



Outstanding careers

What you need to know about
employment with us



East Devon – an outstanding place





Join thousands of other residents already using our free East Devon App

- Simple recycling and waste collection reminders
- Food hygiene ratings
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Download at eastdevon.gov.uk/app

To request this information in an alternative format or language please phone 01395 517553 or email careers@eastdevon.gov.uk

Thank you for your interest in working with us.

To help you with your application we are taking this opportunity to provide you with information which we think will be useful to you.

We look forward to receiving your application.

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1 Our area

East Devon is one of eight Devon districts and in population terms is the largest in the county. Our district is set in a particularly attractive part of Devon in which to live and work. The coastline forms part of England's first World Heritage Site designated for its natural environment. There are two Areas of Outstanding Natural Beauty and within the district generally, there are extensive leisure opportunities and sports facilities.

East Devon District Council (EDDC) has an area of 81,477 hectares that borders Exeter, Somerset and Dorset and comprises the area between the River Exe and outskirts of Exeter to the west, and Somerset and Dorset to the east. Our larger coastal resorts are Exmouth, Budleigh Salterton, Sidmouth and Seaton and the major towns in the mainly rural inland area are Honiton, Ottery St Mary, Colyton and Axminster.



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About us

The council is committed to delivering outstanding services across our district, and we have set out how we will do this in our Council Plan for 2016–20. The full plan is available on our website. Here are our corporate priorities:

- **Priority one:**

- **Encouraging communities to be outstanding**

- We want to encourage healthy and safe communities through delivery of our services. Underpinning this aim is ensuring any new developments and communities have all the facilities they need.

- **Priority two:**

- **Developing an outstanding local economy**

- People living in East Devon also need jobs, so we must ensure that a strong economy with well-paid employment is high on our agenda. We will do this through facilitating further development on strategic employment sites to attract new jobs into the district.

- **Priority three:**

- **Delivering and promoting our outstanding environment**

- We recognise the importance of leisure time and somewhere to enjoy it. We need to ensure that East Devon has an abundance of leisure opportunities and quality open spaces whilst ensuring we protect our natural environment by reducing waste and pollution.

