

GENERAL CONDITIONS OF APPOINTMENT TO THE COUNCIL'S SERVICE

All applicants are asked to read these details before completing the application form enclosed

Application:

The application form itself must be completed in full; the use of a CV is acceptable only as a supplement to this.

Please complete the form in full. Do not disregard any section of it. The form should be typed or hand-written. You can complete an application form online via the Council's website – www.havering.gov.uk.

Candidates who are already employed by the Council should give their current Line Manager as their referee.

Candidates are advised that unless they indicate otherwise, references may be taken up before interview for those who are shortlisted for interview.

A candidate for appointment must disclose any relationship to a Member or Officer of the Council.

Canvassing either directly or indirectly will disqualify.

Conditions of Service

Appointments are subject to:

The appropriate National Conditions of Service and any local conditions which may be applied by the Council from time to time.

A probationary period of six months is applicable to new entrants to the local government service or previous local government employees who have not had six months continuous service with another local authority immediately prior to taking up their appointment with the London Borough of Havering.

The provisions of the Local Government Superannuation Act 1972 and Local Government Superannuation Regulations 1986 are applicable. You must therefore enter on the form the fullest possible details of your present and previous public service appointments.

At least one month's notice in writing to be given on either side (any time). The period may be longer in the case of more senior posts on the Council's establishment.

Medical Examination

All appointments to the Council's staff are subject to a satisfactory medical report from the Medical Officer for the Council's Occupational Health Section. In this respect you will (if offered an appointment) be asked to complete a medical questionnaire. You should not give notice to your present employer until you have been informed in writing that the Medical Officer has issued a satisfactory medical report.

Trade Union Membership

The Council supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employees organisations should be fully representative. The Council is associated with other local authorities represented on the national and provincial Council's dealing with local authorities services. It is equally sensible for their employees to be in membership of a Trade Union representing them on the appropriate negotiating body and they are encouraged to do so

Expenses in Connection with Interviews

Candidates attending the interview may be paid expenses in accordance with the scale laid down by the National Joint Council. Expenses will not be paid until the conclusion of the interview and in the event of a candidate withdrawing his/her application or refusing the offer of an appointment on grounds which in the opinion of the interviewing Officers are inadequate, no expenses will be paid. The expenses of the candidate appointed to a post will not be paid until he/she takes up duty with the Council.

Transfer of Superannuation Agreements

In view of the complexity of the superannuation transfer arrangements, candidates wishing to transfer existing superannuation rights to this borough (particularly for employees in public services other than local government, or in the private sector) are advised to contact the Pensions Section, based at Mercury House on 01708 432274.

Payment by Bank Credit Transfer

All newly appointed officers are required to accept payment of salary by means of a credit transfer and for this purpose a bank or building society* account is required (*NB Not all building societies participate in this arrangement and, if appropriate, further details should be obtained from the Payroll Section, based in Mercury House).

Equal Opportunities

It is the Council's policy that all applicants for employment are treated equally and the most suitable persons are appointed.

No job applicant or employee will receive less favourable treatment, directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation, creed/religion, ethnic or national origin.

People with Disabilities

Applicants are requested to indicate in the appropriate section of the application form whether they consider that they have a disability. It is emphasised that this information is required for statistical purposes only, and that it is the Council's policy to give full and fair consideration to applications for employment by disabled people, having regard to their aptitudes and abilities. **Any disabled applicants meeting the essential criteria set out in the person profile for a job will be guaranteed an interview.** Disabled employees are afforded the same opportunity as other employees for training, career development and promotion.

Equal Opportunities Monitoring

The enclosed form should be completed and returned with your application. The information is solely for the purpose of monitoring and will not be used in the selection process.

Politically Restriction

You should declare any business, financial and/or political interests which might conflict with the duties or responsibilities of this post. (Note: some posts are subject to political restrictions under the provisions of the local Government and Housing Act 1989. If this post is subject to any of the conditions, further details will be made available to you).

Rehabilitation of Offenders

Posts involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in this area you are required to state whether or not you have any convictions of criminal charges or summonses pending against you whether or not your conviction is regarded as 'spent'. Successful applicants for work with children and other vulnerable people, will also be subject to a clearance report from the Criminal Records Bureau. If the post has not been exempted then you must also disclose any conviction found against you which is not spent under the terms of the Rehabilitation of Offenders Act 1974.

Acknowledgement of Application

It is not the Council's policy to acknowledge receipt of applications.

In normal circumstances, every effort is made to arrange interviews within four – six weeks of the closing date for the receipt of applications. Accordingly, if you have not been contacted within this period you should assume that your application has been unsuccessful.

You will appreciate that these measures are taken in the interests of economy and do not mean that the Council are unappreciative of the interest which you have shown in this appointment.

Car Loan Scheme

Loans may be available to officers for the purchase of motor cars, up to a maximum figure, adjusted from time to time in line with inflation. These loans are repayable over periods of up to five years and are advanced at the prevailing Green Book interest rate. Details of the loan scheme are available from your Personnel Section.

Private Medical Health Insurance

Group scheme discounts for private medical insurance are offered to Council employees by certain companies. It should, however, be noted that contributions are not deducted at source from salary, and arrangements must be made direct with the companies. Further details are available from the Occupational Health Section, Human Resources, Mercury House on 01708 432597.