



Rugby Borough Council

Information for Job Applicants



THE BOROUGH OF RUGBY

The Borough of Rugby is situated in east Warwickshire and its central position provides the ideal location for industry and commerce. It is easily accessible by road, being at the hub of the Midlands motorway network, with access to both the M1 and M6. Leicester, Northampton, Coventry, Warwick and Stratford-upon-Avon are also only a short distance away. There are also fast, regular rail services to Birmingham, Manchester and London.

Rugby is one of the very few places in the world to give its name to an international sport. It was in 1823 that William Webb Ellis, then a pupil at Rugby School, first broke the rules and picked up the ball. A statue commemorating this famous action stands in front of the school, whilst to the rear is the Close where the event took place. The Heritage Trail of bronze rugby footballs has been set out throughout the town, and each football commemorates a famous player or event in the history of the game.

The town is home to three museums. Rugby School museum has a wealth of memorabilia. The Rugby Football Museum is full of artefacts relating to the game of rugby football and is housed in the building in which Gilberts world famous footballs were traditionally made and which is now the home of the Webb Ellis organisation. Rugby is proud of its striking Art Gallery, Museum and Library building. It houses the highly regarded Rugby art collection and the Roman site of Tripontium display, as well as exhibiting the social history of the Borough.

The town has some excellent recreational facilities including various museums, a public art gallery, cinema and retail parks. The Oxford Canal runs right through Rugby and the Great Central Walk is a linear park following the old railway line. Caldecott Park is a beautiful park right in the centre of the town.

Some of the surrounding villages are among the most beautiful in England. Many offer additional interest for the visitor such as the house in Dunchurch in which the Gunpowder Plot is said to have been planned.

Rugby has been particularly successful in attracting new businesses and the town has expanded considerably in recent years. However, this has not spoilt its charm as an English market town of great character and interest.

A wide range of housing exists in the Rugby area to suit all requirements.

PURPOSE, AIMS AND VALUES

The Council will take a lead and work with others to improve the prosperity, environment and quality of life of all who live and work in the Borough.

Aims

The Council aims to

- Increase the prosperity of the Borough by supporting existing businesses, encouraging new employment, revitalising the town centre and attracting more visitors.
- Protect and enhance the built and natural environment now and in the future.
- Secure a wide range of homes to meet community needs.
- Promote a healthy and enjoyable life for residents with opportunities to take part in a wide range of leisure activities.
- Pursue measures to reduce crime and the fear of crime for all.
- Involve and consult individuals and communities.

In all of our activities, we recognise our responsibility as an employer to develop a skilled and motivated workforce.

Values

The Council believes in

- Being open and honest
- Acting with integrity and building trust
- Demonstrating care and fairness
- Treating everyone equally
- Working in partnership
- To achieve best practice and best value

INFORMATION ABOUT THE AUTHORITY

The Borough Council comprises 48 councillors covering 20 wards. The councillors are elected for a term of four years, and one third retires each year except for the year in which the County Council elections are held.

Democratic Structure

The Council's structure is based on a "Cabinet with Leader" model, with the Cabinet having single-party representation. Other parties can be present at Cabinet meetings and the leader of other parties may speak during the debate but cannot vote.

The traditional civic role of the Mayor is retained.

The Council (full Council) remains the ultimate decision making body but can delegate many of its powers and duties to other groups. Many of these powers are delegated to the Cabinet. This group of six councillors takes a wide range of policy decisions. Most of the meetings are open to the public.

Each councillor in the Cabinet has a key role in one or more areas of Council policy. These are known as portfolios. The portfolio holders have a key role in one area.

The Portfolios are:

- Economy, Development and Culture
- Sustainable Environment
- Sustainable Inclusive Communities
- Resources and Corporate Governance

The Council has four corresponding Overview and Scrutiny Panels responsible for scrutinising the above portfolios.

Decisions of the Cabinet are subject to scrutiny by other councillors who are also able to "call in" decisions for further consideration prior to implementation.

Some Committees have been established to deal with issues different from the policy and scrutiny roles affecting most of the Council's services. These report directly to the Council.

The Council's standing Committees are:

- Planning
- Licensing & Safety
- Standards

- Audit
- Appeals

Meetings of the whole Council take place about eight times per year to receive reports from Cabinet, Committees and Panels and consider recommendations for action.

