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# Elmbridge Borough Council

## Working for us

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**Elmbridge**  
Borough Council  
*... bridging the communities ...*

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## About us

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Elmbridge Borough Council is a local authority at the heart of the community. We are a compassionate and progressive organisation; one that prides itself on listening to our customers and to providing high quality services as cost effectively as possible.

With a gross annual expenditure of £100m, we have a workforce of over 300 people and are supported by 48 Councillors, countless volunteers and numerous partner organisations.

As a Borough Council, Elmbridge is responsible for services such as waste and recycling, housing, planning, community support services, parks, playground and green spaces.



Underpinning all that we do in Elmbridge is the '[Council Plan](#)' - our strategic plan of work. Our vision is to be a responsive and effective Council, protecting and promoting the interests of residents and businesses. Our priorities for 2020/21 are based on the following themes:

- Character and development
- Quality services
- Economic development
- Community wellbeing
- Climate change

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## Great services need great people

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Thank you for your interest in Elmbridge Borough Council. Elmbridge is a great place to live and work and the Council has a strong reputation among residents, staff and Councillors. We work hard every day to maintain and enhance this based on excellent service delivery.

We are a values-based organization - 'customer service', 'respect' and being 'progressive', lie at the heart of all that we do. We believe in collaborative working, challenging ourselves to work smarter and we believe our residents should come first.

We place great emphasis on involving employees and working across traditional job boundaries. We do this not just to maximise personal development and commitment to the Council, but also because we recognise staff as a talent pool that can be used for the generation of new ideas and to take forward projects for the benefit of our community.

We try to achieve the highest standards and deliver great services by recruiting the very best people.

**Robert Moran, Chief Executive**



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## Our employment package

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As you will quickly realise, we are committed to attracting and retaining high quality talent from both the public and private sectors.

We are a Disability Confident employer and an equal opportunities employer. We embrace the values of diversity in all aspects of employment and in the delivery of services. As such we welcome applications from all sections of the community.

We have also signed the 'Time to Change' employer pledge to end mental health discrimination.

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## Wellbeing at work

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We know there is more to being a good employer than paying you on time and giving you a holiday entitlement, which is why we have created a range of opportunities for you feel your best at work, whether that is mindfulness sessions, desk-based stretching classes or table tennis at lunchtime, there are no shortage of opportunities for you.

Our wellbeing at work programme also includes:

- a free medical check and flu jab each year
- up to 3 days paid leave for you to care for dependents at times of illness or to manage other emergency situations
- a free, confidential 24-hour helpline to assist you in dealing with a range of situations from relationship issues, to legal problems and debt management.
- free access to tennis courts near the Civic Centre
- enrolment to our leisure discount scheme
- providing you with the opportunity to take special leave of up to 8-hours a year, to do some voluntary work in the Elmbridge community
- the opportunity to 'buy' up to 10 additional days' annual leave, subject to certain conditions.
- the cycle-to work scheme, benefit from a tax-free bike when you enroll and cycle to work

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## Learning and development

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We may have mentioned this already, but we are really keen on learning and development; your personal and professional development is essential to the success of the organisation in delivering our residents vision for the borough.

With this in mind, we will design a bespoke learning and development plan for you and we will pay your subscription to one professional body each year if it is essential to your role.

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## Competencies

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Below is a snapshot of our competencies. They show how we add value to the organization inline with our values. We have a more detailed [competencies document](#) which you may find valuable to review.

### Competencies

#### How we demonstrate our values

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**We are considerate, tolerant and attentive to the opinions of colleagues and customers**



**Respect**

- ✓ Inclusive approach
- ✓ Leveraging diversity
- ✓ Sensitivity to others


**We put our customers at the heart of everything we do**



**Customer service**

- ✓ Communication
- ✓ Customer focus
- ✓ Can do attitude

**We are flexible and open to improvement and development**



**Progressive**

- ✓ Flexible thinking
- ✓ Resilient approach
- ✓ Organisational awareness

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## Other key information

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### Salaries

- Salaries are paid on the 15th of each month (ie approximately 2 weeks in advance and 2 weeks in arrears) and are paid directly into your bank or building society account.
- Appropriate, incremental increases through salary scales also occur in April each year, subject to satisfactory performance.

### Pension Scheme

- The Local Government Pensions Scheme (LGPS) provides excellent benefits in the form of an index linked retirement pension based on your career average salary, together with ill-health, redundancy and death benefits. The scheme is contracted out of the State Earnings Related Pension Scheme (SERPS).
- You will automatically be included in the scheme unless you choose to opt out. Both you and the Council make contributions to the scheme. Pension contributions will be dependent on annual pay and will range from 5.5% to 12.5% of your gross salary. Further details can be found on the LGPS website.

### Interest Free Season Ticket Loan

- You are eligible for an interest free, season ticket loan to help you manage the public transport costs of travelling to and from work.

### Long Service Awards

- These will be awarded to you in recognition of your commitment to the Council and are given for each five years of service at Elmbridge.

### Annual leave

- In addition to Public Holidays, the basic leave entitlement is 23 days, increasing to 25 days after 2 years continuous local government service, increasing again to 28 days after a total of 5 years continuous local government service. This include local government service at other local authorities.
- The leave year runs from 1 April to 31 March. You can choose to carry over a maximum of five days annual leave (pro rata for part time staff) into the following leave year, which must be taken by 30 June.
- We also offer a discretionary day's leave at Christmas.

- Part-time staff are entitled to annual leave and Bank Holidays on a pro-rata basis.
- We offer you the opportunity to 'buy' up to 10 additional days' annual leave each year, subject to certain conditions.

## Staff Car Parking

- Free car parking is available at the Civic Centre and outlying centres.

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## Before you join us ...

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### All appointments to the Council will be subject to:

- Medical clearance by our Occupational Health provider
- Receipt of at least 2 references acceptable to us (including all employment references for the last 3 years)
- Seeing evidence of your qualifications where they are essential to the post
- Confirmation of your right to work in the UK
- BPSS check (ie proof of identity, 3-year history, nationality, immigration status, declaration of criminal record status)
- For some posts the receipt of a satisfactory DBS check is required

### ....and after your job is confirmed

You will be required to serve a probationary period of between 6 and 12 months

On completion of the above, you will participate in our performance appraisal

process where you and your manager will jointly review your work performance and your development needs on an ongoing basis.

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## You may also want to read our ...

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- [Annual Report](#)
- [Council Plan](#)
- [Meet our people](#)