



# Recruitment Pack

West Lancashire Together; the place of choice to live,  
work, visit and invest

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## A message from the Chief Operating Officer



I am delighted that you are interested in a role here at West Lancashire Borough Council.

If you decide to pursue your application and are successful in securing a job with the Council, you will be joining a fantastic team of friendly staff, committed to delivering Councillors' ambitious agenda for our organisation, Borough, and the region.

The Council's aims are to pursue inclusive economic growth, further enhance the environment and improve the health and wellbeing of local people. There is a determination to maintain and improve performance in priority areas, whilst balancing the budget year on year. Consequently the Council is pursuing innovative, community-based and commercial approaches, together with the digitisation of services, to deliver increased income and efficiency at a time of unprecedented financial challenge.

This is an exciting time for the Borough and the Council. We are well placed to take advantage of the economic growth and opportunities arising from the neighbouring city regions of Manchester and Liverpool, whilst maintaining strong relationships in Lancashire.

We expect commitment, a positive customer-focussed ethos, creativity and teamwork from our employees, and in return you can expect a warm welcome, support and development and the opportunity to experience a great place to work.

I hope this recruitment pack proves useful, and gives you the information you need to pursue an application. If you think you have the skills, experience and abilities we are looking for we would love to hear from you.

**Jacqui Sinnott-Lacey**  
Chief Operating Officer

## A message from the Leader



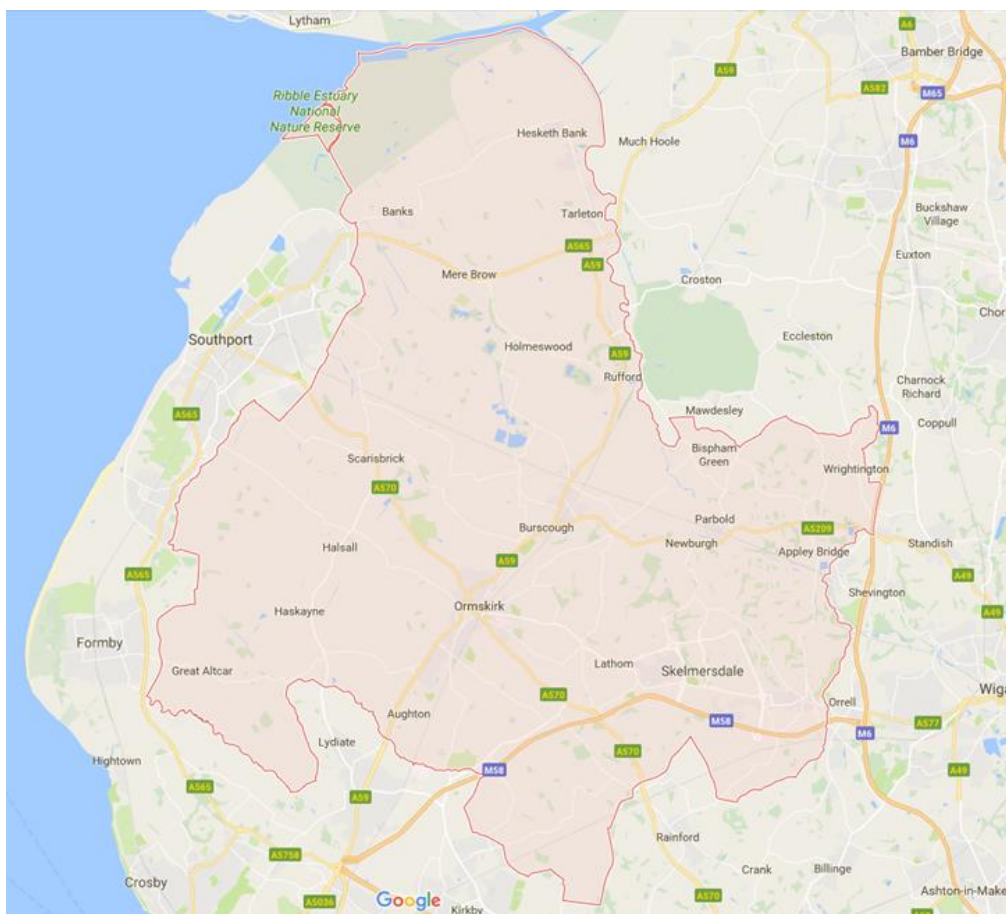
I am pleased that you are interested in exploring more about joining our team here at West Lancashire Borough Council.

We have 54 borough councillors serving the 25 wards of the borough. Councillors are elected by a simple majority and serve for four years. Councillors are democratically accountable to residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

The Leader of the Council is elected yearly at the annual meeting of the Council and appoints the Deputy Leader of the Council and the Cabinet. As the current Leader of the Council, I meet regularly with the cabinet to make decisions on services and to develop strategy and implement policies. The Council as a whole meets to decide on what policies the council will follow and how much money it will spend.

The Council deliver a wide range of services to the local community, including refuse and recycling, leisure and recreation, planning and housing. This provides a wide variety of exciting roles for people with the right skills, experience and attitude to join our fantastic team. Fundamentally, we are ambitious for West Lancashire and this is at the heart of everything we do.

**Cllr Ian Moran**  
Leader of the Council



## Destination West Lancashire

West Lancashire is predominantly a rural borough which lies at the heart of the North West of England, located within easy reach of Manchester and Liverpool, and easily accessed by the M6 and the M58. The area stretches from the outskirts of Liverpool in the south to the River Ribble in the north, with Southport to the west of it and Wigan and Chorley to the east.

It is a nature lover's dream destination and is full of hidden gems. With a diverse and growing economy, easy home to work travel and good public transport links, it is home to a top-class university and benefits from a mix of market towns, small villages and thriving commercial areas nestled alongside some of the most beautiful and productive rural countryside in the UK.

West Lancashire is a great place to live, work, study and invest, with thriving commercial centers, a good range of schools and good quality housing, alongside the greatest amount of Green Belt designated land in England. This has enabled West Lancashire to protect its rural characteristics, whilst benefiting from its proximity and easy transport links to Liverpool and Manchester, and other major cities.

The Borough is home to around 110,700 residents, over 4,000 businesses and currently supports just over 44,900 jobs. Benefiting from high quality health care and leisure facilities, it offers a wide contrast between open farmland and small picturesque villages together with the larger vibrant market town Ormskirk, with its range of lively bars and restaurants. Our largest town Skelmersdale is a hive of urban activity combining thriving business districts, central and local shopping centers, with plenty of green space and surrounding woodlands.

For further information please see the [Visit West Lancashire](#) and [Leisure and Recreation](#) pages on our [Council Website](#).





# What Services do West Lancashire Borough Council Provide?



## Waste Management

We collect household waste and materials for recycling from every household in West Lancashire. Household waste is collected one week, and recycling the next. We also provide a chargeable garden waste service and a bulky household waste service.



## Leisure and Recreation

There's plenty to do with leisure time in West Lancashire, from enjoying the outdoors in one of our 13 parks and countryside sites providing open space and wildlife to getting fit at one of our sports centres and pools. We plan and organise a wide range of free events and activities throughout the year providing fun for all the family.



## Business

We are here to help those who own an existing business in the borough or are looking to start one, and can assist with searches for property and land, accessing business advice, support and funding, apprentices and much more.



## Planning

We offer comprehensive planning and building control services, including assistance with submitting or commenting on a planning application, applying for building regulations, and requesting a site inspection. We also provide information on conservation areas, listed buildings and tree preservation orders, in addition to land charges and local searches and help with applying for new street names and house numbers and changing a property name.