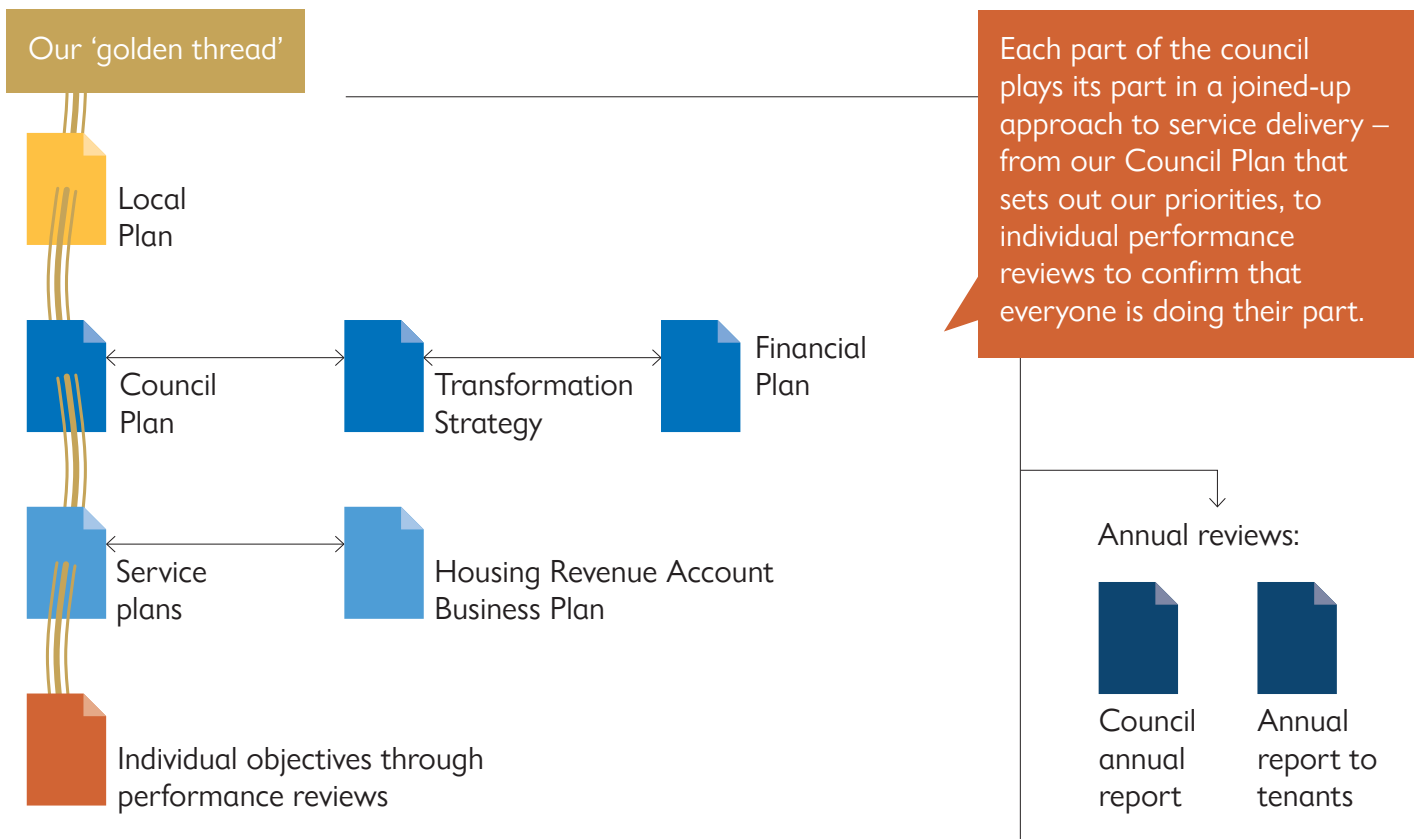
- **Priority four:**

- **Continuously improving to be an outstanding council**

- Our aim is to promote a culture which promotes continuous improvement, innovation and commercial thinking in order to help us deliver services that matter to our residents and customers. Our planned relocation to Honiton, 'systems thinking' principles and advancing technology will contribute to an efficient and effective way of working.

See the next page for a diagram showing how our plans fit together and how this affects staff's individual objectives

2 About us



How the council is organised

The council has 59 members and employs approximately 500 permanent and fixed-term employees. EDDC administers the services of a non-metropolitan district council including car parking, cleansing, environmental health, grounds maintenance, housing, planning and revenue collection.

Senior Management Team

The Senior Management Team is known as 'SMT'. This comprises of:

- Chief Executive
- Deputy Chief Executive – Development, Regeneration and Partnership (this includes Planning, Building Control, Property and Estates, Economy and Regeneration, and Exeter and East Devon Growth Point team)
- Strategic Lead – Housing, Health and Environment (this includes Environmental Health, Countryside and Street Scene)

- Strategic Lead – Finance, (this includes Customer Services Centre, Revenues and Benefits, Procurement, Land Charges and the Section 151 officer)
- Strategic Lead – Organisational Development, Equalities and Transformation (this includes Human Resources, Learning and Development, Payroll Services, Communications, Council performance and strategic planning, and Funding and Engagement)
- Strategic Lead – Governance and Licensing

Service Leads

The Strategic Leads are supported by Service Leads in the following key areas:

- Street Scene
- Countryside and Leisure
- Environmental Health and Car Parks
- Revenues and Benefits
- Planning Strategy and Development Management
- Regeneration and Property

Organisation structures

You can view these at eastdevon.gov.uk/council-and-democracy/council-business/our-structures.

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How to apply for employment using our application form

Completing the application form is the first step of the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete all sections of the form as clearly and as fully as possible. Please ensure that you complete the application details so that we know which post you are applying for.

To ensure you don't lose information as you complete the form, please type any long text information on a separate text editor document (for example, Microsoft Word or Notepad), then copy and paste it into the relevant section of the application form, especially useful in the supporting statement area. This means if you leave the application form open and it subsequently times out before you have saved it, you still have your wording. You will also have the wording to use in any further job applications you may wish to make.

How to complete our application form

Here is some information to help you complete our online application form at eastdevon.gov.uk/careers.

