

EMPLOYMENT INFORMATION FOR LOCAL GOVERNMENT AND CRAFT POSTS

INTRODUCTION

Thank you for expressing an interest in employment with East Lothian Council. Information regarding employment is detailed below. If you require any further information please do not hesitate to contact Human Resources on 01620 827868 or email hr@eastlothian.gov.uk

EQUAL OPPORTUNITIES

East Lothian Council is committed to being an Equal Opportunities employer with all aspects of employment and associated policies underpinned by equal opportunities. We aim to ensure that our workplace feels inclusive and is a positive workplace for all employees, where individual differences and the contributions of employees are valued. The council's Equal Opportunities Statement can be seen here [Equal Opportunities Statement | East Lothian Council](#)

PAY

It is East Lothian Council's policy that successful applicants will normally be placed on the first point of the salary scale.

LEAVE - LOCAL GOVERNMENT EMPLOYEES

Annual leave entitlements for 35-hour week are as follows (will vary for 37-hour week contracts) (pro-rata for part-time employees): For employees with:

- less than five years continuous service at the start of the leave year - 25 days
- more than five years but less than ten years continuous service at the start of the leave year – 30 days
- more than ten years continuous service at the start of the leave year – 32 days.

Public Holidays - there are 8 fixed public holidays, agreed locally.

LEAVE - CRAFT EMPLOYEES

Annual leave entitlements (pro rata for part-time employees) for employees with:

- less than five years continuous service at the start of the leave year - 21 days
- more than five years but less than ten years continuous service at the start of the leave year – 26 days
- more than ten years continuous service at the start of the leave year – 28 days.

There are also 12 Public Holidays; 7 days are fixed and 5 are 'floating'.

SICKNESS ALLOWANCE - LOCAL GOVERNMENT EMPLOYEE CONDITIONS

Following 26 weeks service the Occupational Sick Pay scheme provides for 5 weeks full pay and 5 weeks half pay rising to 26 weeks full pay and 26 weeks half pay dependent on length of service. The scheme does not provide for staff with less than 26 weeks service unless relevant continuous service applies (as per Red Book).

SICKNESS ALLOWANCE - CRAFT CONDITIONS

Employees are entitled to sickness pay on a graded basis dependent on the length of service. The Occupational Sick Pay scheme provides for 5 weeks full pay and 5 weeks half pay rising to 26 weeks full pay and 26 weeks half pay dependent on length of service.

SUPERANNUATION

The council operates a contributory career average pension scheme which is open to all employees. Under the rules of the scheme, you will become a member automatically (if you have a contract for 3 months or more) unless you choose to opt out of scheme membership.

MEDICAL SCREENING

The preferred candidate will be required to complete a medical assessment questionnaire, which will be reviewed by an Independent Occupational Health Advisory Service on behalf of the Council. Where the Independent OH Advisory Service determines that a medical appointment is required, the preferred candidate will be advised of an OH appointment by attendance at Occupational Health or via a telephone consultation. Participating in a medical screening assessment is a condition of employment. Failure to participate in an assessment could result in withdrawal of offer.

FLEXIBLE WORKING

The Council offers a range of flexible working options under our WorkSmart (flexible working) policy and Homeworking Policy which employees are eligible to apply for. There is no minimum continuous service requirement for employees who wish to request flexible working. However, it is recognized that not all posts are suitable for Flexible Working. The WorkSmart Policy outlines arrangements for flexible working including part-time working, annualised hours, compressed hours, hybrid working and variation in hours.

GUARANTEED INTERVIEW SCHEME FOR APPLICANTS WITH DISABILITIES

As a Disability Confident Employer, we strive to offer interviews to applicants who declare a disability and meet minimum job criteria. It is important to note, however, that there may be occasions where it is not practicable, or appropriate, to interview all disabled applicants who meet the minimum criteria for the job e.g. high volume of applications and seasonal / high-peak times in which case both essential and desirable criteria will be taken into account. If you have a disability you should tick the 'yes' box in the section within the application form and also the Equal Opportunities monitoring form.

OTHER GUARANTEED INTERVIEW SCHEMES

East Lothian council has in place guaranteed interview scheme arrangements for armed forces veterans and **care experienced applicants. If you wish to apply under these schemes, please tick the 'yes' box in the section of the application form and also on the Equal Opportunities Monitoring Form. **refers to anyone who has been in or is currently in care or from a looked after background at any stage in their life, including those who have been adopted.

FEEDBACK

If you are not successful in securing an interview or following interview, and would like feedback on your application, the Council will provide this on request. Please contact the Recruitment Team in the first instance.

PVG/DISCLOSURE SCOTLAND CHECKS

East Lothian Council undertakes Criminal Record checks for preferred candidates who are applying for specific posts dealing with children or protected adults, as specified in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007. Other posts may require a Basic Disclosure to be carried out depending on the role. Both PVG and Basic Disclosure checks are carried out by Disclosure Scotland. For more information on PVG/ Disclosure checks please visit the Disclosure Scotland website <https://www.mygov.scot/disclosure-types/>

Employment may not be commenced until the relevant check has been completed. If the post requires PVG membership, the employee is responsible for paying the fee associated with joining the scheme.