## Housing

We provide assistance for council tenants, including universal credit and repairs and improvements, as well as to those who wish to become council tenants, including information on how to apply for a Council home, finding and renting a home, and services to those who are homeless or at risk of homelessness. We also facilitate tenants and residents' associations and provide help and advice for home owners, landlords and tenants about both affordable and private housing (including financial advice).



## Bills and Benefits

We provide information about housing benefit and council tax support, business rates, council tax, paying council bills and benefit fraud.



## Environment

We are here to help keep our streets clean and free from unwanted waste, to provide assistance with issues relating to noise, to provide information and services on all aspects of food safety and advice and guidance about bonfires and firework safety. We also help if you have a problem with insect pests or vermin, stray dogs and dog fouling and environmental issues such as air quality, pollution, asbestos, and climate change.



## Elections and Voting

Elections provide residents with the opportunity to vote for the people who will take decisions on issues that affect everyday life. From the safety of the street to the quality of air they breathe, we provide every eligible resident with the chance to have their say.

# The Council as an Employer

## Our People

We appreciate that people are key to achieving our objectives. We have around 540 employees based mainly out of our various sites in Ormskirk and Skelmersdale, and we know that they are our most important asset. This is why we place great emphasis on recruiting, training and developing our employees.

## Our Vision

**West Lancashire together; the place of choice to live, work, visit and invest**

### Our priorities are:

#### Create empowered, engaged and inclusive communities

##### We want:

- Healthy resilient and engaged communities that work together to improve the places they live and work
- Everyone to have the same opportunities
- Thriving voluntary and community groups that support innovation and collaboration
- To work with partners for the good of local people
- Our citizens to access the benefits of being digitally engaged
- Councillors that are active and knowledgeable and support change at a local level
- To improve customer satisfaction

##### We will:

- Build on and develop strengths within local communities
- Engage with communities when making key decisions
- Use community networks to gain views from hard to reach groups
- Create innovative ways to listen to different community views
- Use Councillors' existing reach and influence to provide community feedback to shape decision making
- Work with partners to develop a meaningful offer to support citizens to become digitally included
- Adopt a best practice model of consultation
- Listen and provide feedback to customers about how their views have improved services
- Develop neighbourhood plans with key partnerships committed to meeting the needs of our communities

#### Support businesses to adapt and prosper

##### We want:

- West Lancashire to be the place of choice to locate your business
- Our 3 towns to be thriving hubs for their communities
- To support our businesses to succeed and grow
- A strong rural business economy

- A vibrant and modern Ormskirk market that attracts visitors to the town centre

#### **We will:**

- Support the recovery and growth of existing and new businesses
- Lead the regeneration of Skelmersdale Town Centre
- Develop the market offer and reinvigorate Ormskirk's Eastern gateway
- Adopt an inclusive procurement approach which supports local businesses to tender for opportunities
- Promote West Lancashire as a place to invest through the Skelmersdale Place Board & Ambassadors
- Signpost and support businesses to innovate and diversify
- Develop a strong web presence which positively promotes West Lancashire
- Create enlivened town centres offering diverse leisure opportunities and night time economy

### **Become a Greener West Lancashire**

#### **We want:**

- To become a Carbon Neutral Council by 2030
- Local business and citizens to embrace the green agenda
- Council housing stock to meet high standards of efficiency - insulation, design, technology
- To minimise waste disposal and improve recycling services to meet national targets
- To embed green infrastructure into our thinking and planning for West Lancashire's future development and regeneration
- To safeguard the natural landscape and maintain our green environment

#### **We will:**

- Be a role model and lead good practice; develop a Climate Change strategy and action plan
- Ensure all council buildings are operating to highest efficiency standards – insulation, design, and technology
- Encourage local businesses and service providers to set their own targets for becoming carbon neutral and promote their achievements
- Commit to maximising Council energy requirements from renewable sources
- Maximise the use of solar panels on Council owned buildings and housing stock
- Increase the use of environmentally friendly products
- Optimise the development of solar/wind farm investment
- Use the supply chain to maximise energy efficiency, design out waste and reduce our carbon footprint
- Optimise the Council fleet; increase route efficiency and maximise low emissions
- Enhance green spaces promoting diverse leisure uses and explore the option of developing an Eco park
- Support the development of green transport
- Use green credentials to form part of our procurement selection criteria
- Reduce waste and improve recycling, implement a Waste strategy with a focus on sustainable solutions
- Develop a Local Plan policy encouraging green developments – green space, energy efficiency, sustainable supply chains

## **Be a financially sustainable Council by 2023**

### **We want:**

- To be confident, capable and financially sustainable
- To continue to improve the efficiency and effectiveness of service provision
- To be able to invest in high priority service areas
- To maximise available government funding and generate income to reinvest in West Lancashire
- To provide value for money services

### **We will:**

- Make sure our internal financial and decision-making processes continue to be strong
- Continue the implementation of the Council's Sustainable Organisation Review
- Maximise the returns from Tawd Valley Development Company to reinvest in West Lancashire.
- Optimise inward investment
- Review fees and charges across all council services
- Continuously develop, find better ways to do things and embrace new technology
- Consider the merits of all service options to ensure value for money is achieved
- Review existing contract savings and work with suppliers to achieve economies of scale
- Maximise commercial investment opportunities through a commercial strategy
- Maximise the value from existing assets and focus on value for money

## **A clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire**

### **We want:**

- To provide a cleaner physical environment to enhance the Borough
- West Lancashire to be safe for all citizens
- A Local Plan that supports quality growth and infrastructure in the Borough
- To provide quality and genuinely affordable homes

### **We will:**

- Deliver high quality street cleansing services based on demand
- Invest resources within services to achieve an improvement to the local environmental quality
- Develop environment ward reports for members
- Develop homes to rent/buy/for shared ownership through Tawd Valley Development Company
- Increase the supply of homes to bring cheaper private rents/more choice
- Get the right mix of properties for each community
- Continue to drive forward the community safety agenda
- Review WLBC/public estate land holdings
- Lead estate regeneration creating attractive places where people want to live
- Review our Housing Strategy
- Identify strategic regeneration areas and investment plans



## **Everyone to be healthy, happy, safe and resilient**

### **We want:**

- To help businesses in West Lancashire to thrive, grow and connect
- An engaged and motivated Council workforce
- To design services that help people stay healthy and independent
- To invest in sports and leisure services and facilities
- To protect, invest and continue to develop our green leisure spaces

### **We will:**

- Deliver our food poverty strategy and action plan
- Deliver our fuel poverty strategy and action plan
- Deliver our financial inclusion strategy and action plan
- Deliver our people strategy with Council staff that results in a continuously improving culture
- Deliver our health and wellbeing strategy embedding school initiatives
- Work with partners to focus on prevention and reducing health inequalities
- Develop a quality range of health, wellbeing and leisure facilities and services
- Bring in additional money/services to support our most deprived areas

### **We want:**

## **Everyone to be proud of their Council**

### **Management and Employee Core Expected Behavioural Standards**

Behavioural Standards demonstrate the attitudes and approach we take to work. They say how we do things, how we treat others, what we say and how we say it and how we expect to be treated. The Behavioural Standards will help us to celebrate our achievements, talk about our aspirations and express how we would like to develop.

These Behavioural Standards will form part of the annual Staff Development Appraisal discussions and will feature in recruitment and redeployment selection processes, and performance management.