Section 1: personal details

Please enter your personal details fully and clearly so that we can contact you about your application. You can find your National Insurance number on a recent payslip, P60, P45 or any advice slip from the Inland Revenue or Child/Tax credits. If you do not have a National Insurance Number, please leave this blank.

Sections 2 and 3: employment history

We require information on past and present employment history and it is important to ensure you explain any gaps in your employment history. If you have recently left school or college and have not yet had any permanent employment, please give details of any other employment that you may have had such as work experience, holiday work or voluntary work.

3 How to apply for employment

Section 4: education, training and development

We are interested in any form of education you have had, including any courses that did not lead to an examination or qualification. Please ensure that you state any qualifications or learning/development that are relevant to the post you are applying.

You can also provide details of any professional memberships of organisations or institutes relevant to the job you are applying for in this section.

Section 5: supporting statement

This section is to provide you with an opportunity to explain how your knowledge, competencies, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please read the job description and the person specification and think about how you can meet the criteria for the post.

We will be looking for demonstrable experience so please avoid statements such as “I feel I meet all the requirements of the person specification.” Instead, please try to fully explain how you meet the requirements – for example, if the person specification asks for ‘experience of working with elderly people’ you need to explain, when, where and what was involved. Even if you have not had employment before you can draw on life experiences – for example, “I helped volunteer as organiser of events at my local cricket club.”

Section 6: additional information

If you have a disability, please let us know. We guarantee an interview for any person with a disability who meets the essential criteria. It will also help us to make any arrangements for the interview and/or a work based exercise to ensure you are not disadvantaged in the selection process.

We will discuss with you at interview if there are any reasonable adjustments that we can implement in order to help you to work with us such as providing specific equipment.

If you are related to a councillor or an employee of the council, we ask you to tell us so that we can make sure all applications are treated fairly. You need to tell us if the councillor or employee is a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece, or a partner of such person. Soliciting any employee or EDDC councillor to gain an unfair advantage in your application may disqualify you from consideration for the role.

Section 7: references

Please ensure that your referees cover at least the last three years of your employment or academic history as it is a requirement that we check this as a minimum if you are successful. This may mean that you will need to provide more than two referees.

If you are unable to provide referees to support your last three years employment history, please contact Human Resources on 01395 517553 for advice.

Section 8: declaration

If you are submitting a paper application, please ensure that you sign and date the application form. If you are submitting an application electronically, you will be asked to sign the form either at interview or on your first day of work if successful. Please be aware that any falsification of information will result either in your application not being pursued or dismissal if you have already been appointed.

Diversity monitoring form

We believe in valuing diversity and to help us monitor the effectiveness of our policies we ask you to complete this form. It is helpful if you could complete as a minimum the personal details, for example, your name and date of birth, but you need not answer some questions if you prefer not to.

This form is separated from the application form prior to shortlisting and does not form part of the recruitment and selection process. The contents will form part of your employment record if you are successful.

Criminal record check

As a responsible employer we ask all applicants to complete the criminal record declaration form so that we are aware of any criminal convictions. We only require you to declare any unspent convictions at this stage.

Unspent convictions are custodial sentences of more than two and a half years; they are also sentences of less than two and a half years where the rehabilitation period has not yet expired. The completed form will be separated from the application form and not be seen by recruiting officers until short listing has taken place.

If you declare an unspent conviction we may write to you requesting further

information. In these circumstances you are advised to seek guidance from nacro.org.uk and prepare a written disclosure statement. You may be asked about unspent convictions at interview.

All offers of employment will be subject to a minimum of a basic disclosure from Disclosure Scotland to verify the information you provide, unless the role which you have applied for requires a higher level of check from the Disclosure and Barring Services (DBS), in which case we will state clearly the level of DBS disclosure required on the job description paperwork.

Problems with completing the application form?

If you are unable to complete the application form, you may ask someone to do it on your behalf or you could contact Pluss by email at pluss@pluss.org.uk or 0800 917 7792. Alternatively, if you would prefer to submit your application form on tape or in another format you may do so but it should aim to follow the format of the application form.

If you need the application form in another format please phone 01395 517553 or email careers@eastdevon.gov.uk so that we can discuss your requirements.