Offices and Buildings

The Council's Town Hall offices are in the town centre in Evreux Way. The Rugby Art Gallery and Museum is in Little Elborow Street along with the Rugby Visitor Centre. The Works Services Unit is situated in Hunters Lane, off Newbold Road.

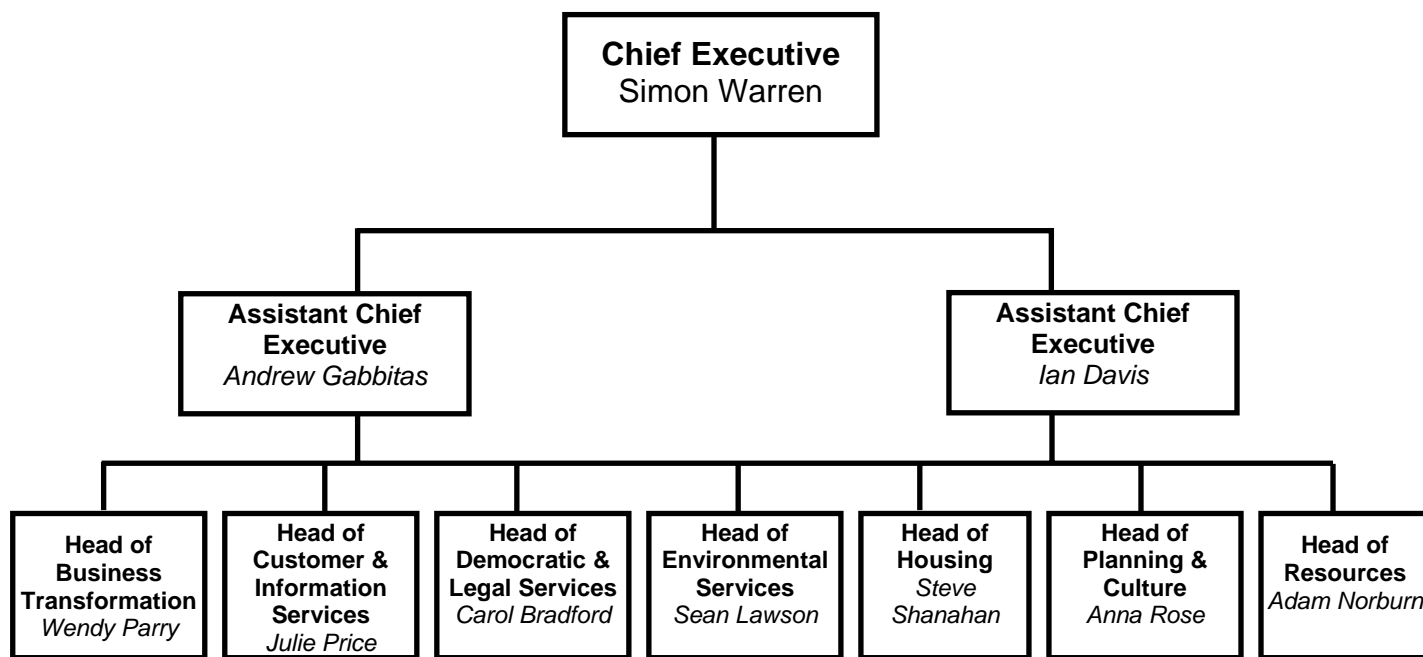
Communication

Main Switchboard		01788 533533
Human Resources	telephone	01788 533 572/573
	fax	01788 533565
	E-mail	jobs@rugby.gov.uk
Website Address		www.rugby.gov.uk

COUNCIL LEADERSHIP TEAM STRUCTURE

The Council's team of strategic directors is headed by the Chief Executive. The team operates on a strategic corporate management basis as "Leadership Team".

Leadership and Operations Team



COUNCIL DEPARTMENTS

The daily activities of the Council are managed between seven Service areas. The main activities taking place within each are as follows.

