



Recruitment Pack

A Council which is 'Ambitious for West Lancashire' - our
Economy, Environment and for Health and Wellbeing"

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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



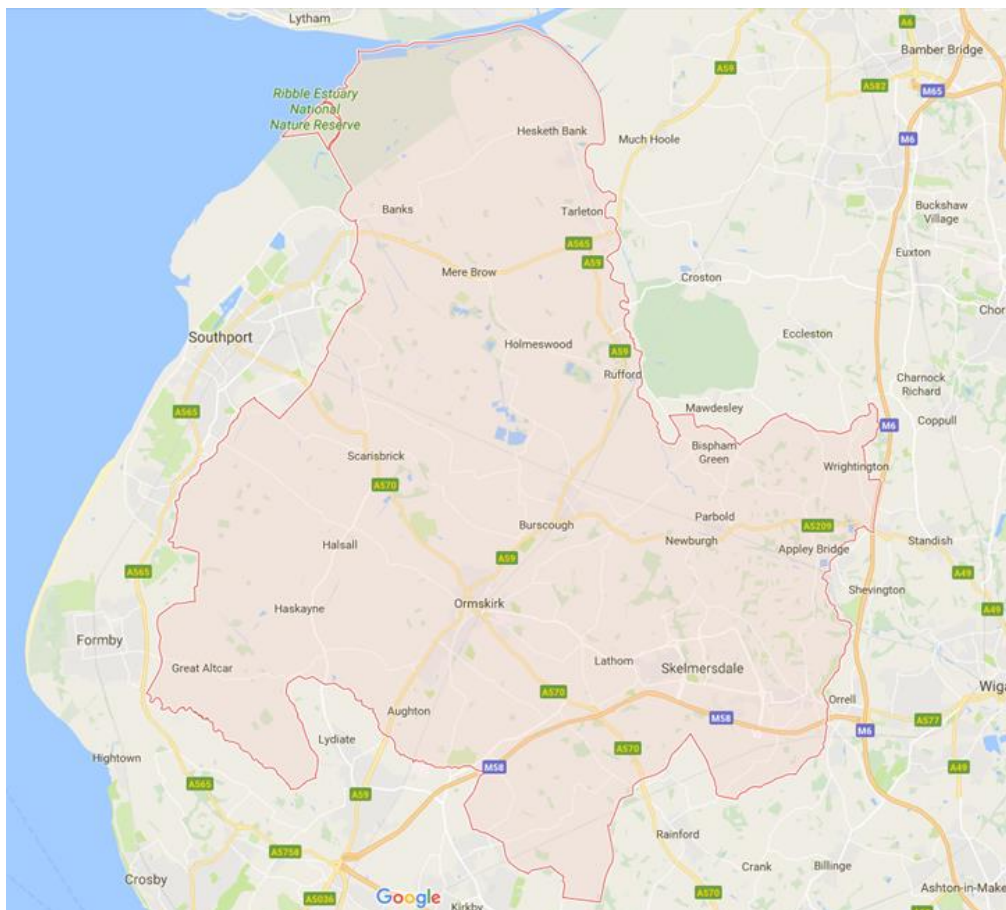
I am pleased that you are interested in exploring more about joining our team here at West Lancashire Borough Council.

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?



Refuse and Recycling

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

Our vision is to be a "Council which is ambitious for West Lancashire – our Economy, Environment and for Health and Wellbeing".

We are ambitious for our economy, and for inclusive growth in West Lancashire, retaining and growing good quality jobs, increasing skills levels and encouraging business and wealth generation. This is matched by our ambitions for good quality, clean, built and physical environment, and for ensuring the conditions are in place for people in West Lancashire to live healthy and fulfilling lives. These ambitions are reflected in the priorities and key projects that have been identified.

Our Values

Collaborative	working in partnership to benefit West Lancashire, and being open and involving in the way decisions are made, and adopting a coordinated 'One Council' approach
Empowering	valuing and developing communities and employees to take responsibility for solutions, and to make the most of our local assets
Enterprising	being innovative and creative, delivering lasting improvements and ongoing efficiencies to bring the Council to a sustainable position
Equality	promoting equality and seeking to reduce inequality
Focussed	being strategic and prioritising the things that make the biggest difference to our communities
Proud	of West Lancashire as a place to live, work, visit and invest

Our Priorities

Deliver tangible and visible improvements in the Borough by:

- Completing the current review of the Local Plan;
- Developing new and improving leisure facilities as health and leisure hubs;
- Delivering retail, housing and public realm improvements with a focus on Skelmersdale Town Centre;
- Establishing a Development Company;
- Creating the Moor Street Gateway;
- Implementing the Route Optimisation Round Review and associated projects; and
- Implementing the Clean and Green Service structure and deliver the new service standards.

