

# Director of Adult Social Services

Job reference: ADIR0001

Closing date: Noon Friday 5th February 2021



Dear Applicant

## Director of Adult Social Services

Thank you for expressing an interest in the post of Director of Adult Social 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 my Corporate Leadership Team. There are strong foundations already in place but we also recognise that there is much still much to be done to ensure our services and our partnerships are effective, efficient and focused on service user needs.

You will lead a high performing service, ensuring we continue to meet the demands of providing services and packages of care to our vulnerable residents and to lead the transformation of the service to deliver the council's new corporate plan.

You will have significant experience of working at a senior level in Adult Services and have the vision, skills, experience, drive and determination to make a difference.

We plan to interview shortlisted applicants on Monday 22 and Tuesday 23 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

## 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 888 788** (office hours).
- 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 via **[www.n-somerset.gov.uk/jobs](http://www.n-somerset.gov.uk/jobs)** or email it to us at **[human.resources@n-somerset.gov.uk](mailto:human.resources@n-somerset.gov.uk)**
- The closing date for applications is **Noon on Friday 5th February 2021**. Interviews are scheduled for **Monday 22 and Tuesday 23 February 2021**.
- If you have any questions or would like an informal discussion about the role, you can call Su Turner, Head of People Services on **01934 634 783**.



## Director of Adult Social Services

Salary Range **£116,796 to £133,512**

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

Following an internal re-alignment splitting Children's and Adults, North Somerset Council is looking to appoint a new Director of Adult Social Services. We are looking for someone with the determination, skills and experience to make a real difference to service delivery and improve outcomes for our vulnerable adults.

If you have extensive experience of leading and managing adult social care services and a proven ability to innovate and lead transformation, motivating and empowering staff to effectively manage demand and modernise services and packages of care, we would welcome your application for this role.

The successful candidate will have imagination, flair and bring new ideas and a proven track record to help drive forward our transformation program. You will have significant experience of working in a senior level in Adult Services and be a confident leader who is capable of managing complex and challenging issues.

You will also bring a wealth of experience and skills to continue our strong partnership working and a real commitment and motivation for the opportunities and challenges ahead.

If you would like to discuss the role informally, please contact Jo Walker, Chief Executive Officer, [jo.walker@n-somerset.gov.uk](mailto:jo.walker@n-somerset.gov.uk) or Su Turner, Head of People Services on **01934 634783** [su.turner@n-somerset.gov.uk](mailto:su.turner@n-somerset.gov.uk).



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**Closing date:**  
Noon on Friday 5th February 2021

**Interview dates:**  
Monday 22nd and Tuesday 23rd February 2021



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

**Directorate:** Adult Social Services

**Division:** Directorate Leadership Team

**Job title:** Director of Adult Social Services (DASS)

**Grade:** JM12

**Reports to:** Chief Executive

## 1. Job Purpose

To provide leadership to the Adult Social Services Directorate and to a range of external agencies and partners to ensure the delivery of high quality services and positive outcomes in North Somerset. To develop and implement effective policy and strategy on all matters relating to Adult Social Services and those that are Care Act compliant. Ensure that the Council's statutory duties in respect of Deprivation of Liberty Safeguards and the Mental Health Act are met and vulnerable people are safeguarded. To lead or support as appropriate programmes delivering the integration of health and social care and on aspects of housing.

To contribute to the achievement of the council's aims, priorities and policy objectives and the strategic leadership of the authority as a member of the Corporate Leadership Team. To lead the effective working of the council as a corporate organisation, including the services within the Directorate. To operate in a collaborative and corporate manner. To work effectively with senior members, including provision of strategic advice as required.

## 2. Context

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

## 3. Statutory Responsibilities

The Director of Adult Social Services (DASS) is an office holder under the Safeguarding Vulnerable Groups Act of 2006 and will be engaging in regulated activity by virtue of undertaking the role and will come within scope of the Vetting and Barring Scheme. The DASS has responsibility for local authority functions relating to safeguarding of vulnerable adults.

