

Information Pack for Job Applicants (RS05)

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The Derbyshire Dales

Key facts

- A large rural district (800 sq km) with a very low population density
- The population of 70,000 is evenly spread across the area
- There is a low ethnic minority population (0.9% of residents) in the district
- People of retirement age make up 26% of the population
- Half the area is in the Peak District National Park which attracts more than 10 million visitors a year
- A third of the UK's population lives within 50 miles of the district
- Despite an affluent image, there are some pockets of rural deprivation.

The Area

Derbyshire Dales District Council covers an area of 800 square kilometres, and has a population of 70,000. With a population density of only 88 residents per square kilometre, the Derbyshire Dales is one of the most sparsely populated rural districts in England.

The district covers a large and diverse area of outstanding countryside. It stretches from the imposing Stanage Edge on the outskirts of Sheffield in the north, to the picturesque River Dove on the Staffordshire border some 44 miles to the south.

Most of the population resides in more than 100 villages distributed throughout the district. The district contains four market towns (Ashbourne, Bakewell, Matlock, and Wirksworth). The area has 72 parish and town councils.

Location

The District is in west Derbyshire, and covers a third of the land area of the county. The borough of High Peak lies to the North West, and shares many characteristics with the Dales. The districts to the east are very different, being former mining areas with dense populations.

The Derbyshire Dales borders South Yorkshire (Yorkshire and the Humber) and Staffordshire (West Midlands), but is itself within the East Midlands region.

The Derbyshire Dales is surrounded by major cities, such as Sheffield, Manchester, Derby and Nottingham. The attractive countryside of the Derbyshire Dales is a tourist magnet. Some 10 million visitors come to the area each year, many of them on day trips from the surrounding cities to the Peak District National Park (half of which lies in the Derbyshire Dales). Key attractions of national and international importance include Dovedale, Chatsworth, Haddon Hall and Matlock Bath.

People

There are equal numbers of men and women in the district. People of retirement age make up 26% of the district's population, which is above the national average and third highest in the East Midlands. Less than one percent of the population of the Derbyshire Dales is black or Asian in ethnicity, in contrast with the county figure of 4% and the national figure of 9%.

Educational attainment is high, with 31% of the working-age population having a degree or diploma which is higher than the national average. Young people are a relatively small proportion of the population when compared to the rest of England. However, they have disproportionately greater needs, given that the future vitality of the Dales depends on them.

Housing

There are over 30,000 households in the district living in some 31,000 dwellings. Approximately 88% of these dwellings are privately owned (of which 80% are owner-occupied and 8% are rented). The remaining 12% are owned by registered social landlords, including housing stock transferred from the Council in 2002. There are a significant number of second and holiday homes. House prices and rents in much of the area are high, which present affordability problems for local people. Average house prices are 50% higher than the county average in the Derbyshire Dales.

Economy

Nearly 75% of the district's 33,000-strong workforce is employed in the private and public services. These include retailing, hotels, catering, tourism, administration and education. 12% of jobs in the district are dependent on tourism.

Although employment in agriculture and quarrying has fallen in recent years, these sectors still represent key areas of the local economy, employing 7% of the workforce (compared to 2.5% nationally). A third of the Derbyshire Dales labour force commute out of the district to work, whilst another third of jobs in the district are held by people who commute in from neighbouring areas.

Unemployment rates are low compared with county and national figures, and the district registers low on the Index of Multiple Deprivation, except for access to services. However, in income terms, wages are 13% below the national average.

Resources

Derbyshire Dales District Council has in the region of 171 full-time equivalent employees, of whom approximately 145 are based at Matlock Town Hall. Other employees are based at a depot and the Agricultural Business Centre.

Councillors and Structures

There are 39 Members of the District Council, representing 25 electoral wards. Many District Councillors are also parish or town councillors, and some are additionally Derbyshire County Councillors. Three District Councillors are Members of the Peak District National Park Authority. Since the 1999 elections, the Conservative Party has been the controlling group.