Engage and empower our local communities by:

- Delivering the Master Plan for Tawd Valley park, subject to resources;
- Seeking the asset transfer of existing leisure facilities in North Meols;
- Delivering digital inclusion initiatives; and
- Implementing the Health and Wellbeing Strategy including involvement with the Integrated Community Partnership.

Actively promote the Borough as a great place to live, work and invest by:

- Promoting the Council's role and West Lancashire's achievements including through digital communications;
- Engaging businesses and communities to enhance and promote Ormskirk and the wider West Lancashire visitor economy;
- Engaging with Liverpool City Region, Lancashire authorities and key decision makers;
- Enhancing and promoting Skelmersdale and the wider West Lancashire business economy.

Delivering our Priorities

West Lancashire Borough Council is ambitious for West Lancashire. We are committed to important projects that will benefit the borough and everyone who lives and works here. For information about the key projects that will deliver our priorities please view the Council Plan. Details about how we manage performance can be found on our [Performance Management](#) pages.

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 four key themes are detailed below:

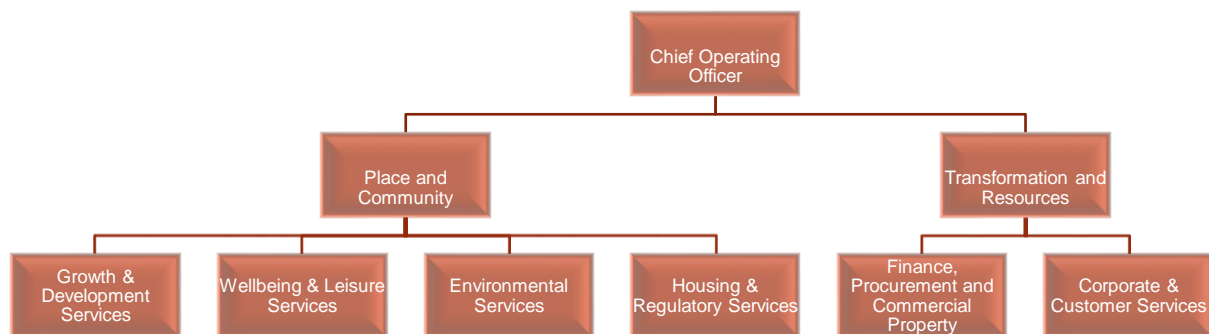
ECEBS Key Themes	Organisational Statement of Intent
Putting Customers first	Understanding customers and putting customers at the heart of everything we do.
Being Positive and Adaptable	Responding positively to change, being optimistic in finding solutions to challenges and operating with honesty and integrity.
Taking Responsibility and Achieving Results	The ability and willingness to focus on achieving individual and organisational goals.
Working Together	Working together across teams, services and with partners to achieve the objectives of the Council.

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

MEBS Key Themes	Organisational Statement of Intent
Service delivery and change management	The ability to achieve results and identify/promote Council and Service change to continuously improve.
Financial and resource management	Demonstrating effective finance and resource management skills.
Leading, motivating and developing	The ability to lead a team effectively in an area of work in accordance with the Council's vision, priorities and values and promote continuous improvement.

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 15th 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 within a band width of between 7am to 7pm, with a minimum lunch break of 30 minutes 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.

Annual Leave

Our leave period operates from 1 April to 31 March. All full time employees are entitled to a generous allowance of 23 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'.

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 £236.

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.

WLBC Sports and Social Club

The WLBC Sports and Social Club is a club run by employees, for employees, doing things that employees want to do! Events are listed on the Council's intranet pages, and include activities such as race nights, quiz nights, theatre trips, staff Christmas parties, children's Christmas parties, and many more; along with more regular clubs such as seven-a-side football, golf and running. The club's committee are always looking for new suggestions from employees, and if they get enough interest on specific activities or clubs, then they will arrange it!

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 cost of £4.25 per month (at 1/1/20), 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.
- Free entry to English Heritage sites included in the programme for yourself, one other adult and accompanying children (max 6) with your CSSC card.
- Free entry to Cadw sites for yourself, one other adult and accompanying children under 16 (max 3) with your CSSC card.
- 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.

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 which allows staff to make tax and NI savings on purchases of bicycles and cycling accessories.

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 'West Lancs Now' 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.

The Book Swap Shop

A book swap facility operates from the staff room on the ground floor of the Council Offices at 52 Derby Street, Ormskirk, and is available for all staff to use. Employees are invited to bring along a book to swap and take away another one to read from the book case.



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, Arts Development, Community Safety, Customer Services, Legal, Housing, Human Resources, Office Cleaning, Pest Control, Planning, Street Cleansing, Refuse Collection 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 dated July 2019.

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.
- **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.

How to Apply

Our current vacancies are listed on this website at 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

Please be advised that it is expected that appointment 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, Satisfactory Disclosure and Barring Service Clearance (depending on job position). This will be at a Basic, Standard or Enhanced level;
- 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.



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:



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Use our email service to be alerted to opportunities in the future
westlancsjobs.co.uk/Subs

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