Head of Business Transformation – Wendy Parry

- Corporate Planning, Strategy and Alignment
- Performance Management
- Risk Management and Insurance
- Audit
- Efficiency
- Emergency Planning and Business Continuity
- Sustainability
- Management of grants to voluntary bodies
- Project and Programme Management
- Organisational Improvement Techniques (Business Process Re-engineering and Business Process Improvement)
- Strategic Procurement
- Public Relations, Media and Communications, including Website and Intranet management

- ICT and Telephony
- Coordination of Council's contribution to the Warwickshire Local Area Agreement
- Energy Advice

Head of Customer and Information Services – Julie Price

- Customer Services Centre
- Customer Services Strategy and Access Channel Strategy
- Community Engagement & Consultation
- Equalities & Social Inclusion
- Information Management, including:
- Data Protection & Freedom of Information
- Post and Document Management
- System user support, development and administration
- Central Support, including document production/printing/secretarial support)

Head of Democratic and Legal – Carol Bradford

- Monitoring Officer
- Corporate Governance
- Legal
- Land Charges
- Democratic and Members Services & Mayoralty
- Scrutiny
- Elections and Electoral Registration

Head of Environmental Services – Sean Lawson

- Works Services Unit
- Refuse Collection
- Cleansing
- Waste Management & Recycling
- Transportation
- Car Parking
- Parks and Cemeteries
- Grounds Maintenance
- Health & Safety
- Environmental Health
- Licensing
- Public Realm and Community Safety

- Crime and Disorder

Head of Housing – Steve Shanahan

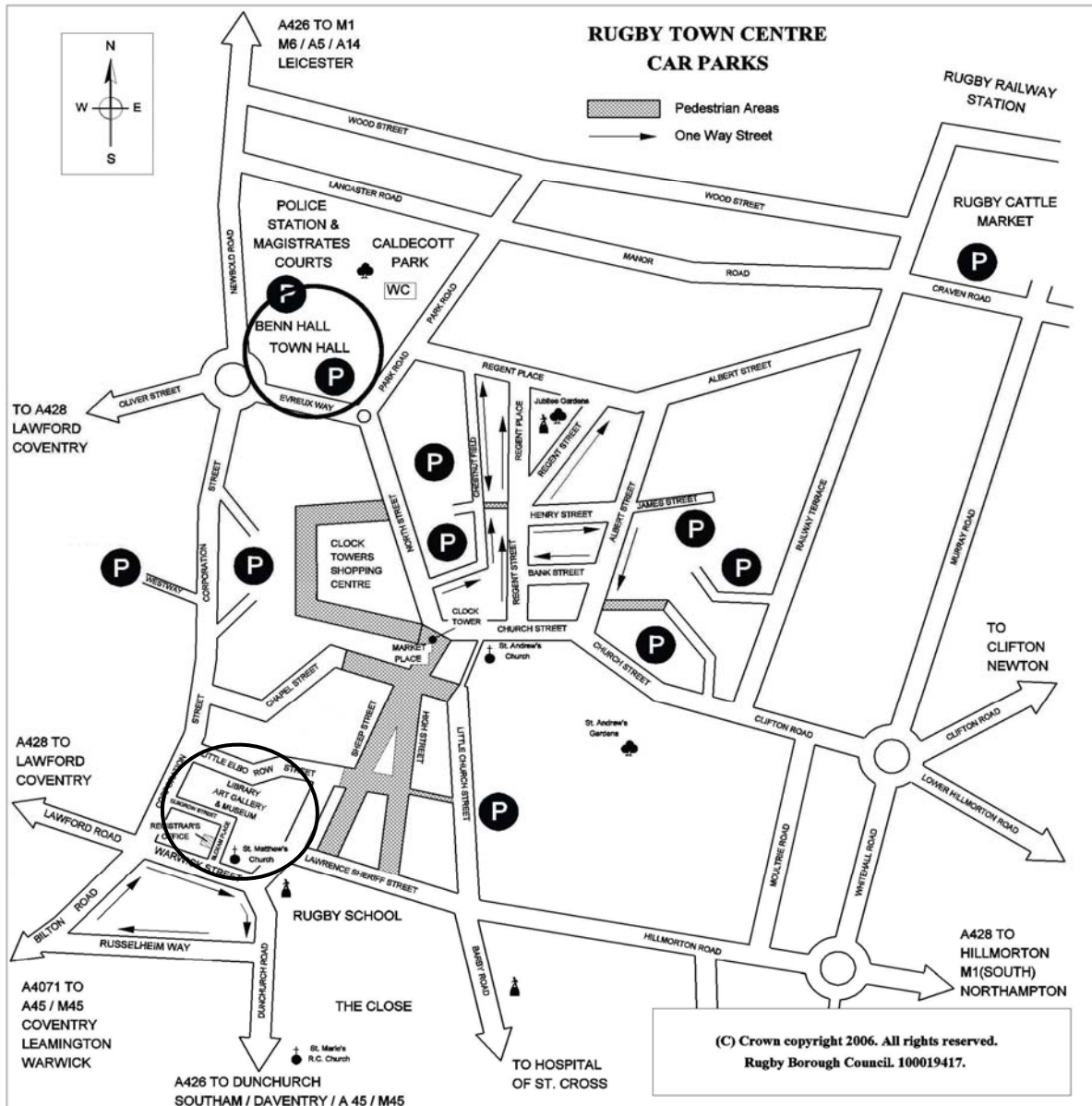
- Council Housing
- Housing renewal and regeneration
- Renovation Grants
- Empty Property
- Housing Strategy and Policy
- Homelessness
- Community Development

