



INFORMATION
FOR
CANDIDATES

THE BOROUGH

Situated in the south west of the county, the Cathedral town of Guildford is also the county town of Surrey. Nestling in a gap in the North Downs, it is ideally located for access to London and the South Coast by road (M25, M3, A3 are nearby) and is served by a regular rail service to London Waterloo (35 mins.).

It is an historic Borough which includes a splendid Norman Castle Keep and a Tudor and Stuart Guildhall on the cobbled High Street. The Borough also includes a host of charming villages, many in areas of outstanding natural beauty. Guildford is a bustling centre of commercial activity with many regional and head offices located in and around the town.

The pedestrianised High Street is at the centre of an attractive and varied shopping centre, boasting many well known retailers and smaller specialised shops catering for all tastes and pockets.

The Borough provides exceptional sport and leisure facilities. These include the country's most exciting sports and leisure complex - Guildford Spectrum, an art gallery and local history museum as well as the Guildford Civic - home to the Guildford Philharmonic. The Electric Theatre, a venue for amateur theatre, arts events and commercial hire was completed in late 1996. These first class facilities have been now enhanced by the opening of a new multiplex cinema in the heart of the town.

Life in the town is further enhanced by the presence of the College of Law and the University of Surrey. Excellent schools abound and Guildford College offers a wide range of full and part-time vocational and diploma courses. An active Adult Education Institute offers day and evening courses in everything from Orienteering to Oriental Studies and much more in between.

Surrounded by beautiful countryside and a network of footpaths and bridleways, Guildford also offers a wide range of outdoor sports activities from cricket to boating - something for everyone.

The Borough of Guildford covers an area of some 27,101 hectares with a population of 128,000 divided almost equally between the town and parishes.

Guildford is a thriving commercial and regional shopping centre and accommodates many national and regional headquarters of companies involved in the light industrial, financial and service industries.

Town Centre Environmental Improvement Schemes and the designation of Conservation Areas by the Council have ensured that the historic character of the town has remained despite a significant amount of new development. Developments in the Borough, over the past 10 years have created approximately 80,000 square metres of office accommodation and 17,000 square metres of industrial accommodation. In addition, there have been a number of retail developments in the town centre and development out of town at Ladymead. Planning permission has been given for a large retail development in the town centre which features a new department store, town square and new bus station.

The town centre receives many accolades most notably in 1996 when Guildford won The British Council of Shopping Centres Town Centre Environment Award for its environmental improvements and Shopmobility Schemes.

The Council owns some 6,500 Council houses and flats throughout the Borough, having sold some 3,000 of its original stock under the Right to Buy scheme. An active housing programme includes the construction of specially designed homes and sheltered housing units for the elderly as well as an ambitious low cost home ownership scheme which helps young people make the first step on the home ownership ladder in an area of otherwise high cost housing.

Some 45 industrial starter units have been provided by the Council to encourage small local enterprises. This is in addition to approximately 30 acres of industrial estates owned and managed by the Council in locations throughout the Borough.

Car parking in a busy town such as Guildford has a high priority and 5,000 spaces are provided on a self-financing basis by the Council and a growing network of Park and Ride Schemes are being developed.

Forty-five Councillors and over 1000 staff are employed by the Council to ensure its aim of maintaining, and where possible improving, the quality of life of all sectors of the community.

