

## **HARBOROUGH DISTRICT COUNCIL GENERAL NOTES FOR CANDIDATES**

### **1. EQUALITIES**

For the Council's Equality Policy to be effective it must be monitored. You are requested to complete the Equal Opportunities in Employment Questionnaire. This information will be treated confidentially, and will only be included in overall statistics.

### **2. APPLICATION FORMS**

Application forms are required for all vacancies, unless otherwise directed. Letters, summaries, qualifications, etc. are not accepted.. All sections of the application form must be completed in black ink (handwritten or word processed are both acceptable) in order that candidates' details can be fairly compared. Supplementary pages may be included as continuation sheets.

Certain posts with the Council are classified as those for which applicants must declare all convictions, whether or not they are 'spent'. If the post for which you are applying is of this type, you will be made aware of this in the recruitment information.

If you have not heard from the Council within three weeks of the closing date you must assume you have been unsuccessful. You may ask for feedback from recruiting officers after this time.

Completion of separate application forms for each vacancy being applied for is required.

Canvassing of an elected member of this Council, either directly or indirectly in connection with your application will disqualify you as a candidate. Failure to disclose your relationship with a Councillor or employee of the Council may also disqualify you and if such a failure is discovered after appointment, you may be liable to dismissal without notice.

If you have any query about your application or wish to notify us of any change in your availability for interview, please telephone the Human Resources Team on (01858) 821304/7.

### **3. THE SELECTION PROCESS**

Your application form is used by the recruiting officers to shortlist against the person specification for the post. In order to maintain a fair and objective process the shortlisting process can only take account of the information provided on the application form. No assumptions will be made so candidates are responsible for ensuring they clearly demonstrate how they meet the person specification criteria.

The length and complexity of the selection process will be relevant to the level of skill and experience required for the position to be filled. In addition to a formal interview other selection techniques such as personality and aptitude tests, in tray exercises, word processing tests and technical tests may be used, if appropriate. If invited for interview you will be advised of the process in detail.

Interview questions will be pre-determined to assess candidates against the person specification and requirements of the Job Description. The same questions will be asked of all candidates; with the addition of supplementary questions where clarification is required.

Interview Panels will consist of a minimum of two people (for senior posts it may be more and can include Councillors). All interviewers will be assessed and monitored by the Human Resources Team to ensure that they are competent in interviewing techniques and knowledgeable of procedures.

Where reasonably practicable we will personally contact all candidates within 2 working days of interview to notify them of the outcome. This will then be confirmed in writing.

If you require any special arrangements or adjustments to be made for your interview, please let the Human Resources department know when you are invited for interview.

A conditional offer letter and conditional statement of terms and conditions of employment is given to the successful candidate. We aim to do this within five working days of a verbal offer.

Under the Data Protection Act 1998 application forms for unsuccessful candidates are destroyed 12 months after the short-listing process.

#### 4. ACCESS

Access to the main Council Offices is from Adam and Eve Street, by either steps or ramp. Car parking at the Council is limited but there are several short and long stay car parks in the vicinity. Access to other Council buildings will vary. Should you require any special assistance in gaining access to the location of your interview then please do not hesitate to contact the Human Resources Team.

#### 5. THE DISTRICT

Harborough District Council is a largely rural district located on the Leicestershire/Northamptonshire border. It serves a growing population of some 75,000 over an area of 230 square miles and as such is geographically the largest of the Leicestershire Districts.

The District comprises two main towns - Market Harborough in the south and Lutterworth in the western part of the district with many villages grouped into over 90 parishes.

The area is well served by excellent road networks (eg: the M1/M6 and the A14) and rail links to London St Pancras together with easy access to Nottingham East Midlands Airport.

## 6. THE COUNCIL STRUCTURE & VISION

There are thirty seven councillors elected for a four year term. A political structure based on The Cabinet and Leader Model was introduced in June 2000.

The organisation structure is headed by the Corporate Director – Community Services and the Corporate Director – Resources.

The Council's vision is:

Working with communities in a vibrant, safe and prosperous district.

## 7. GENERAL CONDITIONS OF SERVICE

The following main points may be helpful to applicants:-

- a) Salary scales and conditions of service are those laid down by the National Joint Council for Local Government Services (Green Book) and as supplemented by Local Agreements.
- b) Salary - Paid monthly by means of bank credit transfer to an account at any bank or building society on or around the 25th of the month.
- c) Flexi-time scheme - the Council operates a flexible working hours scheme where, subject to service requirements, most staff can apply flexibility to their starting and finishing times. Details of the scheme will be provided on appointment.
- d) Basic annual leave entitlement is 26 days (pro rata for part time staff).  
  
An extra five days are awarded after 5 years continuous local government service (pro rata for part time staff).  
  
In addition, there is one fixed extra statutory day and eight UK Bank Holidays per calendar year.
- e) Pensions - All staff who are over the age of 16 years are encouraged to contribute to the Leicestershire County Council Pension Scheme. The contribution you pay depends on your earnings and may therefore vary if your salary moves into a different band.

- f) Medical Assessment - All offers of appointment are subject to a satisfactory medical assessment, which may include a medical examination if required by the Occupational Health Physician. Candidates will not be asked to complete a medical assessment until the offer of employment stage.
- g) Probation - New starters without continuous employment with HDC are subject to a probationary period.
- h) References - All offers of employment are conditional upon receipt of satisfactory references. These are normally taken up for the successful candidate only and you should ensure that your referees are in a position to respond promptly.
- j) Relocation - Assistance may be available for newly appointed staff who satisfy eligibility criteria.
- k) Smoking at work - The Council operates a no smoking policy throughout all Council buildings.
- l) Politically Restricted Posts - If the post for which you are applying is politically restricted this will be referred to in the Job Description.
- m) Staff above Grade 5 must devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.
- n) All staff are required to abide by any Codes of Conduct referred to in Council Documents.

## 8. EQUALITY

Harborough District Council promotes equality in its policies, the services it provides and in employment. It is our aim to ensure that no customer, elected member, potential or current employee is treated less favourably on the grounds of race, ethnic or national origin, religion or belief, gender, political beliefs, marital status or civil partnership, possible family commitments, pregnancy and maternity, sex, sexual orientation, transgender status, gender reassignment, disability, age, Trade Union membership/non-membership or any protected characteristic included within the Equality Act 2010. We will seek to identify and eliminate those barriers that create disadvantage. During 2010 Harborough District Council completed a pay review of all employment posts within the Council to ensure equal pay. All new posts go through the same review process prior to being advertised.

9. OUR COMMITMENT TO IMPROVING THE RECRUITMENT PROCESS

In order to continually improve our service, we may use your contact details to contact you for the purpose of asking your feedback, up to 12 months after your application. We would only contact you by post or email. We will not share your contact details or personal information with any other third party.