Head of Planning and Cultural Services – Anna Rose

- Planning Policy and Design
- Building Control
- Economic Development
- Development Control
- Heritage
- Sports and Arts Development
- Tourism

Head of Resources – Adam Norburn

- Section 151, Accountancy and Financial Support Services including Monitoring and Reporting
- Council Tax, NDR, Benefits
- Human Resources and Organisational Development
- Payroll
- Corporate Property/Asset Management



The Ordnance Survey derived map included within this publication is provided by Rugby Borough Council under licence from the Ordnance Survey in order to fulfil its public function to publicise local services. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping for their own use.

LOCATION OF RUGBY BOROUGH COUNCIL OFFICES

For Satellite Navigation purposes, please use postcodes

Town Hall: CV21 2RR

Museum, Art Gallery and Visitor Centre: CV21 3BZ

Works Services Unit: CV21 1DH

THE APPLICATION PROCESS

Please read all the notes before completing the application form.

Application Forms

Short listing decisions will be made using the application form and this is your only opportunity to tell us about you. Therefore, it is essential that you fully complete the whole of the application form and tell us exactly how you feel you match our specified requirements in the job we are trying to fill.

A CV is not acceptable either in full or part. However if you wish to return your application form in another format such on tape this will be welcomed.

General points to be aware of and remember

You should use the job profile provided when completing the section on "Information in Support of your Application". The specification has been designed to show what the requirements for this position are. It is, therefore, important that you provide supporting evidence to show that you can achieve these requirements.

For example, if the post requires supervisory experience, it will not be enough to say that you have supervised staff without giving information as to what was involved, and your specific responsibilities such as monitoring work performance, training and development etc.

When providing evidence or examples please remember that unpaid work or studies and work at home can be just as relevant to paid employment.

If you would like any help filling in the form contact the Human Resources Unit on 01788 533573.

Interview Date

The interview date is usually indicated in the job advert. If you are unable to attend on the interview date/s because of a holiday commitment or similar, please indicate this on your application, along with your availability. Consideration will be given to your request by the interview panel, but a change of date cannot be guaranteed.

Late applications

Application forms received after the closing date will not normally be considered.

Selection Process

If you are selected for interview you will be notified within three weeks of the closing date.

The interview panel will normally consist of two or three people, one of whom will be the line manager responsible for this position.

CRB

Where a post is linked with working with either children or vulnerable adults, it will be necessary for the Council to undertake a Criminal Records check on the successful candidate. If the post you are applying for is subject to a CRB check, this information will have been included in the advert and/or application pack.

For more information & guidance on CRB checks, please ask for a copy of the CRB Code of Practice.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

EQUAL OPPORTUNITIES

Rugby Borough Council is an Equal Opportunities Employer.

The aim of the Council is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marriage, race, colour, nationality, religion, age, ethnic or national origins or is disadvantaged by conditions or requirements which cannot be shown to be justified. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training to progress within the organisation.

Employment of Disabled People

The Council's Policy on Employment of Disabled People sets out the Council's commitment to promoting best employment equality practice in its efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.