THE ORGANISATION

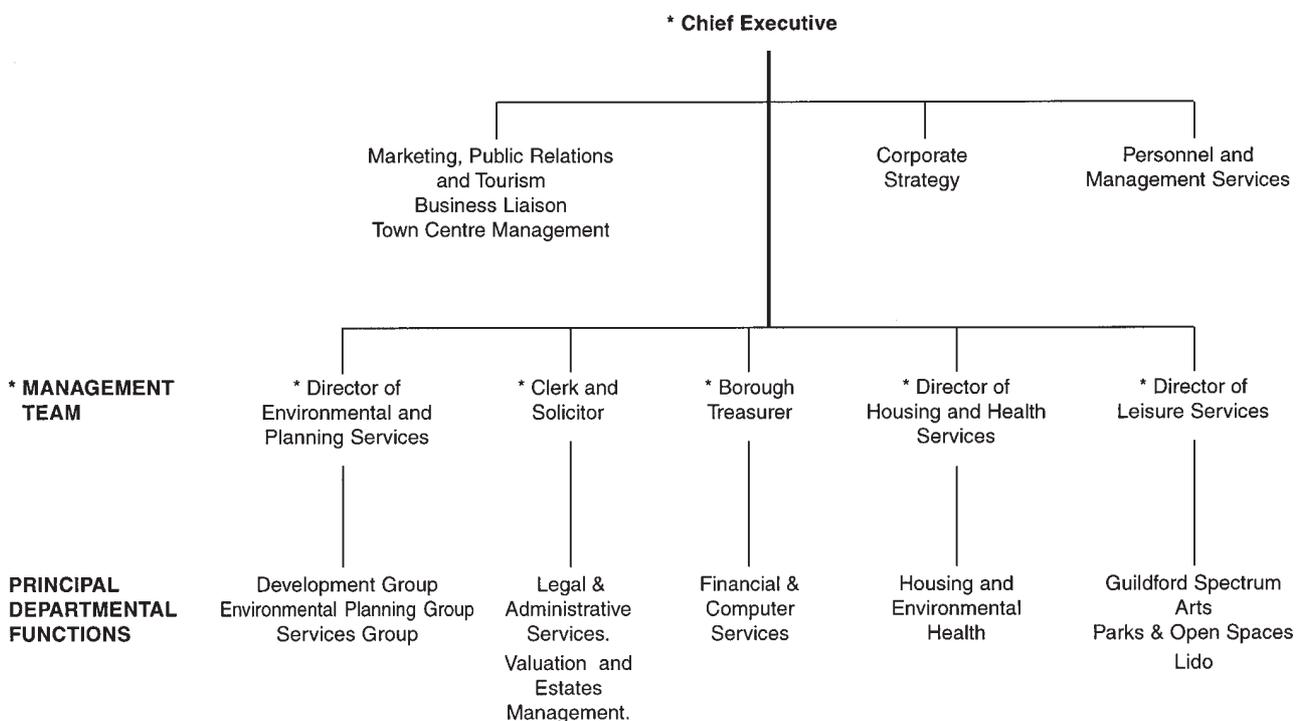
The Council is required, by statute, to provide a number of services. In addition, at its discretion, it provides other services such as sport and leisure facilities, car parks and support for many local organisations.

The 45 elected Members represent 21 wards. From this number, one is chosen as Mayor to hold office for 12 months. Members serve on a number of committees and panels delegated to discharge specific duties.

The recommendations of the committees are normally ratified by a meeting of the full Council. These are held on a six weekly cycle.

To carry out its duties and implement its policies the 1000 plus staff employed by the Council are located in six departments. In addition to professional and specialist staff all the departments require efficient clerical, administrative and secretarial staff to function effectively. The management structure and major departmental functions are shown below. The Council Offices are situated at Millmead House, Millmead, Guildford and access is through Millmead off the A3100 and all departments are based at these offices.

Guildford Borough Council Management Structure



CORE VALUES OF THE COUNCIL

- Communicating authority** - one that informs and listens to the public and its staff about matters that concern them.
- Partnership authority** - committed to working with the private sector, the voluntary sector, the business community, other agencies and local communities for the benefit of the people of Guildford Borough.
- Responsive authority** - in the way it cares for its customers and provides services.
- Community - orientated** - believing in the value and significance of local communities and committed to local communities making decisions of local significance.
- The values of public service** - believing in the real benefits of continuing to provide services on an in-house basis wherever this can be done cost-effectively and to a sustained quality.

Strategic Priorities for Guildford

The Statement of Strategic Priorities for the Borough was proposed as follows:-

“Retaining and enhancing its qualities as a place to live, work and visit but sharing its benefits more equally and, in particular:

- ◆ seeking to make Guildford a safer Borough
- ◆ diminishing the adverse impact of motor vehicles on the quality of life in the Borough (particularly the Town Centre) without reducing our competitiveness
- ◆ protecting and enhancing the quality of Guildford Borough’s environment (working through Agenda 21).
- ◆ responding positively to inequality and disadvantage in the Borough particularly in relation to
 - ☛ the frail and vulnerable
 - ☛ the unemployed/poorly paid
 - ☛ young people
- ◆ increasing housing opportunities for the homeless and those in lower incomes with special attention to the supply of housing land
- ◆ maintaining the viability of Guildford Borough as a centre of employment and recreation with particular emphasis on
 - ☛ enhancing the business community
 - ☛ the Borough as a centre of excellence in the arts

STATEMENT ON EQUAL OPPORTUNITIES

The following statement is an outline of the Council's commitment to Equal Opportunities in employment.