The Employee Core Behavioural Standards are arranged on four key themes, and under each theme are a set of examples, which illustrate how we expect staff to act in carrying out their duties for the Council, though they are not an exhaustive list. The five key themes are detailed below:

### Putting Customers first



### We do what we say we will do when we say we will do it



### Being Positive and Adaptable



### Taking Responsibility and Achieving Results



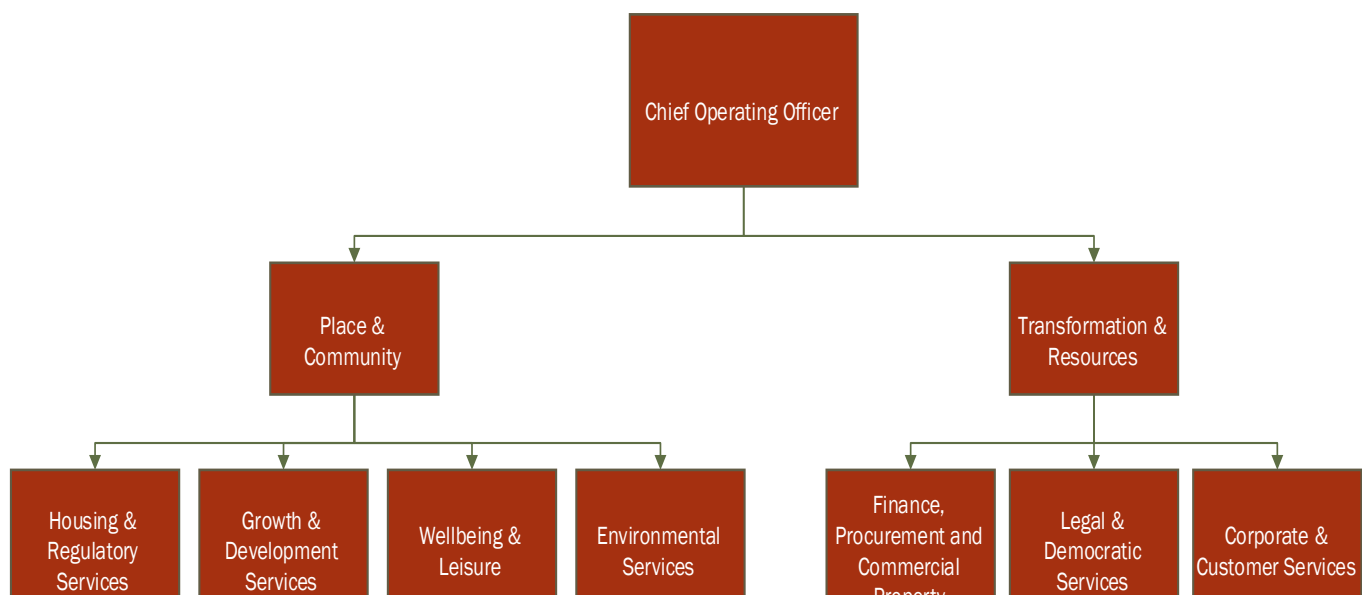
### Working Together



Managers are also expected to display the Manager Expected Behavioural Standards, which are also separated into key themes noted below:

Employees can also agree a Value Agreement either as an individual or as a team to agree those areas that both staff and managers would value. You can do this by completing a value form. A Value Agreement is an agreed set of values between you and your Line Manager, the Behavioural Standards are an expected way of doing things across the whole Council.

## The Council Structure



## Directorate of Place and Community



The Place and Community Directorate is made up of a range of front line services working collaboratively to deliver the very best outcomes that meet the needs of our community.

Services range from refuse and recycling services, to leisure and wellbeing services, to housing management and planning and building control. Some services are arranged and operate on a neighbourhood level and it is our ambition to bring together more services and key partners to work together to tackle key issues with these neighbourhoods.

There are some significant key projects being taken forward to improve the health and wellbeing of our residents, provide a clean environment, a range of housing stock and grow our business portfolio to provide a strong economy and opportunities for employment.

This is an exciting time for West Lancashire as we shape and model our services to deliver our future together.

**Heidi McDougall** – Corporate Director of Place & Community

## Directorate of Transformation and Resources



I am passionate about creating thriving communities and helping people to reach their potential.

The Transformation and Resources Directorate enables the Council to succeed through working collaboratively with all services to deliver value for money for our citizens. We provide both support and healthy challenge to ensure we are always serving the interests of our citizens. Services range from Finance, Audit, HR, Legal & Democratic, Procurement, ICT, Estates and Valuations through to Customer Experience, Business Intelligence, Communications and Citizen Engagement.

With a real passion for continuous improvement, we recognise the power of data, the lived experiences of our citizens and the expertise of our staff. We are responsible for ensuring the Council is financially sustainable with strong governance arrangements in place. We also understand our people are our greatest asset.

If you are a creative thinker who enjoys working across a whole organisation I hope to hear from you.

**Chris Twomey** – Corporate Director of Transformation & Resources

## Benefits of Working for the Council

We pride ourselves on being a good employer with a range of benefits and employment terms and conditions to suit you. Here are just some of the reasons why West Lancashire Borough Council is a great place to work:

### Salary

We offer competitive salaries on an incremental salary scheme, paid according to locally agreed pay grades using national spinal column points. You will receive an increment on 1 April each year, or when you have completed six months service if appointed between October 1 and March 31, until you reach the top of the band within your pay scale.

Salaries are paid in 12 equal installments on the 15<sup>th</sup> day of each month by BACS transfer into a nominated bank account.

### Working Week and Flexi Time

The Council benefits from a 36 hour working week, with a minimum lunch break of 30 minutes each day as part of a flexi time scheme.

The current flexi-time system supports employees to maintain a good work-life balance by allowing a variation of start and finish times in accordance with the business needs of the service; enabling accumulation of flexi-time of up to two flexi days in every four week period.

However, Service Managers must ensure that arrangements are in place to give effective cover during the hours when the office is open to the public:

9.00 a.m. - 5.00 p.m. Monday to Thursday

9.00 a.m. - 4.45 p.m. Friday

Whilst the standard working week and flexi time scheme is available to most employees, due to the nature of some positions within the Council, not all roles support this form of working. For positions where there are alternative working arrangements, these will be specified on the job advert.

### Smarter Ways of Working

We promote smarter working and working flexible working for all our employees and will agree to an employee working partly or wholly from home or remotely where appropriate.

We have devised four work styles for our former Office based type roles, and these are detailed below. The table provides details about the characteristics of each work style and details the equipment that will be provided with each work style. This policy does not apply to non-office based working styles.