Outline details of the policy and how it relates to recruitment are as follows

- (a) It is the Council's policy that disabled people both registered and unregistered should have full and fair consideration for all job vacancies for which they are suitable applicants.
- (b) The Council will continue to maintain in employment, wherever practicable, employees who become disabled during their working life and will help with their rehabilitation and retraining.
- (c) The Council wishes to help disabled people to realise their full potential by ensuring that they receive equal consideration for career development and promotional opportunities.
- (d) Wherever practicable and financially viable, through use of government grant where available, the Council is prepared to consider the modification of procedures or equipment to make full use of an individual's ability.
- (e) In order to implement this policy, close links will be maintained with the Local Disability Employment Adviser of the local Jobcentre Plus and specialist voluntary bodies, where appropriate.
- (f) The Council will draw to the attention of voluntary agencies and other interested bodies the Council's willingness to consider qualified disabled people for employment.
- (g) This policy has been formulated through consultation with the Staff and Manual Sides.

2. Purpose

- (a) The Council recognises that it has a social obligation to pay special attention to the employment and career development of disabled people, both registered and unregistered.
- (b) It is important, to give careful and imaginative consideration to the employment of disabled people in work which is suitable. In many cases a comparatively minor amendment to facilities or procedures would enable a disabled person to work satisfactorily.

3. Implementation

(a) Recruitment

- (i) When interviewing a disabled candidate, the interviewer should:

leave out of the calculations a disability which has no relevance to the performance of the job;

consider minor adjustment to the job, to procedures, to equipment or to the working environment.

- (ii) Where there is some reasonable doubt about the ability of a disabled candidate, consideration should be given to the Access to Work programme run by Jobcentre Plus.
- (iii) Selection criteria and procedures will be kept under review to ensure individuals are selected, promoted and treated on the same basis of their relevant abilities and merit.

A copy of the full policy is available upon request from the Human Resources Unit, by telephoning 01788 533573, or by emailing jobs@rugby.gov.uk

Disabled Job Applicants

All employees involved in the recruitment of people to the Council are made aware of their duty to ensure that the interview and any test(s) are accessible and fair to all job applicants. Authorised recruiters are expected to undertake the following steps to ensure all candidates have an equal chance of demonstrating their skills and abilities.

- Ask you if you have any access requirements, where this is not evident in your application form.
- Provide, as far as possible, the adjustments you require.
- Seek advice from experts where they are unsure about how to meet your access needs.
- Confine questions to your impairment or disability in terms of any problems, barriers and adjustments.
- Accept your better judgement and assurances that you are able to complete a task required by the job whether this is done in an adjusted way or not.

Positive about Disability (Two Ticks) Symbol

The Council has been awarded the Two Ticks accreditation. This means that in our efforts to improve the representation of disabled people in the Council's workforce, we will shortlist for interview (or test) all disabled applicants meeting the minimum criteria for the job.

NEW APPOINTMENTS

Interview Expenses

Expenses of candidates for appointment shall be paid after interview in accordance with the claim form provided with the interview papers, except where a candidate withdraws his/her application or refuses the offer of employment. The expenses of the candidate appointed will not be paid until he/she takes up the duties of the post.

Contract of Employment

A Contract of Employment will be issued prior to your commencement of employment. Along with this you will receive an employee handbook, giving details of the Council policies that form the local terms and conditions of employment.

Canvassing, Equal Opportunities, Relationships with Officers or Members of the Council

Canvassing of members or officers of the Council, directly or indirectly, will disqualify the candidate, and any relationships to officers or members of the Council must be disclosed. We are an Equal Opportunities employer. Applications will be considered on the basis of their suitability for the post(s) regardless of sex, sexual orientation, religion, racial origin, marital status, disablement or age.

Medical Examination and References

Any offer of employment is subject to satisfactory medical clearance and two satisfactory, written references being received.

It is also usual for new employees to undergo a vision test if PC work is involved in the post.

Immigration, Asylum and Nationality Act – Your right to work in the UK

In accordance with the Immigration, Asylum and Nationality Act 2006, new employees are required to provide evidence that they are legally able to work in the UK. Without this evidence, your employment would not be able to begin.

A list of documents is provided to all interview candidates, but if you require a copy ahead of the closing date, please contact the Human Resources Unit.

Qualifications

All new employees will be required to offer proof of their qualifications (and driving licence if required), by providing sight of original certificates and photocopies of these will be taken and held by the Human Resources Unit.