“All members of staff employed by the Council and all applicants for employment will be given equality of opportunity irrespective of their sex or sexual orientation, marital status, race, age or disability in all aspects of employment and training and will be made aware of the Council's commitment in this area.

Appropriate Training shall be provided to enable all staff to perform their jobs effectively. In particular, those staff involved in management and selection of staff will be given training and guidance to enable them to undertake their duties in adherence to all relevant legislation and within the spirit of this statement.

All aspects of Personnel's policies and procedures shall be kept under review to ensure they do not operate against the Equal Opportunities' principles and appropriate monitoring arrangements will be undertaken.”

APPLICATION PROCEDURE

If you are selected for interview, you should be contacted within two weeks of the closing date. If your application is unsuccessful you will be advised accordingly as soon as possible following the interviews. You are welcome to enquire after the safe arrival of your application form on telephone (01483) 444017.

DISABLED APPLICANTS

As part of the Council's commitment to Equal Opportunities the Council is positive about disabled people and has adopted the two-tick scheme. This means that an applicant with a disability is guaranteed an interview if they meet the essential criteria of the person specification. On the application form you are asked to tick a section relating to the scheme, please indicate if you wish to be considered under this method.

If you have a disability and require the job information in an alternative format such as large print, audio cassette, electronic/diskette or Braille please phone the Equalities and Access Officer on (01483) 444914.

Should you have queries regarding the working environment, work place visits can be arranged prior to the interview. The Equalities and Access Officer will be available to provide specialist advice regarding any adjustments that may be required.

If you have any questions regarding your interview or personal requirements please call the Equalities and Access Officer (in confidence) who is based in Personnel on the above number.

CONDITIONS OF SERVICE

It is the policy of the Council that many conditions of service should be determined locally in order that they should best meet the management needs of the Authority and the employment needs of its staff.

MEDICAL CLEARANCE

All permanent posts with the Authority are subject to medical clearance from the Council's Medical Adviser. Short-listed candidates are asked to complete a confidential questionnaire. This will be collected at interview and the successful candidate's form will be forwarded immediately to the Medical Adviser.

RIGHT TO WORK IN THE UK

Any offer of employment will be subject to the candidate providing documentation proving their right to work in the United Kingdom. It must be an original document and a copy will be retained by the Personnel Section. Acceptable documents are:

- ◆ A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service, showing the person's name and National Insurance (NI) number. This could be a P45, a pay slip, a P60, a NI card or letter. Temporary NI numbers are not acceptable and consist of the letters TN followed by the date of birth and the letters M or F to indicate gender.
- ◆ A passport confirming that the person is either a British Citizen or a European Economic Area national or which shows that they are otherwise entitled to live and work in the UK.
- ◆ A birth certificate confirming birth in the UK or the Republic of Ireland.
- ◆ A letter from the Home Office confirming that the person is allowed to work.

REFERENCES

All offers of employment at Guildford Borough Council are subject to the receipt of two satisfactory references.

The application form asks you to provide the names of two referees (not relatives or friends) of which one should be your present, or if unemployed, your most recent employer. School and college leavers should put forward their head teacher or tutor/professor.

Guildford operates a system of identifying posts which are deemed to be 'sensitive' either because of their involvement in the care of elderly or young people or because of a greater risk of fraud. Where a post is deemed to be sensitive, then referees may be contacted by phone or in person to check the accuracy and validity of the reference.

QUALIFICATIONS

Qualifications which are designated as essential on the person specification will be checked prior to, or on the employees first day of employment. Copies of certificates or other proof will be kept on the employees file.

PROBATION

All new entrants to Local Government service will serve a 6 month probationary period. During this period all aspects of job performance, conduct, timekeeping and attendance are monitored. An individual's progress will be discussed with him or her at regular intervals according to an established procedure.

If at the end of the probationary period, work and conduct have been satisfactory, the individual will be transferred to the permanent staff.

SALARY AND BENEFITS

Commencing salary will be within the grade which the Council has set for the vacant post. Each grade has several incremental points. Initial salary will reflect qualifications, skills and experience and thereafter progression will vary as follows:-

Junior Entrants

Employees aged under 18 years appointed within Local Grade J will have performance reviews at six monthly intervals. Subject to satisfactory progress, salary increments may be awarded on 1 July and 1 January each year until point 1, Grade 1 is reached.

