulnerable. The services are provided by 1300 employees across 5 directorates of which Corporate Services is one.

The council has a revenue budget of £184m, a salary budget of £54m and an ambitious capital programme of £263m spanning the next five years.

Within Corporate Services are the following functions for which this post is responsible:

- Finance with approximate staffing fte of 39 and revenue budget of circa £5.2m
- People Services with an approximate staffing fte of 20 and revenue budget of circa £1.8m.
- Business Insight with approximate staffing fte of 28 and revenue budget of £1.3m.
- Marketing and Communications with approximate staffing fte of 9.5 and revenue budget of circa £750k.
- Procurement with approximate staffing fte of 10 and revenue budget of circa £500k.
- Support Services, including outsourced services such as Revenues & Benefits, ICT, exchequer services, facilities and customer services.

## Supervision and work planning

The Director of /Corporate Services has overall supervision and work planning responsibility for the Directorate and for the overall management of direct reports, who in turn have responsibility to provide management of their staff

The postholder will be expected to determine the strategic direction of the Directorate in line with statutory duties, agreed corporate objectives and to oversee the planning and organisation of work of the Directorate, promoting cross-directorate working across the council.

The postholder will be expected to liaise and discuss issues with Members, the CEO and other Directors, and senior officers of partners on a regular basis.

## General

This job only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry out the role.



## Person specification

**Directorate:** Corporate Services

**Section:** Leadership Team

**Job Title:** Director

### Assessment criteria

#### Qualifications

The postholder should be educated to degree or equivalent level, be CCAB qualified with membership of the relevant professional body and evidence of post qualification development.

They should have a significant, successful, track record of managing achievement at a high senior level in a multi-disciplinary organisation with significant senior leadership experience, normally demonstrated by several years in senior positions.

The postholder will demonstrate the ability to negotiate, manage and achieve large scale and complex change effectively. Political awareness and sensitivity are essential requirements, as is the ability to initiate and manage change in accordance with Elected Members' wishes.

The postholder should have extensive experience in consulting with the wider community and external partners on government, development and strategic issues.

The successful postholder would normally have a management qualification or be able to demonstrate the competencies required of such.

#### 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.

## 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.

## 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.
- 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



Chief Executive  
**Jo Walker**

Adult Social  
Services

Children's  
Services

Corporate  
Services

Place

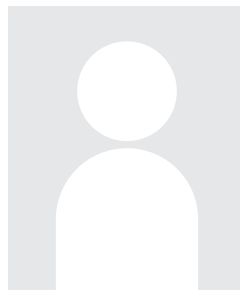
Public  
Health and  
Regulatory  
Services



(Interim Director)  
**Hayley Verrico**



Director  
**Sheila Smith**



Director  
**(vacant post)**



Director  
**Lucy Shomali**



Director  
**Matt Lenny**

## 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 Corporate Plan, Vision and Priorities set 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 priorities 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.

### Our values are:

- We act with integrity
- We respect each other
- We innovate
- We care
- We collaborate



## 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 £116,796 – £133,512 p.a. 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

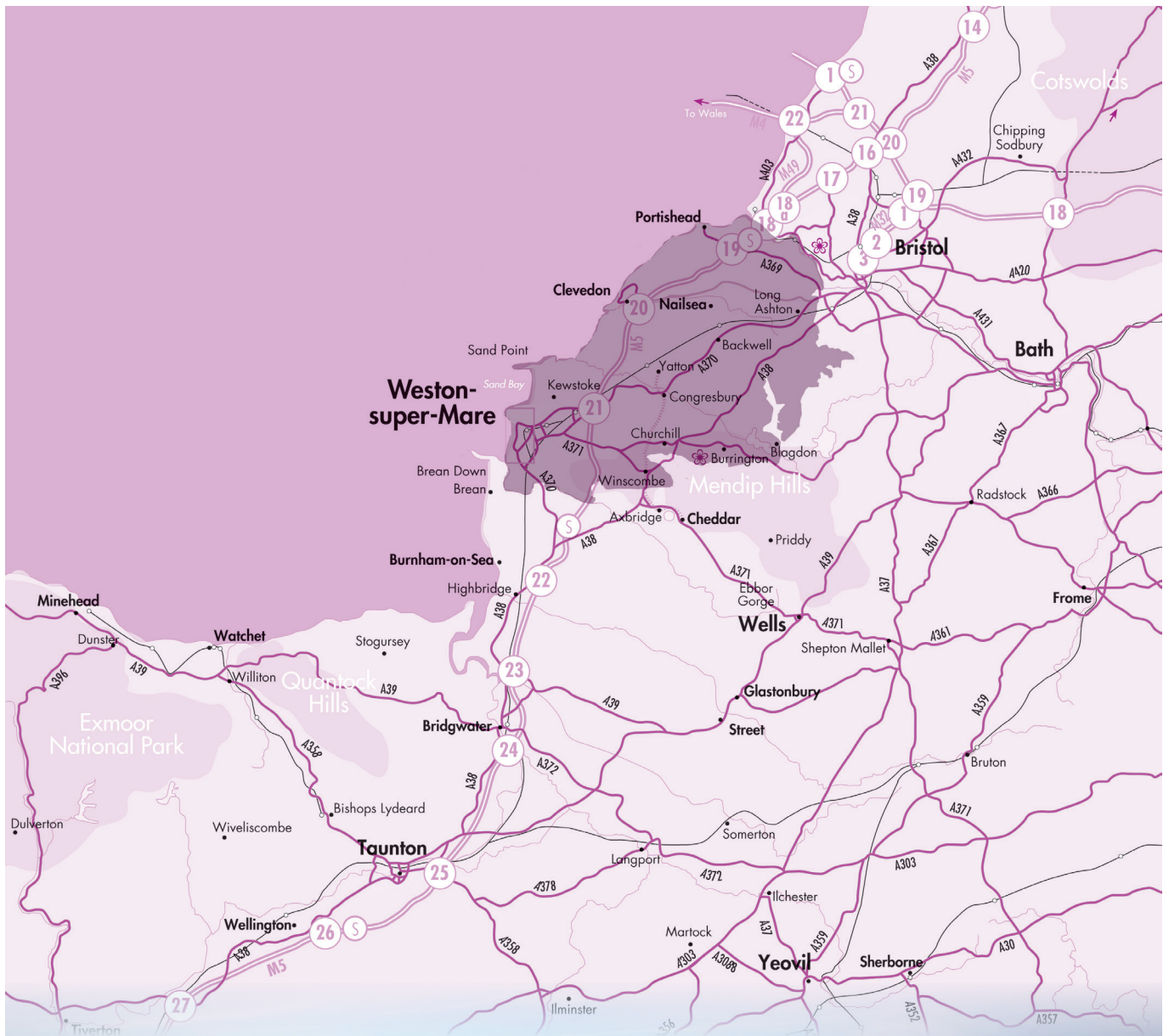
The council recognises the rights of individuals to belong to appropriate trades unions and supports the principle of collective bargaining by employer and employee representatives.

### 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.**

# 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.



## 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.

## 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.

## 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.

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



## 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 debar 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.

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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 888 788** or email **human.resources@n-somerset.gov.uk**