## 4. Specific Accountabilities

- Provide leadership and both design and deliver the strategic direction for the council's Adult Social 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 adult social care issues and ensure Adults Social Services leaders and managers provide appropriate professional advice and guidance to the Corporate Leadership Team, Elected Members and associated Committees.
- Ensure that the care aspects of the Director of Adults Social Services role set out in the statutory guidance issued under Section 7 of the Local Authority Social Services act of 1970 are fully discharged.
- Be responsible for ensuring vulnerable adults in North Somerset are safeguarded through robust multi-agency arrangements.
- Be responsible for the statutory functions contained within the Mental Health Act and Deprivation of Liberty Safeguards legislation.
- Accountable for developing and maintaining quality standards within adult social care services.
- Be responsible for Housing Solutions, including homelessness prevention and private rental sector lettings.



- To support the Chief Executive in ensuring the organisation delivers against its strategic direction, manage change/transformation 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.
- Work with a range of internal and external partners to support the integration of social care and health services as appropriate and agreed.
- Accountable for assessing local needs and ensuring availability and delivery of adult social services.
- 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 and there is sustained focus on adult social care.
- Leading the development and/or implementation of occupational and professional standards and ensure maintained across services.
- Promoting local access and ownership and driving 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 and council policies and value for money.
- To promote and act as champion for social inclusion and wellbeing.
- To act as the council's lead official on adult social care and as the principal point of contact with the Care Quality Commission.
- 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 adult social services' businesses with national organisations (including the commission for Social Care Inspection) and ensures that information is provided as required by national agencies.
- To work closely with the Chief Executive and Corporate Leadership Team to improve outcomes, tackle inequality and achieve value for money.
- To work in partnership with local health agencies, the voluntary sector and private sector organisations.
- Principle advisor to the cabinet member for Adult Social Care and the Adult Scrutiny Committee.
- Drive significant cultural change through the service and key partners.
- To deputise for your line manager if required.

## 5. 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 Chief Executive Officer and participate in regular performance appraisal with the Chief Executive Officer.
- Agree performance objectives and targets for the Directorate Leadership Team 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 authority's financial, probity and resource management objectives;
- To 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.

## 6. Dimensions

- Housing and Social Services Revenue Budgets £76.4m (including £13.6m Social Services grants)
- Adult Social Services and Housing capital budget of £6m
- Housing General Fund £5m
- Housing Capital £5m plus £9m Housing Corporation match funding to provide Affordable Housing programme (2006-08)
- Adult Social Services Capital programme £300k
- Responsibility for Directorate Staffing

North Somerset has a growing population and a higher proportion of older people who number 38,000 or 25% of the total population. Adult Social Care has responsibility for initial contact for people requiring advice, support and signposting for adult social care services. The service also has responsibility for ensuring that residents are appropriately discharged from acute settings.

Adult Social Services combines a diverse and complex range of services including personal care for very vulnerable people delivered in their own homes, e.g. older people, people with learning disabilities, physical disabilities and mental health problems. Adult Social Care also has responsibility for ensuring that carers are offered a statutory assessment of their needs in their own right and independent of the assessment for the cared for person. Strategic responsibility for providing assessment of housing needs and accommodation for homeless people.

## 7. Supervision and work planning

The Director of Adult Social Services has overall supervision and work planning responsibility for the Directorate and for the overall direction of direct reports, who in turn have responsibility to provide day-to-day direction to staff below them.

The postholder will be expected to determine the overall 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 and to promote cross-directorate working across the Council.

The postholder will be expected to liaise and discuss issues with Members, the Chief Executive Officer and other Directors, Chief Executive Officers and Directors of Health on a regular basis.

## 8. Job context

- The post is operating in a complex and changing environment with major organisational changes and national and regional level regarding the interface between Health and Local Government and patterns of delivery of health and social care. The post holder is responsible for building positive relationships with partners; developing innovative approaches for service delivery e.g. improving service user control over individual service planning and delivery and ensuring that there are jointly agreed strategies and commissioning plans to meet medium and long-term needs.