Relocation Scheme

The Council will pay disturbance and travelling allowances to newly appointed Borough Council Officers and certain employees. The Scheme applies to part-timers on a pro-rata basis.

An officer moving home into the Borough or to within 15 miles of the Town Hall, (please see map for details, a copy of which can be seen in the Human Resources Unit) where the Chief Executive considers it reasonable, shall be reimbursed expenses where necessary and **actually** incurred. The scheme shall also apply, where the Chief Executive considers it to be reasonable, to cover removal from within 15 miles of the Town Hall and the distance of removal is at least 10 miles.

For a copy of scheme, please contact the Human Resources Unit.

GENERAL CONDITIONS OF SERVICE

Applicable to all employees, with the exception of the Chief Executive, Strategic Directors and Heads of Service.

The general conditions of appointment are in accordance with those recommended by the National Agreement on Pay and Conditions of Service (the Green Book) with certain Local Agreements.

Office Hours and Flexible Working

Normal hours of work total 36 hours 25 minutes per week, Monday to Friday. The offices are open to the public between 9.00am and 5.00pm.

A system of flexible working hours is in operation for some employees, the flexible hours being between 8.00am - 10.00am, 12 noon - 2.00pm, and 4.00pm - 6.00pm.

Many employees, however, have different working hours to opening hours. Full details will be given on commencement of employment.

Holiday Entitlement

The basic holiday entitlement is 23 days per year. This increases with length of service and salary point. In addition to your annual leave entitlement there are 8 days which are Bank Holidays and 1 extra statutory day which is taken at Christmas.

Salary and Increments

All staff are salaried and are paid monthly by bank credit transfer on the 26th day of each month. Subject to satisfactory service, annual increments are paid on 1st April in each year until the maximum of the salary grade is reached.

Payment of the first increment is also subject to the officer completing six months in the grade. If this has not been completed by 1st April the increment will be paid 6 months after the commencement of employment.

Local Government Pension Scheme

You will be eligible to join the Local Government Pension Scheme (LGPS), provided you are under 65. As membership is not compulsory, employees have the option of making alternative arrangements. The choices you will have therefore, are as follows:

- To join or stay in the LGPS.
- To contribute to the State Earnings Related Pension Scheme (SERPS).
- To arrange your own personal pension scheme (PPS).

Probationary Period

All new appointments from outside local government will be subject to a probationary period of no less than six months.

Staff Consultation and Trade Unions

The Borough Council recognises the requirement for consultation and discussion with employees. Employees' interests regarding conditions of service etc. are subject to discussion directly with Members of the Council. The employee side membership comprises representatives of the unions – UNISON and Unite (T&GW). There is no closed shop in operation.

Car Allowances

There are two classes of car user – essential and casual. 'Designated' casual and essential users are employees designated by the Council who are required to provide a car to enable them to perform their duties efficiently. The current list of these posts is kept in the Resources Service within Financial Services. A post cannot be designated essential until the present (or previous) post-holder has recorded 3,000 miles or more in the previous financial year.

Car Loan Scheme

A car loan scheme exists which applies to officers who are designated car users and in receipt of essential or casual user car allowances and travelling more than 300 business miles per annum.

A scheme also exists for non-designated car users who hold a full driving licence and who have been a permanent employee with the Council for more than one year, working full or part-time.

Training and Development

The Council is Investor in People accredited. As part of the commitment to the development of employees, we encourage and support training for relevant qualifications alongside professional and skills based courses.

No Smoking Policy

The Council operates a Smoke Free Workplace Policy within all its offices and vehicles.

Code of Conduct for Employees

The public is entitled to expect the highest standards of conduct from all employees who work in Local Government. The Council has a Code of Conduct which seeks to ensure high standards of honesty, impartiality, equality and fairness.

Staff Car Parking

Staff car parking facilities are available to all employees. This will be in one of three car parks within easy reach of the Town Hall. A car park permit will be issued to you on commencement of employment.

This arrangement is subject to review and is not a contractual arrangement on the part of the Borough Council.

Membership of Professional Institution Obtained by Examination

The Council will pay one annual subscription per officer for membership of professional institutions, where such membership has been obtained through the passing of an examination of the institution or of an approved examining body.