

Recruitment Information Pack



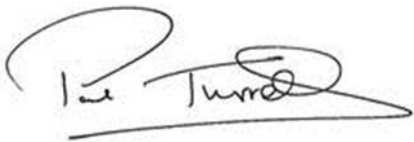
Dear Candidate,

I am really pleased that you are considering applying for this role here at Runnymede Borough Council. We are an enterprising Council approaching the future in a positive way by investing in our town centres to improve the quality of life of our residents and achieve income to offset the loss of Revenue Support Grant at the same time. We have already started to benefit financially from these investments.

We are looking for candidates who are skilled in their profession; highly customer orientated, works with a constructive approach and are flexible and adaptable.

We are always looking to improve our service and therefore candidates should have an enterprising approach to work and always be open to new ways of working.

I look forward to receiving your application.



Paul Turrell

Chief Executive



Developments within the Borough

Runnymede Borough Council has adopted an entrepreneurial approach to address the loss of Revenue Support Grant. We have invested in a property portfolio and the regeneration of the local towns and facilities. This started with the development of Addlestone One, an exciting and modern new town centre which includes new shops including Waitrose, high quality restaurants, a new gym, a hotel operated by Premier Inn, and a six screen cinema. There will also be 213 new homes as well as public landscaped spaces. As the Addlestone One development nears completion, work will soon begin on the new town centre and state-of-the-art leisure centre in Egham. The leisure centre will include a 25m, eight lane swimming pool with a moveable floor and spectator seating, and a 10mx10m learner pool with splash area. There will also be a health and fitness suite with 110 exercise stations, a sauna, steam room and studios with the development due for completion in early 2019.

We are always looking ahead to create a healthy, safe and vibrant environment for people to work, visit and live. These developments are just the start of a bright and exciting future for Runnymede.

About Runnymede

The name Runnymede is known world-wide for its association with the sealing of Magna Carta in 1215. Today, Runnymede is a highly regarded and efficient local authority with a commitment to providing outstanding value for money and quality services.

The Borough has a number of national and international companies within its boundaries making it one of the more significant locations for commerce and employment in Surrey. It is also important as a place of residence. Its excellent communications, by road and rail, make it an ideal area in which to live close to unspoilt country and river scenery and yet within half an hour of central London. Rail routes link all parts of the Borough with Waterloo. M25 and M3 motorways provide easy access to all parts of the country.

The Council has a population of over 80,000 and covers 30 square miles in north Surrey. It has a long north-eastern boundary formed by the Rivers Thames and Wey, across which are the towns of Staines and Weybridge. In the north-west, the Borough boundary cuts across the wooded areas of Windsor Great Park, whilst on the west the boundary reaches along the edge of Chobham Common. In the south, the Borough extends almost to Woking.

Within its boundaries, the authority embraces a number of distinct town and village communities. In the north, there is Englefield Green, Thorpe, (with its famous theme park) and Egham, (which includes historic Runnymede.) To the west, is an extensively wooded area embracing the residential village of Virginia Water and the famous Wentworth Golf Course. Further south located on the Thames is Chertsey, a historic town whose links, through its former abbey, go back to Saxon times. Chertsey merges into the newer town of Addlestone. Also, in this southern part of the Borough, are the more modern residential villages of New Haw, Woodham and Ottershaw.

Terms and Conditions of Employment

General

Runnymede Borough Council has local conditions of service to attract and retain high calibre staff. Certain extracts of Runnymede's terms and conditions of employment are given below for your information. If you would like more details, please contact Human Resources; tel. 01932 425512, Email humanresources@runnymede.gov.uk

Medical Clearance

Appointments are subject to a medical assessment which usually means completing an online questionnaire. Occasionally an examination by the Council's Medical Adviser is also necessary.

Hours of Work

The working week is based on 37 hours per week.

Probation Period

New entrants to Runnymede work a probationary period of up to 6 months prior to being transferred to the permanent staff. At that time you will receive an appraisal and, if appropriate, a salary review.

Appraisal and Development

A Performance Appraisal and Staff Development Scheme is in place.

Annual Leave

The leave year runs from the date of starting with Runnymede and most staff start with 23 working days or the equivalent in hours. Entitlement increases with continuous Runnymede service as set out in the chart as per below:

	Total Number of Days
On Appointment	23 days
After 1 year RBC service	24 days
After 2 years RBC service	25 days
After 3 years RBC service	26 days
After 4 years RBC service	27 days
After 5 years continuous Local Government service	28 days
After 10 years continuous service with Runnymede and Chief Officers	31 days

NB: All Annual leave entitlement will be calculated pro rata for part time staff.

Other Benefits

- Runnymede Borough Council operates a flexi-time system for some areas and time taken should be by agreement with the Team Manager.
- Discounted membership of Addlestone and Egham Leisure Centres.
- The Local Government Pension Scheme.
- Access to regular free eye tests.
- A confidential counselling service is available to staff.
- Subsidised membership of one relevant professional body.
- Opportunities for continued professional development.
- Other discounts from local businesses.
- Essential or Casual User Car Allowance – dependent on usage.

Eligibility criteria exist for some of these benefits and all benefits are subject to review by the Council from time to time.