DATA PROTECTION

The information you provide on the application form and any supplementary forms will be used to assist in the process of recruitment and selection in accordance with the Policy of East Lothian Council. If you are successful in your application the information you provide will be used for HR and payroll purposes. By signing the declaration section of the application form, or ticking the waiver on the online application, it is understood that you consent to the use and storage of your personal information for the above stated purposes.

DATA MATCHING

East Lothian Council is responsible for the collection of Council Tax within its area. In order to carry out the full range of services provided to the residents of East Lothian, it is important to ensure that all revenues are collected from those who are liable and the Employee is expected to pay Council Tax if liable. It is a disciplinary offence for an employee not to make effective payment arrangements for any monies due to the Council by way of Council Tax. The Council is entitled to match data from differing sources to enable it to carry out its statutory and other functions. This includes any matching of certain data held in respect of employees who are residents in East Lothian and information about payment or non-payment of Council Tax. Data matching may take place to enable East Lothian Council to collect arrears and also to establish if its employees are in breach of the Council's Disciplinary Code. Similar information is 'matched' in respect of Housing Benefit as part of the Council's role in assisting the elimination of benefit fraud.

If you are the preferred candidate/offered a post, your personal data may be shared with other organisations that the Council have a statutory obligation to provide information to or enter into partnership with such as (but not limited to) Lothian Pension Fund; Disclosure Scotland; Occupational Health provider; professional registration bodies (e.g. SSSC); HMRC; DWP. The Council will not disclose any information about you to any other parties outside of the Council unless you ask us to do.

You have the right to request copies of your personal data at any time. Should you spot any factual errors please inform Human Resources as the Council have a duty to rectify this.

Failure to provide East Lothian Council with the required personal information may materially affect the contract of employment. Should you wish to complain about the way your personal information is stored or used you have right to complain to the Information Commissioner.

POLITICALLY RESTRICTED POSTS

Certain posts are designated as politically restricted posts under the Local Government and Housing Act 1989 with a restriction on public political activities. Employees are notified if this applies to their post in their contract of employment.

WORK OUTSIDE THE COUNCIL

East Lothian Council is responsible for the administration of extensive public funds and therefore employees are not allowed to carry out private practice or other paid employment without prior consent in line with secondary employment arrangements within the Council's Code of Conduct Policy. This is to ensure that there is no possible conflict of interest and that your health and performance in the job to which you may be appointed are not likely to be adversely affected.

CODE OF CONDUCT POLICY

East Lothian Council expects all employees to maintain official and

professional conduct of the highest standard such that public confidence in their integrity is sustained.

EAST Lothian COUNCIL VISION, VALUES & BEHAVIOURS

Our vision is for a prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish. Our values, and the behaviours which support them are outlined in the 'The East Lothian Way', which help us meet the objectives of the council.

East Lothian Council expects all employees to maintain official and professional conduct of the highest standard such that public confidence in their integrity is sustained. The council and all employees are expected to promote and adhere to all professional codes of practice.

SOCIAL MEDIA POLICY

All employees are bound by the terms of the Council's Social Media Policy which specifies employee responsibilities inside and outside of work including use of blogs/microblogs; collaboration tools (wikis, forums); social networks; on-line games, virtual worlds and content communities.

RELOCATION

Subject to approval by the Head of Service, a Relocation Scheme may be available to employees recruited to the Council on a permanent or temporary (minimum 2 year contract) basis and who, at the time of accepting the appointment, reside outside the Lothians and who therefore requires to move home in order to reside within a reasonable travelling distance of their place of work, or their job specifically requires them to be within East Lothian council work and service locations.

TRADE UNION MEMBERSHIP

Employees have the right to join and take part in the activities of an appropriate trade union. East Lothian Council recognizes Unison, Unite, Educational Institute for Scotland (EIS), Scottish Secondary Teachers Association (SSTS), and GMB for collective bargaining purposes.

EMPLOYEE BENEFITS

We have several employee benefit schemes in place which may save employees money:

- Training and Career Development opportunities
- Cycle to Work Scheme (a salary sacrifice scheme)
- Local and national shopping discounts
- Enjoy Leisure Discounts
- Car Leasing Scheme (a salary sacrifice scheme)
- Employee Assistance Programme (EAP)
- Access to HSF Health Plan
- Capital Credit Union (saving direct from your salary & loans)

NO SMOKING POLICY

Smoking is prohibited throughout the entire workplace. This extends to council vehicles (owned or hired), including privately owned/leased vehicles where employees are being carried as passengers during council business. This includes e-cigarettes and vapes.

COMPLAINTS

The Council has a Feedback Policy, which includes the consideration of complaints. All applicants have access to it if they feel they have been unfairly treated during the recruitment and selection process. External applicants should direct any concerns to the Service Manager – People & Council and internal applicants have recourse to the Council's Grievance Procedure.