Completed application forms should be submitted electronically or returned to Human Resources. Please check the closing date of the vacancy.

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Selection and pre-employment check process

Shortlisting

After the closing date, shortlisting will be conducted by a panel who will match the contents of your application against the criteria in the person specification. If you meet all the essential criteria and you have a disability, you will be guaranteed an interview for the job.

If you are not shortlisted for an interview we will email you to let you know. The reason for not shortlisting you may be because you did not demonstrate in your application that you met the essential criteria for the position, or if you did meet the essential criteria we had enough applicants who better demonstrated they met the desirable criteria. Unfortunately we will be unable to provide you with specific feedback on shortlisting decisions.

We keep all application forms (in Human Resources) for six months and that of the successful candidate for the period of employment and for a reasonable time thereafter.

Selection process

If you are shortlisted you will be invited to take part in the remaining selection process, which will involve a structured interview and in most cases a relevant work-based test. It will also involve an occupational personality questionnaire which is administered online if the position has a responsibility for managing people. The person specification for the role will indicate how each of the criteria will be tested for.

Pre-employment checks

If you are offered employment with us we will need to carry out a number of pre-employment checks and we will need to ask you to supply certain information. Following is a list of checks that we will need to carry out depending on your role.

Proof of right to work in the UK

It is a requirement of every individual who works for EDDC to prove his or her right to work in the UK. You must ensure that you inform us as early as possible if you require a work permit to work in the UK.

References

You will be notified in advance that references will be sought from referees once you have verbally accepted the role.

We require a minimum of two references, one of which should be your most recent employer. We will also need to verify your employment history for the last three years so your referees need to cover this period.

If you have been self-employed in the last three years or more you will need to provide evidence to confirm that the business was properly conducted in the form of legitimate documents from either HM Revenue and Customs, accountants, solicitors or client references.

Qualifications

Qualifications relevant and essential to the position you have applied for will be verified once a job offer has been made. Original copies only will be accepted. Any false statement as to qualification made in connection with an appointment will disqualify you from appointment and any instance where employment has commenced before the disqualification is known, your employment will be terminated. We reserve the right to contact a relevant educational establishment directly or engage the services of an external checking and vetting service to verify qualifications.

Criminal record check – verification of unspent convictions

It is a requirement of all applicants to declare any unspent convictions on the Criminal Record Declaration form. If you did not submit a declaration form with your application, you are required to complete one. All employees are subject to a Basic Disclosure application via Disclosure Scotland so that the declaration of unspent convictions can be independently verified.

4 Selection and pre-employment check process

Posts exempt from the criminal record check – Rehabilitation of Offenders Act

If it has been indicated in person specification and other related recruitment information that this post is exempt from the Rehabilitation of Offenders Act, you will be required to complete a Disclosure and Barring Service (DBS) disclosure form.

You need to be aware that, depending on the level of check, this might include non-conviction information such as details of cautions, reprimands or warnings and may include police intelligence relating to on-going investigations and relationships with any known or suspected criminals.

The check may also require a check of one or both of the Barred Lists in respect of the childrens' or adult workforce. Your appointment will be subject to a satisfactory check and this will include checking to see that you declared all relevant information on both the Criminal Record Declaration form (Unspent Convictions) and the Declaration of Spent Convictions no matter when they occurred or what the nature of the offence was.

For further information, please read our policy statement on the recruitment of ex-offenders contained in the recruitment related policies section.

Health assessment

Appointment is subject to satisfactory health assessment. If you are the successful candidate, you will be sent a confidential Health Questionnaire for completion and submission. The assessment relates (only) to employment in the particular post.

The council is signed up to the Mindful Employer charter and has been awarded the 'disability confident' symbol. This means we take a supportive non discriminatory approach to mental health issues and disability and implement good practice and reasonable adjustments where ever possible to help you to work. You will not be discriminated against if you declare you have experienced a mental health problem or have a disability.

Relocation

East Devon District Council has decided to relocate away from its current headquarters in Sidmouth. Some staff will relocate to Exmouth during the latter part of 2017 and others to Honiton. The timescale for the Honiton relocation is yet to be confirmed. Please note that if your employment with EDDC commenced after 1 March 2012 you will not be eligible for mileage compensation in respect of additional travel between home and the office as a result of this relocation.

