

## EMPLOYMENT INFORMATION FOR LOCAL GOVERNMENT AND CRAFT POSTS

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](mailto:hr@eastlothian.gov.uk)

### INTRODUCTION

One of Scotland's most scenic areas, East Lothian covers an area of some 270 square miles. It has a population of around 94,440 and extends from Musselburgh, the largest town, eastwards to Dunbar. East Lothian is the seventh smallest mainland authority in Scotland, with 23 elected members and approximately 4,500 employees. The Council's headquarters are in the market town of Haddington, which is approximately 20 miles from Edinburgh.

### LEAVE - LOCAL GOVERNMENT EMPLOYEES

Annual leave entitlements will be as follows (pro rata for part-time employees): -

- For employees with less than five years continuous service at the start of the leave year - 24 days
- For employees with more than five years but less than ten years continuous service at the start of the leave year – 29 days
- For employees with more than ten years continuous service at the start of the leave year – 31 days.

Public Holidays - There are 8 fixed public holidays which are agreed locally.

### LEAVE - CRAFT EMPLOYEES

Annual leave entitlements will be as follows (pro rata for part-time employees): -

- For employees with less than five years continuous service at the start of the leave year - 20 days
- For employees with more than five years but less than ten years continuous service at the start of the leave year – 25 days
- For employees with more than ten years continuous service at the start of the leave year – 27 days.

Public Holidays - There are 12 public holidays, a certain number of which are granted on pre-determined dates.

Please note that Craft Employees fixed public holidays are agreed locally.

### SICKNESS ALLOWANCE - LOCAL GOVERNMENT EMPLOYEE CONDITIONS (Red Book)

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.

### SICKNESS ALLOWANCE - CRAFT CONDITIONS

Relevant Terms and Conditions applicable to the post will be made available to the preferred candidate.

### 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 which subsists for 3 months or more) unless you choose to opt out of scheme membership.

### MEDICAL SCREENING

The preferred candidate will be required to undertake a medical assessment questionnaire. An independent Occupational Health (OH) Advisory Service on behalf of the Council will review the questionnaire. Following review of the questionnaire, if the independent OH Advisory Service determines that a medical appointment is required, the individual will be advised of an appointment either by attendance at Occupational Health or via a telephone consultation with Occupational Health. Participating in a medical screening assessment is a condition of employment. Failure to participate in an assessment could result in dismissal or disciplinary action by East Lothian Council.

### FLEXIBLE WORKING

The Council has in place a WorkSmart Policy for staff with 26 weeks continuous service that promotes flexibility in working arrangements. Please be aware that not all posts are suitable for Flexible Working.

The WorkSmart Policy covers applications for:-

Part-time working	Job Sharing	Flexible Working Year
Compressed Working	Agile working	Variation in hours

### GUARANTEED INTERVIEW SCHEME FOR PEOPLE WITH DISABILITIES

The Council's recruitment and selection policy provides for positive action towards disabled people. If you have a disability and if, from the information you have given on the application form, you appear to have the minimum skills, experience and other attributes required for the post, you will be guaranteed an interview. If you consider yourself to be a person with a disability you should tick the 'yes' box in the section within the application form and also the Equal Opportunities monitoring form.

### CANDIDATE INTERVIEW EXPENSES

Candidates travelling to attend an interview can claim expenses at public transport rates. A form will be issued at interview.

### FEEDBACK

If you are not successful, and would like feedback on your application, the Council will provide this on request. Please contact Human Resources for the contact details of the manager responsible for recruitment for the post you have applied for.

### 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. Basic Disclosure checks are carried out for all preferred candidates who require access to the Council's corporate network. 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/>

If the post you have applied for requires a PVG or Basic Disclosure check to be carried out, you will be asked to bring 3 original pieces of official identification to any interview you attend. Full instructions will be sent to those applicants invited for interview.

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.

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. This is to ensure that there is no possible conflict of interest and also that your health and performance in the job to which you may be appointed are not likely to be adversely affected

### RELOCATION

A Relocation Scheme is available to employees recruited to the Council's permanent establishment and who, at the time of accepting the appointment, resides 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 near at hand. In any matter of interpretation it shall be delegated to the Chief Executive to determine eligibility upon the recommendation of the relevant Head of Service.

### TRADE UNION MEMBERSHIP

Employees have the right to join and take part in the activities of an appropriate trade union.

### EMPLOYEE BENEFITS

We have several employee benefit schemes in place to help save employees money including:

- Cycle to Work Scheme (a salary sacrifice scheme)
- Local and national shopping discounts
- Sports Centre Discounts
- Car Leasing Scheme (a salary sacrifice scheme)
- Employee Assistance Programme (EAP)

### NO SMOKING POLICY

It is Council Policy that smoking (including e-cigarettes) is not permitted at work.

### 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 – HR & Payroll and internal applicants have recourse to the Council's Grievance Procedure.

*"Equal Opportunities" means the prevention, elimination or regulation of discrimination between persons on grounds of sex, marital status or social grounds, or on grounds of disability, age, sexual orientation, language or social origin or of other personal attributes, including beliefs or opinions such as religious beliefs or political opinions. (The Scotland Act 1998).*