In summary the workstyles are:

WORK STYLE	CHARACTERISTICS	PROVISION OF EQUIPMENT

Fixed Office Based Worker	<ul style="list-style-type: none"> <li>• Requirement is that the staff member has to be physically present at a particular office to undertake the work required e.g. direct face-to-face contact with members of the public or other staff members.</li> <li>• 100% of working time is spent at a single designated office base. (May be required to attend training and development events at other sites and venues)</li> <li>• No requirement for work to be undertaken at anywhere else except there designated office base.</li> <li>• It is not possible for them to carry out a substantial number of their duties from home.</li> <li>• Will not be a categorised car user and will not normally claim expenses except for attending training.</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop computer or laptop with keyboard, mouse, monitor and or laptop riser.</li> <li>• Access to a workstation, shared or designated depending upon the layout of the office and current working conditions at the designated office base</li> <li>• Access to administrative support (if appropriate for the post)</li> <li>• Access to a printer, supplies and storage at designated office base.</li> </ul>
<b>WORK STYLE</b>	<b>CHARACTERISTICS</b>	<b>PROVISION OF EQUIPMENT</b>
Flexible Office Based Worker	<ul style="list-style-type: none"> <li>• The staff member will be required to work across a variety of council offices, and may be required to attend meetings at a variety of council and partner offices.</li> <li>• Some of the work they carry out as part of their normal duties can be done from home.</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop</li> <li>• Access to a desk / workstation equipped with a keyboard, mouse, monitor and or laptop riser within a designated office base for some of their time (not a designated desk – post COVID)</li> </ul>



	<ul style="list-style-type: none"> <li>• Will have a designated office base, which will be the usual place of work for claiming travelling expenses etc.</li> <li>• This is probably the workstyle into which most staff members fit and would cover for example Communications staff, HR Business Partners and legal staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Keyboard, mouse, screen / riser for use working at home</li> <li>• Where considered appropriate for the role a mobile phone (all users will have access to SKYPE)</li> <li>• Where assessed as needed via a DSE assessment an office chair for working at home.</li> <li>• Access to administrative support (if appropriate for the role)</li> <li>• Access to a printer, supplies and storage at designated office base.</li> </ul>
<b>WORK STYLE</b>	<b>CHARACTERISTICS</b>	<b>PROVISION OF EQUIPMENT</b>
Mobile Office Based Worker	<ul style="list-style-type: none"> <li>• The staff member will work predominately out in the community and will be required to access and update information whilst working out in the field, as well as at a variety of council and partner offices.</li> <li>• Will be able to carry out a proportion of their work from home</li> <li>• Will have a designated office base, which will be the usual place of work for claiming travelling expenses etc.</li> <li>• When it is the most efficient solution will be required to work from home for example at the end or start of the day to save an unnecessary journey into the office.</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop / tablet which is appropriate for them to use out of the office / on site</li> <li>• Access to a desk / workstation equipped with a keyboard, mouse, monitor and or laptop riser within a designated office base for some of their time (not a designated desk – post COVID)</li> <li>• Mobile Phone</li> <li>• Keyboard, mouse, screen / riser for use working at home</li> <li>• Where assessed as needed via a DSE assessment an office chair for working at home.</li> <li>• Access to administrative support (if appropriate for the role)</li> </ul>

	E.g. Building Service Operatives, Planners, Surveyors.	<ul style="list-style-type: none"> <li>Access to a printer, supplies and storage at designated office base.</li> </ul>
<b>WORK STYLE</b>	<b>CHARACTERISTICS</b>	<b>PROVISION OF EQUIPMENT</b>
Home Based Worker	<ul style="list-style-type: none"> <li>Approximately 100% of their working time is spent at the home.</li> <li>No requirement for work to be undertaken outside of home base only required attending an office base or other venue on a very infrequent or ad hoc basis with the exception of attendance at Team Meetings, 1:1 and training.</li> <li>Will not be a categorised car user and will not normally claim expenses except for attending training.</li> <li>There are currently limited roles within the council, which would fit into this workstyle.</li> </ul>	<ul style="list-style-type: none"> <li>Desktop computer or laptop with keyboard, mouse, monitor and or riser for use at home.</li> <li>Office chair workstation and file storage for use at home</li> <li>Access to a designated office base where administrative support could be provided if appropriate for the role.</li> <li>Where considered appropriate for the role a printer to be provided at home.</li> <li>Access to storage and supplies at a designated office base. If role does not need a printer at home access to one at a designated office base.</li> </ul>

We have undertaken an assessment and determined a work style to each former office based role in the Council. The work style allocated will be included in any recruitment advertisement when filling vacancies.

### Annual Leave

Our leave period operates from 1 April to 31 March. All full time employees are entitled to a generous allowance of 24 days; rising to 27 days after five years' continuous local government service. On top of this allowance, if you are employed with us at the time, you will also receive national bank holidays and three further discretionary local days to facilitate a close down between Christmas and New Year, subject to service needs. Any employees whose specific role requires them to work some of the bank holidays, on one or more of the local days, will receive the equivalent time back at a different date.

The Council offers some flexibility in how staff choose to manage their annual leave entitlement, allowing up to 4 days to be carried forward into the next leave year, as well as the ability to 'bank' 2 further days per year for a period of up to 5 years, which staff may wish to save up for 'a holiday of a lifetime'.

Special arrangements exist for the carry over of excess leave accrued due to Covid 19.

For those employees who work with us part time, allowances are calculated pro rata for leave entitlement, local days and bank holidays.

### **Car Parking**

There are ample car parking facilities at all of our sites and all Council employees receive free car parking.

### **Car Mileage Allowance**

If you are using your car for business purposes at the request of the Council, we will pay a car mileage allowance. Alternative allowances are also payable for motorbikes and bicycles used for business travel.

### **Local Government Pension Scheme**

The LGPS is a valuable part of the pay and reward package for employees working in local government and is often viewed as one of the most valuable financial rewards of the job. The scheme is available to eligible employees under 75 years of age and membership provides numerous benefits, including:

- We top up your pension - something that would be unlikely to happen with a personal pension;
- You get tax relief on all your contributions - even on extra payments you make to top up your benefits;
- No hidden fees or charges - you simply contribute a percentage of your pay;
- You get a guaranteed package of benefits which are backed by law;
- Protection for your loved ones - in the form of pensions for dependents if you die;
- Life cover of three years pay - from the second you join;
- No medical required - unlike other forms of life insurance, it's open to all;
- All members can take a tax free lump sum as part of their benefits package;
- Protection - in case you have to draw your benefits early through ill health; and
- Your pension will go up in line with inflation, protecting you from rising prices.

### **Additional Voluntary Contributions (AVCs)**

We have an agreement through Prudential which allows employees to make Additional Voluntary Contributions (AVCs) on their pensions. When you save AVCs, you aim to build up a pot of money, which is then used to provide additional benefits to your Local Government Pension Scheme (LGPS) benefits.

### **Flexible Retirement**

Being part of the Local Government Pension Scheme has the added benefit of providing an opportunity for employees of the Council to apply for flexible retirement; which allows scheme members who have attained the age of 55 years and reduced their hours or grade, to draw all of their retirement benefits even though they have not retired.

## Long Service Award

The dedicated service of our employees is acknowledged through a Long Service Award for those employees who reach 25 years' service with West Lancashire Borough Council. This is currently a lump sum of £254.

## Work Life Balance and Family Friendly Policies

We are committed to providing family friendly policies which allow employees to balance work life and with family life, and we take pride in the number of Council employees who benefit from flexible working arrangements.

There are a number of options which our flexible working and family friendly policy offers, including reduced hours, career breaks, secondments, job sharing, compressed hours, annualised hours, staggered hours, term time working, revised work patterns, home working, flexi time, and time off for dependents.

In addition, we also have excellent maternity, paternity and adoption leave schemes, as well as maternity support and shared parental leave schemes.

## Healthcare Insurance

We offer membership to two health benefits schemes which provide a low cost health plan designed to help with the rising costs of everyday healthcare, together with those unexpected health costs along the way and payments are deducted directly from your salary.

There are a variety of packages to suit individual needs, providing different levels of insurance cover up to a yearly maximum cost for various everyday healthcare as well as emergency cover. The different schemes offer several cover options, but can include:

Homeopathy and Reflexology	Hospital Inpatient Care
Physiotherapy, Osteopathy, Chiropractic Treatment	Hospital Daycare
Specialist Consultations and Diagnostics Tests	Acupuncture
Complementary Therapies	Optical
Alternative Therapies	Dental
Birth of Adoption of a Child	Chiropody
Hospital Day Case Surgery	Hearing Aids
Surgical Appliances	Maternity/Paternity
Diagnostic Consultation	Home Nursing
Health Screening	Recuperation

In addition to these both schemes also provide:

- A Telephone Helpline
- Discounted Gym Membership
- Personal Accident Cover

**Medicash Active Scheme** - Starts from £6.95 per month for 'Bronze' cover for you and up to 4 dependent children, up to £76.50 per month for 'Platinum Plus' cover for you, your partner and up to 4 dependent children.