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Employee benefits

Local government pension scheme

A career average pension scheme – this scheme also provides additional benefits such as three times your pensionable pay for death in service (tax free), partner and children’s pensions and also the ability to increase your benefits at retirement.

Annual leave

Annual leave entitlement is dependent on the grade of the post and is outlined in the table below. In addition there are eight bank holidays per year and two extra statutory days and one locally agreed day. The entitlements are pro-rata for part time employees.

Grade	Basic	+ 5 years’ service*
1–6	21 days	25 days
7–8	23 days	26 days
9–11	24 days	27 days

* Please note additional leave in the fifth year is calculated on a pro rata basis

Christmas closedown

The council has a closedown period over Christmas. The exact length of the closure may vary each year.

Parking

The council currently has free parking facilities but employees are encouraged to use alternative modes of transport where possible. We actively encourage car sharing and have allocated spaces for car sharers.

Generous sick pay entitlements

The period of sick pay, is based on the period of continuous employment as follows:

- **During first** year of service: one month’s full pay and (after completing four month’s service) two month’s half pay
- **During second** year of service: two month’s full pay and two month’s half pay
- **During third** year of service: four month’s full pay and four month’s half pay
- **During fourth** and fifth year of service: fifth month’s full pay and five month’s half pay
- **After five** years service: six month’s full pay and six month’s half pay

5 Employee benefits

Flexi-time

A flexi-time scheme below management level, which allows employees to flex start and finishing times and facilitate time off at another time, subject to business needs. Due to particular operational requirements this scheme may not apply to the post being advertised.

Flexible working

East Devon District Council is committed to 'worksmart' principles and welcomes applications from employees to vary work patterns, place of work and working style subject to needs of the business.

Additional leave

You can buy up to an additional 12 days leave (pro-rata for part time employees) per year.

Excellent learning and development opportunities

Access to outstanding learning and development opportunities which provides a wide range of classroom-based training as well as access to over 300 e-learning courses.

Salary sacrifice schemes

East Devon District Council operate the following schemes, which allow colleagues to make savings through salary deductions on tax and National Insurance:

- Cycle scheme: a benefit which allows you to purchase a bike and make savings between 32 and 42 per cent depending on your personal tax circumstances

Happy, Healthy, Here initiatives

At East Devon District Council we believe to achieve our priority of being an outstanding council our employees need to be happy, because we know happy people who enjoy their work give a much better service to our customers. As part of this commitment we offer a number of initiatives which help improve general happiness and wellbeing – the council offers additional flexi-time for activities which are organised under the 'Happy, Healthy, Here' banner. Activities may include organised walks or organised on site exercise classes.

Employee assistance programme

We have an employee assistance programme provided by Health Assured which provides a range of advisory and support services to employees including up to six face-to-face counselling sessions. Family members are also covered by your membership and can access a wide range of support including telephone counselling.

Flu jab

A free seasonal flu vaccination is offered to all council employees each winter to help protect against flu.

Beneden corporate membership rate

We have established a corporate membership rate to Benenden, a low-cost healthcare plan provider which provides members with a range of benefits including:

- up to £1,500 towards local, private consultations, diagnostic tests, scans
- over 200 treatment and surgical procedures carried out in the Nuffield Hospital in Exeter or in the Nuffield in Plymouth (no excesses to pay)
- access to fast local physiotherapy
- access to counselling and psychological wellbeing
- financial support for members living with cancer

Simply Health

A cash plan to claim money back towards dental treatment, physiotherapy, chiropractic treatment, chiropody and more.

LED Leisure reduced corporate membership rates

We have established a reduced corporate membership rate with LED Leisure for employees to use their sport facilities throughout East Devon.

Membership to CSSC Sports and Leisure

Employees are able to join CSSC Sports and Leisure which is the largest provider of corporate leisure and fitness facilities, offering a huge range of activities and offers to its members, including but not limited to significantly reduced cinema tickets to major and local cinema chains, free entry to national heritage sites, discounts in major stores, and opportunities to attend open activities and holidays.

Flexible retirement

Flexible retirement is offered at the discretion of the business and this allows pension benefits to be taken from age 55.