Awards

The last assessment by the Audit Commission rated the District Council as the joint highest performing council in Derbyshire with only four other district councils rated better overall. The Audit Commission said that the District Council: performs well; delivers good value for money; is tackling issues that local people recognise as priorities and continues to achieve efficiency savings. Most importantly, we have a talented and energetic workforce who are passionate about providing the best possible services for the communities of the Derbyshire Dales.

OUR VALUES

How Derbyshire Dales District Council goes about its business: our values are the key principles that underpin everything we do:

Our core values are:

- **We value the distinctiveness of our communities, businesses and resident**
- **Working in partnership to provide affordable, quality service**
- **Our Employees**
- **Team work, working together and across the organisation**
- **Creative thinking and ambition.**

In supporting our values:

- **The Council will be open and transparent when making decisions and will use public resources ethically and responsibly**
- **We will behave with integrity and respect, listening and responding to the best of our abilities and treating everybody fairly and by encouraging Members and staff to deliver improvements through their own personal development.**

OUR PRIORITIES TO 2019

Derbyshire Dales District Council has identified its priorities to 2019 in its Corporate Plan. We have prioritised our objectives to make improvements and give focussed attention with the aim of having '**A Thriving District**':

- 1 Business growth & job creation.** To help new business to start, help existing businesses to grow and promote key development sites in/around towns
- 2 Affordable housing.** Identify and deliver new affordable housing sites and improve housing for vulnerable people.
- 3 Market Towns.** Reviving stall markets and seeking public realm improvements.

EQUALITY AND DIVERSITY

Derbyshire Dales District Council has a responsibility to encourage and promote the principle of equal opportunity as an employer, in the provision of its services and in carrying out its public functions. We are committed to the implementation and maintenance of employment practices and service provisions which ensure that no one is treated unfavourably on the grounds of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity (the 'protected characteristics' in the Equality Act 2010.

Procedures will be monitored and reviewed to ensure that discrimination, either direct or indirect, harassment and victimisation cannot go undiscovered. This Authority will not tolerate such practices.

The following information should provide an insight into the work and activities in which the Council is involved in meeting its responsibilities.

Equalities and Diversity are not just a matter of producing written policies, it is important that they are embedded in the culture of the Council and therefore part of everything we do.

Equality in Employment

Equality and Diversity in employment recognises not only the basic obligation of an employer to provide equitable treatment to current and potential employees, but also has the practical advantage to an employer of refraining from any discriminatory practice which may impair their ability to make full use of skills and aptitudes of the potential or existing workforce.

Employees from varied backgrounds can bring fresh outlooks that challenge and expand existing organisational views which could lead to more innovative ways of working. Fresh perspectives can contribute in different ways to make the Council more efficient and its services better.

Job applicants with a disability who meet all the essential criteria on the person specification will be guaranteed an interview.

Service Delivery and Customer Care

It is not possible to provide a quality service to our community without equality. Individual services are responsible for producing written policies and action plans, in consultation with users, to promote this equality of service.

Achieving our Objectives

The District Council will work towards developing longer term equality objectives in line with the requirements of the Equality Act 2010.

Responsibility

All employees, irrespective of their position within the Council, will have some measure of responsibility in either ensuring they understand policies or by being involved in their production and implementation.

The Council will not tolerate any form of discrimination and any complaints received will be resolved under the Harassment Procedure.

Application for Employment

GUIDANCE NOTES

These notes form part of the application process. Please read carefully before completing the application form.

Applicants applying for posts at Derbyshire Dales District Council must complete an electronic application form in the e-recruit system. Pre-prepared CVs and incomplete forms will not be accepted. Shortlisted candidates must sign on-line application forms and those returned by e-mail at the interview stage. Help is available for those who have difficulty applying online. Contact Corporate Support on 01629 761126.

Shortlisting will be based on the candidate's ability to meet the selection criteria within the person specification. Therefore, **you must give clear examples and evidence that demonstrate you have the necessary skills, knowledge and experience to meet the requirements of the job.**

Unpaid work and work at home can be just as relevant as paid work.