**BHSF THS Corporate Scheme** - Starts from £1.92 per week for 'Level 1' cover for you and your dependent children up to £14.28 per week for 'Level 7' cover for you, your partner and your dependent children.

## **Costco Wholesale Membership**

Costco Wholesale is a membership warehouse club, providing members with quality goods and services at lower prices. As an employee of West Lancashire Borough Council, you will qualify for individual membership (annual membership fee of £33.60 inclusive of VAT), which includes a complimentary card for your spouse or domestic partner.

## **CSSC Sports and Leisure**

As an employee of West Lancashire Borough Council, you will be able to become a member of CSSC Sports and Leisure at a minimal monthly cost, which can be deducted directly from your salary. As a member you will benefit from:

- A huge range of events and activities for all abilities at local, regional, national and even international level organised by CSSC. Activities range from football, netball, tennis, rounders, angling, surf camps, sailing, and hill walking to tenpin bowling, shopping days, theatre trips, cinema discounts and cookery schools, to name a few.
- Shopping with CSSC through the My Savings+ discount scheme and CSSC's online shop with access to hundreds of local and national offers, family days out, dining, and gym membership - the discounts are endless.
- Subsidisation in certain non-CSSC events and coaching, umpiring or refereeing training costs towards accredited sport training.
- Vouchers from CSSC's website to exchange for tickets to gain free entry into some Historic Royal Palaces (present together with CSSC membership card and photo ID).

## **Discounted Membership with West Lancashire Community Leisure**

As an employee of West Lancashire Borough Council, you will be able to become a member of West Lancashire Community Leisure for a discounted rate. There is a non-contracted membership package to use 4 leisure facilities for £17.50 per month (at 1/1/20)(instead of £20.00).

You can take advantage of a 7 day free trial without committing to any membership.

## **Corporate Rate of Membership for Edge Hill Sport**

Edge Hill Sport's facilities are situated to the East of the main Ormskirk campus, offering excellent provision for both indoor and outdoor sports and a wide and varied activity programme. The facilities include sports hall, swimming pool, fitness suite, exercise studio, sauna and steam rooms, to name just a few.

As an employee of West Lancashire Borough Council, you will be able to join Edge Hill Sport at the corporate rate of membership which provides a discounted rate compared to members of the public.



## **Health and Beauty**

The Imagery Hairdressing and Beauty Academy at West Lancashire College offers employees of West Lancashire Borough Council a discount on hair and beauty treatments. A further 15% off is offered on all colouring services and a free conditioning treatment with all hair services as an exclusive offer for Council staff for their first visit.

A staff ID card must be shown to be eligible for the discounts.

## **Unify Credit Union**

Credit Unions are a not-for-profit alternative to banks, building societies and other lenders who provide a facility for members to save and to borrow in a relatively inexpensive way compared to alternative commercial lenders and providers.

Unify provides a range of loans to suit different needs and offers a preferential rate loan to employees, as well as providing members with free life and loan insurance. By joining the Unify Credit Union through the Council, employees also have the ability for payments and/or contributions to be deducted from net salary.

## **Induction Program**

We aim to ensure that all new employees settle down quickly and effectively into a new post by becoming familiar with the working environment as soon as possible. For this reason, we invest time in providing a comprehensive corporate and local induction to all new staff, as well as regular support and review throughout an employee's probationary period.

## **Staff Development Appraisal Scheme**

The Council is committed to developing and valuing employees because it recognises that this supports the delivery of the best possible services with the resources available, will help to enable continuous improvement, and because it delivers personal satisfaction and benefits.

One of the key processes that the Council has in place to effectively carry out its role is the Annual Staff Development Appraisal Scheme by creating a two-way dialogue between employee and manager at which achievements, non-achievements, strengths, areas for improvement and training, development and support needs are identified and work programme agreed to ensure that individual, service and corporate objectives are accomplished. This process helps to ensure that employees feel adequately equipped to play their part in meeting the Council's corporate objectives, vision, values and priorities.

## **Learning and Development**

Learning and Development is essential to the success of the Council and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be a continuous throughout the year. There are many opportunities in the course of day to day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

The Council also has an extensive array of corporate face-to-face courses to support your development which are listed in our 'Corporate Learning and Development Directory' and cover a number of topic areas; including interpersonal skills, written communication, customer

care, personal development, management/leadership, and IT skills, alongside other specialist training and HR courses. Training needs are identified during staff development appraisals.

We also have an e-learning portal, 'Emerge' which provides employees with access to a range of on-line courses and resources at a time that suits you; designed to help you enhance your professional development and refresh your learning, with new courses being added regularly.

### **Post Entry Training**

Subject to any financial or operational constraints, the Council will support properly authorised and approved post-entry training and development relevant to the post holder's job role by providing financial support and leave of absence with pay (as appropriate in each individual case) in line with the provisions of the Post Entry Training Policy.

### **Secondments**

Secondments are flexible work processes where members of staff transfer from their established post to undertake a different role for a temporary period of time. We recognise the value of secondments in supporting the development of employees and helping meet future needs and improving the performance of the organisation.

As such, where possible, temporary positions are open for internal members of staff to apply for roles on a secondment basis, providing prior permission is granted from the immediate Line Manager or Head of Service, which can provide valuable development opportunities for employees to further their knowledge, skills, and abilities, and ultimately their careers.

### **Sick Pay**

Sickness is actively monitored within the Council, in accordance with the sickness management policy, and we aspire to a wellness culture. However, we do recognise that illness and injury do sometimes occur and, in line with national conditions of service, there is a provision for employees to receive one month's full pay in the first year of local government service and, after completing 4 months' service, an additional two months' half pay. After five years' service this provision rises to six months' full pay and six months' half pay.

### **Occupational Health**

We provide our employees with an Occupational Health (OH) service. Line Managers or employees can make a referral for an OH appointment at any time to request advice on a medical issue. Where recommended and appropriate, the Council will look to support employees with any supplementary services such as counselling.

### **Able Futures**

The Council promotes the health and wellbeing of all staff and the Able Futures Service which is delivered in Partnership with the Department for Work and Pensions and delivers a free Mental Health Support to those staff who are experiencing mental health issues whether these be short or long term. The Council launched this exceptional service on 6<sup>th</sup> February 2020 on Time to Talk Day.

This Service is an early intervention mental health support service and if staff experience anxiety, stress, depression or any other mental health issue Able Futures could give the support that is required. There is no need to get approval from a manager to access this service, it is entirely confidential, but of course employees would be further supported by their manager if they did wish to divulge any mental health issues. Besides employees this service can be used for :-

- Family and friends of working age and who are in work
- Residents of West Lancs of working age and who are in work

The Council is ambitious for Health and Wellbeing and hopes that this service will contribute to both staff and the people of West Lancs leading healthy and fulfilling lives and experiencing more enjoyable days at work.

Employees may register for this service by contacting Able Futures on Freephone 0800 3213137 8.00am to 10.30pm Monday to Friday or visiting the [Able Futures website \(external link\)](#).