Entrants to Salary Grades 1-6

Increments are payable, subject to satisfactory performance, on 1 July annually, other than for staff at Guildford Spectrum and Grounds Maintenance Services where increments are payable on 1 January each year, (after six months in post) until the maximum of the grade is reached. Accelerated increments are payable in certain other circumstances such as success in approved examinations under the Council's Training Policy. New entrants to Guildford Borough Council from outside Local Government who commence between 1 January and 30 June each year will receive an increment after appointment to the permanent establishment of the Authority on satisfactory completion of the six month probationary period.

Merit Payments

Available at the discretion of Chief Officers to reward members of staff on Grade 1-6 who have, in a particular year, achieved a high level of performance or undertaken work of an exceptional standard. Payments are normally made in December.

Entrants to Senior Grade A and above

Details relating to salary progression and other conditions of service specific to individual posts are attached separately.

SALARY GRADES

Each post within the Council is awarded a Grade or Grade range. The relevant Salary Grade attached to the post is stated within the Job Description document.

The salary range is reviewed annually on 1st July in order to maintain the Council's position in the employment market. The current salary grades are set out below.

GRADE J

£7754
£8189
£8819
£9325
£9952
£10538

GRADE 3

£14251
£14553
£14901
£15268
£15568
£16152

GRADE 6

£20134
£20800
£21477
£22323
£23055
£23776

GRADE 1

£11112
£11798
£12542
£13360
£13636
£13991

GRADE 4

£15568
£16152
£16747
£17356
£17804
£18325

GRADE 2

£13360
£13636
£13991
£14251
£14553

GRADE 5

£17804
£18325
£18920
£19512
£20134
£20800

SALARY ARRANGEMENTS

Net salary will be paid monthly by direct credit into a bank account or building society nominated by the employee. Payment for a current calendar month will be made on the 15th unless the 15th falls on a weekend or Bank Holiday when payment will be made on the last working day prior to the 15th of the month.

A monthly pay advice giving precise details of gross salary and net salary and all deductions is issued to individuals on the 15th of each month.

PENSION

All employees aged between 16 and 65 may join the Local Government Superannuation Scheme. The purpose of this is to provide, on retirement, both a lump sum payment and an annual pension protected against inflation. Additional benefits include ill health retirement pensions and widows' and children's pensions. Employees contribute 6% of salary on which full tax relief is received. The Council also pays contributions to meet the total cost of your pension and this is approximately $\frac{2}{3}$ of the cost.

Successful applicants will receive full explanatory leaflets to enable them to make a decision on whether to join the scheme.

HOURS OF WORK

The Council operates a Flexible Working Hours Scheme for a large proportion of staff which allows for flexibility at the beginning, middle and end of the working day. The scheme also allows for additional 'Flexi-Leave' to be taken.

Normal working hours are 8.30 am to 5.00 pm on Monday to Thursday and 8.30 am to 4.30 pm on Friday, with one hour for lunch each day.

OVERTIME

Employees will not normally be required to work overtime on a regular basis unless this is specified in an individual's Contract of Employment. If, however, such working is necessary, officers on scales 1-6 will be paid allowances in accordance with National Agreements.

It is the policy of this Council that Terms and Conditions of Employment for senior staff will reward and reflect the commitment of an officer undertaking a professional role and therefore the salary scale takes full account of any reasonable overtime and additional duty beyond standard working hours, including attendance at evening meetings, which might otherwise attract additional payments.

ANNUAL LEAVE

The annual leave year is from 1st April to 31st March.

Entitlement will depend on salary grade and will increase on completion of 5 years' continuous Local Government service. The additional annual leave will be pro rata to service in the leave year in which the fifth anniversary falls. This will be expressed to the nearest half day, rounded down where necessary. Details are set out below:-

<u>Salary Scale</u>	<u>Annual Leave</u>	<u>Annual Leave after 5 years</u>
Up to Local Grade 4	22 days	27 days
Local Grades 5/6	24 days	28 days
Grades A - C	26 days	28 days
Grades D and above	28 days	30 days

This entitlement is inclusive of two extra statutory days.

Part-time staff are entitled to annual leave proportional to the number of hours worked per week.

Additional annual leave is granted to employees to reward long service with **Guildford Borough Council** as follows:-

- ☛ 1 days leave after 10 years continuous service.
- ☛ 2 days leave after 20 years continuous service.
- ☛ 3 days leave after 30 years continuous service.