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Policies related to recruitment

Recruitment of ex-offenders

1. Introduction

1.1. The Code of Practice published under section 122 of the Policy Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed.

1.2. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to Disclosure and Barring Service (DBS) applicants at the outset of a recruitment process.

2. Policy Statement

2.1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the DBS, East Devon District Council (EDDC) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

2.2. EDDC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

2.3. EDDC can only ask an individual to provide details of convictions and cautions that EDDC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and where appropriate Police Act Regulations (as amended)) EDDC can only ask an individual about convictions and cautions that are not protected.

2.4. EDDC is committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.

2.5. This written policy on the recruitment of ex-offenders is made available to all DBS applicants through the vacancy information pack at the outset of the recruitment process.

2.6. EDDC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records and selects all candidates for interview based on their skills, qualifications and experience.

2.7. A position is only identified as eligible for a criminal record check from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, job descriptions and vacancy information packs will contain a statement to this effect.

2.8. EDDC ensures that those officers involved in advising recruiting managers on the relevance and circumstances of offences have been suitably trained in the relevant legislation relating to the employment of ex-offenders – for example, the Rehabilitation of Offenders Act 1974.

2.9. EDDC ensures that any matter revealed on a DBS certificate is discussed with the individual seeking the position in an open and measured way before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

2.10. EDDC, through its umbrella body, makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice available at gov.uk/government/publications/dbs-code-of-practice.

Politically restricted post (PoRP)

If it has been indicated in the person specification that this post is a politically restricted post (PoRP) under the Local Democracy, Economic Development and Construction Act 2009, here is some further information. Posts which are politically restricted are defined as follows:

1. All specified officers, such as the Head of the Paid Service, the Monitoring Officer, (both posts are required under the Act), Statutory and non-statutory Chief Officers and their deputies, officers with delegated powers, assistants to political groups, and Chief Finance Officer. All these officers are politically restricted without rights of exemption or appeal;

2. All posts which meet the duties related criteria for determining a 'sensitive post', unless there is a successful appeal. HR maintains a list of posts that are restricted or proposed to be restricted. Sensitive posts are defined as those which meet one or both of these criteria:

- a) Give advice on a regular basis to the authority, to a committee or sub-committee of the authority or to any joint committee on which the authority is represented; or where the authority are represented; or where the authority are operating executive arrangements, to the executive of the authority; to any committee of that executive; or to any member of that executive who is also a member of the authority.
- b) Speak on behalf of the authority on a regular basis to journalists and broadcasters.

6 Policies related to recruitment

Only employees who are 'politically free' can stand for election or engage in other restricted political activity. The Secretary of State issues regulations prescribing the type of political activities in which politically restricted post holders will be restricted from engaging

The terms and conditions of employment of those in politically restricted posts are deemed to prohibit activities including:

- public speaking or writing with the apparent intention of attracting public support for a political party
- announcing, causing, authorising or permitting anyone to announce their candidature in elections (except for parish council elections)
- acting as an election agent or sub-agent (except for parish council elections)
- holding certain offices within a political party where the duties are likely to involve participation in the general management of the party or the branch, or in representing the party or branch to external people or bodies
- canvassing on behalf of a political party or for a candidate in an election (except for parish council elections)

Under the regulations if an employee in a politically restricted post writes to this council indicating they wish to resign because they intend to announce, or cause or authorise or permit anyone else to announce that they are or intend to be a candidate in Parliament in a forthcoming election then the employment contract with the council terminates immediately, without the need for either side to give notice.

The council's Standards Committee has the responsibility to determine whether individuals should be exempted from political restriction on the grounds that the duties of the post do not fall within the 'sensitive' definition.

To appeal against being designated a PoRP holder an individual post holder will need to write a letter, to the Standards Committee, care of the council's Monitoring Officer, formally seeking exemption including a full job description of the post.

If the standards committee is satisfied the duties of the post do not meet the criteria it must give a direction to the authority indicating that it is not a politically restricted post, and that it must be removed from the list, or not placed upon it. The direction should also indicate how long the direction is to last. The standards committee may also direct that posts are included in the list, whether or not an application has been made.