### **Zurich**

In addition to Able Futures Zurich offer confidential support for mental health at work. Call free on 0800 542 5519 available 24 hours a day, 365 days a year.

### **Trade Unions**

The Council recognises the important role that trade unions play in fostering good industrial relations and improvements to the Council's services, and we support the system of collective bargaining in every way. We believe in the principle of solving industrial relations problems by discussion and agreement and are therefore associated with other local authorities, represented on the National Joint Council for Local Government Services. Locally we regularly meet with the trade unions 'GMB' and 'Union' both informally and formally at the Corporate Consultative Group.

### **Continuous Local Government Service**

An advantage of joining us here at West Lancashire Borough Council is that, as an organisation who are covered by the Redundancy Payments (Local Government) (Modification) Orders (which covers local authorities and related bodies), if you join us with previous continuous service from another organisation covered by this legislation, you will benefit from this additional service being included in calculating your entitlement to a redundancy payment, annual leave, a sickness allowance, and maternity pay.

### **Cycle to Work Scheme**

The Council takes part in a Cycle to Work Scheme, a salary sacrifice scheme which allows staff to make tax and NI savings on purchases of bicycles and cycling accessories.

### **Car Lease Scheme**

The Council takes part in a Car Lease Scheme, a salary sacrifice scheme which allows staff to make tax and NI savings on lease of one vehicle, which included insurance, and vehicle maintenance and road tax within one easy payment from salary.

### **Staff Intranet and News Updates**

We like to keep all our staff up to date on Council news and events as well as those of West Lancashire in general, and these are formally communicated to staff fortnightly via our e-

newsletter 'Team West Lancs' and 'In the Loop'.

In addition to this, our intranet pages are filled with a wealth of information for employees, providing easy access to many guidance documents, including all our policies and procedures.

### **Sell, Seek, Swap**

A forum on the Council's intranet pages allows employees to easily post about items they wish to sell or swap, or items they are looking to buy and share this with other employees across the Council.

### **Staff Suggestion Scheme**

We are committed to continuous improvement and development and really value the contribution our employees make as the eyes and ears of the organisation; the opinions of our staff really do matter. For this reason, our Chief Operating Officer operates a staff suggestion scheme; encouraging employees to submit any ideas, however big or small, for how our Council services can be improved.



## Working for the Council

### Jobs

We have a huge range of jobs and careers with excellent terms and conditions. Here are just a few of our fields of work: Administrative, Community Safety, Customer Services, Legal, Housing, Human Resources, Revenue and Benefits, Office Cleaning, Pest Control, Planning, Street Cleansing, Waste Management and Regeneration. Vacancies can arise at any time so keep an eye on our website for something that may suit you.

### Disability Confident - Committed



The Disability Confident Scheme supports the government's commitment to having 1 million more disabled people in work by 2027.

By being Disability Confident, the Council aims to demonstrate that we are leading the way in helping to positively change attitudes, behaviours and cultures around the perceptions of disability in the workplace.

The scheme has 3 levels and the Council is currently registered at Level 1:

### Disability Confident Committed

To be recognised as Disability Confident Committed we must agree to the Disability Confident commitments.

We are committed to:

- inclusive and accessible recruitment,
- communicating vacancies,
- offering an interview to disabled people who meet the minimum essential selection criteria,
- providing reasonable adjustments,
- supporting existing employees.

### Terms and Conditions of Employment

During your employment with the Council your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, set out in the Scheme of Conditions of Service (commonly known as the Green Book) and the North West Provincial negotiating machinery, as supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council. The post is subject to the terms and conditions of employment as set out in the Council's Harmonisation and Single Status document.



## Rehabilitation of Offenders

The Rehabilitation of Offenders Act 1974 was introduced with the aim of preventing ex-offenders who have not re-offended for a significant period of time from being denied access to jobs purely on the basis of their past criminal convictions. The general principle of the Act is that an ex-offender who has not re-offended for a specific length of time will be considered 'rehabilitated', and the ex-offender will be entitled to present him or herself to employers as if he or she had never been convicted in the first place.

Reforms have been introduced which reduce the period during which certain convictions need to be disclosed to potential employers. These reforms came into effect on 10 March 2014 and represent one of the most significant revisions to the legislation since its inception. The changes are part of the government's plan to reduce re-offending by helping offenders get back into 'honest work'. Further information on these reforms can be found [here](#).

## Equality and Diversity

We recognise that people who provide and use our services come from diverse backgrounds and have different experiences and needs. We value this diversity and the ways in which it contributes to the richness of life and character of our community.

We will develop, commission and deliver services that will help to overcome discrimination and disadvantage. We want every resident, staff member and visitor to West Lancashire to be treated fairly and with dignity regardless of age, gender, disability, race, belief and sexual orientation and with respect to their marriage and civil partnership, pregnancy and maternity or gender reassignment status - the protected characteristics under the Equality Act 2010. We will use our position and influence to promote equality in all aspects of community life.

## Smoking at Work

The Council does not permit smoking (which includes the use of e-cigarettes) within any building which it occupies (including near the entrance or exit), or in any Council vehicles. Employees can smoke in their own breaks but this must take place away from Council buildings. Employees smoking during working time in open spaces (e.g. grounds maintenance staff) will be encouraged to give up and reduce their smoking. Employees must not smoke in open spaces whilst in the presence of children. In addition employees concerned must not smoke in Council premises, vehicles, or their depot/work base.

## Application Process

Your application form plays an important part of your selection. The completed form is the only basis we have to consider your initial suitability for the post. The following advice should help you to complete the application form as effectively as possible.

### On the application form

The following headings correspond to some of the sections in the application form:

- **Present and previous employment:** starting with your current or last employer, list all the employers you have worked for, provide job title and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy.
- **Education and professional qualifications and training:** give a list of formal and informal qualifications and any relevant training. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure nothing important has been omitted.

We will need to see evidence of these even if you achieved them a long time ago. If you no longer have your original certificates you can find advice about how to locate them here <https://www.gov.uk/replacement-exam-certificate>.

- **Relevant knowledge, experience, skills and abilities:** This is probably the most important part of your application, as you have to demonstrate how you meet the requirements of the post. These are the criteria that we shortlist on. Be concise, well organised and positive. Do not repeat your career history, use only the relevant parts. Read through the advertisement and the job description to get a clear view of what the job involves. It is important to include details of any relevant competencies gained through undertaking voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. parent governor, committee member, VSO, treasurer of a club, CAB volunteer etc. This is particularly important if you have been out of paid work for some time. **Provide examples to demonstrate how you meet the criteria; explain how you went about it and the outcome, don't just confirm that you meet the criteria.** Always use examples that specify your responsibilities, rather than those of your section.
- **References:** It is the Council's policy to approach current and relevant previous employers in the interests of the service concerned. References are requested via email where possible after an offer of appointment has been made. Please ensure that:
  - you have provided a work email address for each of your referees on your application and that this is correct and up to date;
  - you have provided a contact name and number (where possible) that we can use to chase your reference if needed;
  - you provided at least two references on your application; one being from your current or most recent employer, and one from a previous employer;
  - these references cover your employment history and/or full time education courses over the last three years;
  - you have provided details regarding any gaps in employment/full time education;
  - if you have never had a job, a teacher or lecturer can comment on your ability to do a job;
  - if you are unemployed, you have specified your most recent employers or details of a referee at a full-time place of study.
  - if you are not able to provide employment history or full-time education courses over the last three years, a personal reference can be provided, however this must not be a relative or person who only knows you as a friend.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

### **Some points to bear in mind before you start:**

- Consider the contents of the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Study the person specification carefully. This outlines the type and range of skills/experience etc. that ideally we would like the candidate to possess or have the potential to develop. Use this as a guide and nothing more.
- Try to complete your application in a concise, well organised and positive way.
- Please do not send standard details of your own i.e. in the form of a curriculum vitae, as this will not be accepted.