Officers transferring from another local authority can carry their leave entitlement with them if their new employer agrees to this. New entrants to local government service are entitled to annual leave proportionate to their completed months of service during the leave year of entry, but must complete six months' service before it can be taken.

SICKNESS PAY

The Council operates a comprehensive Sick Pay Scheme with benefits calculated according to an individual's length of service.

SMOKING AT WORK POLICY

The Council recognises the dangers to health associated with exposure to tobacco smoke and has created a smoke-free environment in all its work places.

Smoking is not permitted in any of the Council's indoor workplaces (including Council vehicles and Council-owned properties) and meeting areas (including the Members' room) with the exception of the Staff Club Bar at Millmead House when open after normal working hours.

Complaints involving transgression against this policy will be considered under the terms of the Council's disciplinary procedure.

CONDUCT

The Council expects the highest standard of conduct at all times from staff in relation to their employment. Guidance Notes are issued to define these standards and to ensure that they are understood by all. In the case of senior staff, completion of a register of external interests will be a requirement of employment.

EXPENSES AND BENEFITS

Relocation Scheme

The Council is aware that moving to the Guildford area may be expensive. It therefore operates a comprehensive Relocation Scheme to assist appointees in approved cases. A Mortgage Subsidy Scheme provide a means of alleviating problems arising from an inevitably increased mortgage commitment. The Relocation Package provides assistance with costs involved in choosing and moving to a house in the Guildford area.

Any applicant may enquire at interview as to their eligibility for support.

Travelling and Subsistence

If you are required to travel away from your normal place of employment on official duty, your travelling expenses will be paid.

Car Allowance

Should it be essential for an employee to have a car to carry out his or her duties, a monthly allowance will be paid plus a rate per mile to help meet the cost. Allowances and mileage rates vary according to the car's engine capacity. If a car is required less frequently, then a casual rate per mile only is payable.

Designated car users must have included and maintained in their insurance policy a clause indemnifying the Council against all Third Party Claims arising out of the use of the vehicle on official business.

Car Loans

Employees who are designated as a Car User for the performance of their duties may be eligible for a loan from the Council to help purchase a vehicle.

Contract Car-Hire

The Council operates a Contract Hire Scheme which, in approved cases, provides an alternative to the allowances above. Under the scheme an individual may have the use of a vehicle of their choice at an agreed personal contribution. This varies according to a range of factors such as assessed annual business mileage. The agreement includes provision for maintenance, insurance, road fund licence and most other motoring costs.

TRAINING

It is the Council's aim to support individuals in their employment by the provision of appropriate training. The Authority has a formal training policy which covers both short courses and Post Entry Training qualifications for professional or business studies examinations. The Authority runs and supports both Supervisory and Management Development training to meet individual and group needs.

Induction Training

Arrangements are made for new entrants to local government to attend a short course within the early months of their employment. It is designed to give an appreciation of local government in general and Guildford Borough Council in particular.

PROMOTION

The majority of posts which become vacant within the Council are open to existing staff. Vacancies are notified by circulation of an internal news sheet called 'Jobline' which is also posted on Department notice boards. Except in cases of promotion, all appointments are made by interviews and on the basis of qualifications, experience and merit.

TRADE UNION MEMBERSHIP

It is an individual's decision whether or not to join a trade union. The Council supports and participates in the system of collective bargaining and agrees that the interests of local authorities and their staff are well served by individual employees joining a recognised trade union. The principal trade union relating to administrative, professional, technical and clerical services in local government is Unison.

SPORTS & LEISURE FACILITIES

The Council operates a scheme of concessionary admissions at its various sports and leisure facilities including Guildford Spectrum.

STAFF RESTAURANT

Subsidised lunches, sandwiches and drinks are available in the staff restaurant on a daily basis. Facilities for making tea and coffee are provided in kitchenettes on each floor of Millmead House. A lounge area is provided for employees wishing to bring sandwiches or other refreshments.

CAR PARKING

The Council regrets that car parking facilities at Millmead House are limited and therefore only for designated staff. Such staff will be issued with the appropriate badge which must be displayed in the vehicle at all times.

MILLMEAD SPORTS AND SOCIAL CLUB

Membership is open to all Council employees on payment of a small weekly subscription. Functions are organised by the Committee to cover a wide range of interests and activities. Facilities include a bar, which is open most evenings.