## 9. Scope for impact

- Good performance in Adult Social Services has a major impact on service outcomes for the community and the Council's CPA ranking.
- The postholder is answerable to the Department of Health & CSCI for the achievement of national targets e.g. reducing Delayed and Transfers of Care, Direct Payments, LPSA's, LAA's, GOSW.

- Key responsibilities in terms of managing partnership agreements in terms of service impact on quality and range of services:-
  - Health & Social Care are increasingly committing significant resources to jointly commissioning services which determine the range, cost and quality of services available.

## 10. Contacts

1. Leader, Executive Member and other Members of North Somerset Council
2. Chief Executive Officer and Directors of other Council Directorates and particularly the Director for Children and Young People and the Director for Development & Environment.
3. Chief Executive Officer of CCG & Acute NHS Trusts, Regional CSCI and GOSW.
4. Membership of the CCG executive Committee and attendance at CCG Board Meetings
5. Director for Public Health with whom the Director of Adult Social Services is required to undertake key initiatives.
6. Member of ADASS

## 11. General

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

The postholder will be required to use his/her initiative in ensuring that the Council's Equal Opportunities Policies, where they have been developed, are implemented in relation to the work area.

## 12. Special Notes or Considerations (if applicable)

Much of the work undertaken within the Directorate is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the Directorate they may on occasions be exposed to information that they may find upsetting.



## Person specification

**Directorate:** Adult Social Services

**Section:** Leadership Team

**Job Title:** Director

### Assessment criteria

### Qualifications

The postholder should be educated to degree or equivalent level. 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
- 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 projects and service transformation.
- Experience of identifying, appraising and advising on relevant service 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 role 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.

## Who are we, and what we do

### **We have responsibility for a wide range of services including:**

- North Somerset Community Team for People with Learning Disabilities, this is a joint team with partners.
- Adult care mental health service, an integrated service with the Avon and Wiltshire Mental Health Partnership Trust AWP.
- Responsible for providing social care to adults.
- Court of Protection Team.
- Principal Social Worker role (Adults), with oversight for social work development, practice quality, Practice Board and AYSE Panel.
- Occupational Therapy.
- Provision of community meals.
- Access and Hospital Support Team (AHST), Reablement Team and the Single Point of Access (SPA).
- Development and implementation of multi-agency services to respond to concerns about adults at risk in North Somerset and to work to protect them. This includes leading operational work on complex cases, development and delivery of training for staff.
- Safeguarding Adults Partnership Board, leading on new initiatives and practice development.
- Deprivation of Liberty Safeguards.
- Delivery of the Approved Mental Health Act Service
- Transitions from Children & Young Family services to Adult Social Care.
- Provision of Shared Lives service.
- Housing solutions including Homelessness and Private Rental Sector lettings.

# 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.





## Guidance notes for completing your application form



**The following information is designed to help you in your application for this job.**

**Please read carefully.**

- There will be a short application form to complete which you will need to submit with your CV.
- If you need help filling in the application form, please call us on **01275 888 788** (office hours).
- Make sure you return your application form so that we receive it before the closing date and time, see checklist on page three for details.

### Job description and person specification

Every advertised post has a job description and a 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.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have 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.**

### Equality of opportunity for people with disabilities

The council is committed to the employment of people from all areas of the community. We work within the “two ticks positive about disabled people” scheme. This means that if you identify yourself disabled in line with the Disability Discrimination 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.

## Data protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing

with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be

stored confidentially for up to six months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personal record.

## Completing your application form

### Job title and reference number

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

### Employment history

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

### Education and training

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

## Relevant experience

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.

## References

References will be required for all jobs within the council. **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.

**Finally, do not forget to sign and date your application form! If you send your application form to us electronically or online, then the provision of your name and date in the relevant section or pressing "submit" online, will be treated as a signature for declaration 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\* e.g. 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 Human Resources on telephone 01275 888 788, [human.resources@n-somerset.gov.uk](mailto:human.resources@n-somerset.gov.uk) or 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 childcare 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 (e.g. 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)

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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)

1. 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.
2. 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.
3. 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.
4. 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 six months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.
5. 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.
6. 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.
7. 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.
8. 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.

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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](mailto:human.resources@n-somerset.gov.uk)**