Please note:

- West Lancashire Borough Council do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.
- Applications received from former West Lancashire Borough Council employees will not be considered in circumstances where they left the employment of the Council in the previous 2 years via voluntary redundancy.

### **How to Apply**

Our current vacancies are listed on this website at [westlancsjobs.co.uk/Vacancies](http://westlancsjobs.co.uk/Vacancies). If you are interested in a post, click the Apply Online button within the job advert and you'll be asked to register and set up an account on the site or log into the account you've already created. Be sure to provide an email address you use regularly, because that's how we'll keep in touch with you about your application. All applications must be submitted online by Midnight UK time on the closing date. If you require any assistance please contact HR.

### **After Applying**

Once you have submitted your application, you will see in the 'My Applications' area that the status of your application will be "submitted" and it will also show the date of submission. The following day, you will receive an acknowledgement email.

### **After Closing Date**

The selection panel will assess all applicants against the requirements of the job description and person specification and then notify HR of their decision. HR will then contact the applicants as appropriate.

### **Arrangements for the Interview**

Candidates who are successfully shortlisted will be invited to attend an assessment center and/or panel interview. Candidates who have been successful in obtaining an interview will usually be contacted via email with details of their interview so please keep an eye on your inbox! Expenses incurred by candidates during the recruitment process will not be reimbursed by the Council.

## Offers and New Starter Checks

The successful candidate offered the post will be contacted by the recruiting manager by telephone or email. Your starting salary within a grade will normally be at the minimum point.

Any offer of appointment will be made subject to the following conditions being satisfied:

- Medical clearance;
- Documentary evidence of your right to work in the UK;
- Two satisfactory written references, one of which should be from your current or most recent employer;
- Satisfactory Baseline Personnel Security Standard Checks for accessing Government records if applicable to the post.
- Satisfactory Disclosure and Barring Service Clearance (depending on job position). This will be at a Basic, Standard or Enhanced level if required.
- Probationary Period of 6 months;
- Driving License check (for driving positions)

Please be aware that the checks can take around 2-3 weeks to be completed (longer for Enhanced DBS clearance), and a successful candidate's start date will not be confirmed until all these checks have been finalised.

A successful candidate's start date will not be confirmed until all these checks have been finalised.

Further details regarding the forms you will need to complete and return to us are in the next couple of pages giving you a few handy hints just to make it a little easier for you.

### Offer Letter

Your offer letter will have been emailed to you to sign and return to confirm your acceptance of the role, along with your new starter pack which contains some forms for you to complete and guidance on how to complete these forms.

### Occupational Health

You will be sent a Pre-Placement Health Screening Questionnaire. Please complete and return this form as soon as you receive it.

Please check your junk/spam mail in-box if you do not receive after a few days of receiving an offer.

### References

References are requested via email where possible. In order to speed up the process, please ensure that:

- you have provided us with permission to contact your referees;
- you have provided a work email address for each of your referees on your application and that this is correct and up to date;

- you have contacted your referees to advise that they will receive an email from us to request a reference for you (ask them to check their junk email too);
- you have provided a contact name and number (where possible) that we can use to chase your reference if needed;
- you provided at least two references on your application; one being from your current or most recent employer, and one from a previous employer;
- these references cover your employment history and/or full time education courses over the **last three years**;
- you have provided details regarding any gaps in employment/full time education;
- if you have never had a job, a teacher or lecturer can comment on your ability to do a job;
- if you are unemployed, you have specified your most recent employers or details of a referee at a full time place of study.

If we don't have any of these details, then please email [Recruitment@westlancs.gov.uk](mailto:Recruitment@westlancs.gov.uk) with this information as soon as possible.

If you are not able to provide employment history or full time education courses over the last three years, a personal reference can be provided, however this must not be a relative or person who only knows you as a friend.

### Pensions Forms

All employees under the age of 75 will be enrolled into the pension scheme. All employees must therefore complete the Member Enrolment form. You have the right to opt out of the scheme, but you cannot complete an opt out form until you have started your employment with us.

You can also make a nomination of who will receive your lump sum death grant. If you wish to make a nomination then please complete and return the appropriate form.

### New Starter Form

**Local Government Service** - If you have previous continuous Local Government service under the Bodies Listed under the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999, and will have a break of less than 1 week until you start your role with West Lancashire Borough Council, then you will be entitled to continuous Local Government Service with us which will be included in calculating your entitlement to a redundancy payment, annual leave, maternity pay, and sickness allowance.

If you believe you have this, then please provide the details on the appropriate section of the New Starter Form. We will then ask your previous employer to confirm these details.



**Bank Details** - Please ensure that your account number consists of eight digits and your NI Number is provided (as your bank details will not be able to be processed without this). If you are requesting payment into a Building Society, this should be into a current account and supported by the Building Society's Sort Code and Account Number and your own Building Society roll number.

**HMRC Employee Statement** - This has replaced the P46 document, and will be used to calculate your tax code if you are unable to provide a P45 from your previous employer before you start with us. If you are unsure about which statement you should select, then please speak to the HR team to avoid unnecessary under or over payment of tax.

**Equal Opportunities** - To help us to monitor the accessibility and effectiveness of our HR Policies, and to comply with equality legislation we ask for your equal opportunities data.

**Why are we asking for this information?** - Under the Equality Act 2010, as a public authority, we are required to demonstrate that we are paying 'due regard' to issues that affect all sections of the community across the functions and services that we carry out as an organisation. Monitoring who makes up our workforce and who is applying for our jobs is a big part of this.

The information we collect helps us to improve our services. It shows us if some people are not attracted to working for West Lancashire Borough Council, and where we need to make changes to perhaps be more accessible as an employer to all groups in the community.

**What happens to the information?** - Some people worry about giving information in case it should fall into the wrong hands. There are strict laws (Data Protection Act 1998 and General Data Protection Act 2018) to make sure that we protect the information we collect and to deal with it responsibly. Our HR managers use the information we collect to find out what they need to do to improve their services, policies and strategies so that they meet the needs of all our residents and other stakeholders and improve representation in the workforce.

**Aren't some of the questions a bit personal?** - It may seem that we are being nosy, but we ask everyone the same thing. We understand that you might be protective of your personal information, but if we don't know who our employees are or who is applying for our jobs, it is harder for us to ensure we deliver a HR service to them appropriately.

If you would like more detailed information about **how we use your data** you can request a copy of our **Privacy Notice – Employees'** by contacting the HR section on 01695 585225 or emailing [humanresources@westlancs.gov.uk](mailto:humanresources@westlancs.gov.uk) This document will also be available to you on the Council's Intranet once you start work.

**Car Details (if applicable)** - Your offer letter will advise if you have been designated as an essential or casual car user. If you have, then please complete the car details form and provide the appropriate documentation (driving licence and insurance certificate to show business use). Please also provide your 'check code' in order for us to confirm whether you have any penalty points or disqualifications. In order to obtain your check code please log in to <https://www.gov.uk/view-driving-licence> and enter:

- your driving licence number
- your National Insurance number
- the postcode on your driving licence

Your MOT and Tax will also be checked against the national database.

Please note that your manager is required to conduct the above driver checks on an annual basis.

For drivers of Council owned vehicles, you **must** notify your manager without delay should you incur penalty points on your licence and the reason for this. The Council has an obligation to share this information with our Insurance Provider to maintain adequate cover.

### **BPSS Disclosure Basic (*External Email Link from uCheck*)**

Any post that undertakes any system administrator duties which includes being an application/system subject matter expert who manages users, passwords, forms or processes in any WLBC application or has direct access to the PSN must complete a Baseline Personnel Security Standard (BPSS) check before starting. Full details will be provided in the guidance document emailed to you with your new starter pack. One of the requirements is a Police Disclosure.

You will be sent an email with a link to activate your online disclosure application. Please login and complete this application as soon as you are able. Please have details of your address history over the last 5 years and two the following documents to hand (one from group 1 and one from group 2A or 2B) when you activate your account (you will be required to input the details of these documents) – AT LEAST ONE OF THE DOCUMENTS MUST SHOW YOUR **CURRENT** ADDRESS:

#### **Group 1 Documents:**

- Current Valid Passport
- Full or Provisional Photo Card Driving Licence (UK, Channel Islands, or Isle of Man)
- Birth Certificate (UK, Isle of Man or Channel Islands) – issued within 12 months of date of birth
- Biometric Residence Permit

#### **Group 2B Documents:**

*Issued within last 3 months:*

- Bank/Building Society Statement (UK)
- Credit Card Statement (UK)
- Utility Bill (UK) – electricity, gas, water, telephone (not mobile phone bill)
- Benefit Statement (e.g. Child Allowance, Pension)

<ul style="list-style-type: none"> <li>(UK)</li> <li>Adoption Certificate (UK and Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>Document from Government Agency/Local Authority Giving Entitlement (UK and Channel Islands) – e.g. from Department of Work and Pensions, Customs and Revenue, Job Centre</li> </ul>
<b>Group 2A Documents:</b>	<i>Issued within last 12 months:</i>
<ul style="list-style-type: none"> <li>Birth Certificate (UK, Isle of Man or Channel Islands) – issued 12 months after date of birth</li> <li>Driving Licence (UK non-photo, old style driving licence)</li> <li>Marriage/Civil Partnership Certificate (UK, Channel Isles or Isle of Man) – accompanied by associated counterpart licence</li> <li>Current Non-UK Photo Driving Licence – valid only for applicants residing outside the UK at the time of application</li> <li>HM Forces ID Card (UK)</li> <li>Firearms Licence (UK, Channel Islands and Isle of Man)</li> </ul>	<ul style="list-style-type: none"> <li>Mortgage Statement (UK)</li> <li>Financial Statement (e.g. Pension, Endowment, ISA)</li> <li>P45/P60 Statement (UK and Channel Islands)</li> <li>Council Tax Statement (UK and Channel Islands)</li> <li>Work Permit/Visa (UK)</li> </ul> <i>Issued at any time:</i> <ul style="list-style-type: none"> <li>EEA National Identity Card</li> <li>Bank/Building Society Opening Confirmation Letter (UK)</li> <li>Letter from head teacher or college (UK)</li> </ul>
<p>Once you have submitted your application, please scan and email through copies of the original nominate documents you have used from Group 1 and Group 2 as instructed at the end of the application so these can be verified and your application can be forwarded by the HR team to Disclosure and Barring Service for processing.</p>	
<p><i>The following relevant documents are available upon request:</i></p> <ul style="list-style-type: none"> <li><i>West Lancashire Borough Council's Policy on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information;</i></li> <li><i>West Lancashire Borough Council's Statement of Fair Processing;</i></li> <li><i>DBS Code of Practice.</i></li> </ul>	

### BPSS Disclosure Standard or Enhanced DBS

If your role means that you are eligible for a Standard or Enhanced Disclosure and Barring Service certificate (with or without barring lists). Your offer letter will advise you of the level of check your post carries.

Please complete the application form and supply the relevant valid identity documents as referred to below. You will need to supply details of your address history over the last 5 years on the form and provide a minimum of 3 documents which show:

- Your current name
- Your date of birth

- Your full current address
- Your signature
- Your photograph (desirable but not essential)

Further information on which documents you will need to provide will be provided to you in the BPSS guidance leaflet.

As countersignatory for DBS applications, we are required to check these documents on a face to face basis and ensure that the application form is completed correctly, and in full, before it is forwarded to the Disclosure and Barring Service (DBS) on your behalf. Please note that if all required documents are not provided, the DBS will not process your application.

For some posts a BPSS may not be required but for safeguarding requirements a DBS may be required. The level of DBS will be advised at the time of advert and on the offer letter. Further information on which documents you will need to provide will be provided to you in the guidance leaflet emailed to you.

*The following relevant documents are available upon request:*

- *West Lancashire Borough Council's Policy on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information;*
- *West Lancashire Borough Council's Statement of Fair Processing;*
- *DBS Code of Practice.*

### What you need to do to complete pre-employment checks

- ☐ Complete your occupational health form (you will be sent a separate email)
- ☐ Sign and email back the 'Offer Letter'
- ☐ Complete and email back the 'New Starter Form'
- ☐ Complete and sign the 'Pensions Forms' (Enrolment Form and Nomination Form) and email back.
- ☐ Documentary evidence of your right to work in the UK (see Compliance with Immigration, Asylum and Nationality Act 2006 guidance leaflet)
- ☐ Email documentary evidence of your 'National Insurance Number'
- ☐ Email documentary evidence of your age (your 'Birth Certificate')

If your post requires BPSS clearance (this will be stated on your offer letter) you will also need to complete the following:

- ☐ Complete your online disclosure application (you will be sent a separate link)
  - ☐ Complete and sign the 'BPSS Form' and email back.
- ☐ Sign and email back the PSN Acceptable Usage Policy'.
- ☐ Your signed 'Personal Commitment Statement'
- ☐ Submit documentary evidence of your identity (see BPSS guidance leaflet for a list of acceptable documents)
- ☐ Submit Driving Licence and car insurance certificate (with business use) – *if applicable*
- ☐ Submit 'Qualification Certificates' detailed on your application form. We will need to see evidence of these even if you achieved them a long time ago. If you no longer have your original certificates you can find advice about how to locate them here <https://www.gov.uk/replacement-exam-certificate>

### Arranging your Start Date

Once all of your checks have been completed, we will inform your Line Manager who will contact you directly to agree a mutually convenient start date and discuss with you with any other information you need for your first day, including car parking passes, uniforms, etc. They will also be happy to answer any role specific queries prior to your start date.

### **Induction and Probationary Period**

All new employees to West Lancashire Borough Council will receive a central and local induction programme.

All employees are also subject to a 6 month probationary period in line with the Probationary Policy and Procedure. During this time, you will have regular meetings with your Line Manager to discuss your progress and any support you need to achieve the required standard in your role.





We hope to receive your application soon

*Good Luck!*

We want to ensure that everyone can apply for job roles with West Lancs, regardless of whether you have a disability, speak another language, or are from a different cultural background.

We can provide written information in the following formats upon request: clear print, large print and where available, Braille or audio tape/CD, or in other languages.

For alternative formats, please contact Customer Services on the number below.

In the meantime why not connect with us:



Follow us on LinkedIn



Tweet us @Westlancsbc



Use our email service to be alerted to opportunities in the future  
[westlancsjobs.co.uk/Subs](mailto:westlancsjobs.co.uk/Subs)

Human Resources  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

[recruitment@westlancs.gov.uk](mailto:recruitment@westlancs.gov.uk)

01695 577177

[westlancsjobs.co.uk/Vacancies](http://westlancsjobs.co.uk/Vacancies)