Make each application individual to the job it relates to. It may not be appropriate to copy the same application form for a series of jobs.

Remember, assumptions will not be made about the skills and experience you have. If you do not give us the evidence, we will not know.

It is important that you complete ALL sections of the application form; you can attach additional information if necessary. Consider doing a draft first.

Make sure that the application form is returned before the closing date as any forms received after this date will not be considered.

Shortlisted applicants will be required to bring to the interview evidence of eligibility to work in the UK, relevant qualifications and current driving licence if driving duties are relevant to the post. Any offer of employment will be subject to two satisfactory written references (see 8). Dependant on the specific post, successful applicants may be required to undergo a medical examination, or apply for a Disclosure and Barring Service check (see 10). If required, this will be clearly stated in the advertisement.

Data Protection Act 2018 (this applies to the whole application form).

We will use the personal information supplied on the application and in any supporting documents to assess your suitability for the post and to monitor how effectiveness, efficiency and fairness of our recruitment and selection processes. This information may also be used in internal proceedings to consider a complaint about the recruitment and selection procedures or to defend ourselves in any legal challenge on the fairness of the process. The information you provide will be kept for 6 months whether you have been shortlisted or not when. It will then be disposed of securely.

We may check the information you supply with other people and organisations in order to confirm the accuracy of your application (references, previous employment, education, etc).

Given the number of applicants we can no longer contact everyone to confirm the outcome of their application. If you have not heard from us within 3 weeks of the closing date, you have not been successful on this occasion.

ELECTRONIC APPLICATION FORM

- 1. Post Details:** the name of the post you are applying for.
- 2. Name and Address:** Make sure you include your full name, address including postcode and telephone numbers. Also provide your email address.

3. **Present/Last Employment:** If you are working give the details of your current job, or the last job you had if you are no longer in employment. Give only a brief description of current duties and reason for leaving. Include the date you could start or notice period required.
4. **Previous Employment:** Start with your last employer and list all employers you have worked for, giving the job title, brief job purpose, reason for leaving, dates employed and salary/grade. Account for any gaps in the work history.
5. **Education/Qualifications:** Indicate your formal qualifications, dates obtained and where you studied. You will be required to provide evidence of qualifications.
6. **Professional Membership:** List current membership of any professional/technical body to which you belong/subscribe.
7. **Other Courses/Training Undertaken:** Show where and which courses you have undertaken as well as the dates and how membership obtained.
8. **References:** Please give the names and addresses of two referees, one of whom should be your **present/last main** employer. School leavers must provide references from school/character/ references from work or work experience. No Authority Member or anyone involved in the shortlisting or interviewing process is permitted to act as a referee for a candidate. Two written references will be required for any candidate who is successful at interview. Referees will be asked for information on disciplinary issues, sickness absence, etc. Please ensure your referees are aware of this and are happy to provide this information. Appointment will only be made when the recruiting manager has 2 references the manager deems to be satisfactory.
9. **Supporting Information: This section is very important,** as you will be shortlisted against the information you provide. Use the Person Specification and ensure that you provide clear examples of your experience and ability that **show how you meet all the requirements listed in the Person Specification.** Refer to the criteria in the Person Specification and organise your examples under these headings. You can also include experience you may have gained outside the work environment.
10. **Disclosure and Barring Service (DBS) and the Rehabilitation of Offenders Act 1974:** You are required to give details of any criminal convictions, warnings, reprimands, cautions, bindings over or other orders, pending prosecutions or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied. You are not required to disclose offences which are spent under the above act.**

If the post for which you have applied is exempt under the Act, both spent and unspent offences must be disclosed. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts, an offer of appointment will be subject to satisfactory **Disclosure and Barring Service** clearance. Any information disclosed will be treated in the strictest confidence
11. **Immigration, Asylum & Nationality Act 2006:** This Act sets out the law on the prevention of illegal working. It is a criminal offence to employ someone who has no right to work in the UK. All potential employees will have to provide **original documents** as detailed below at the interview stage to prove their eligibility to work in the UK.

LIST A: One original document only required (not a photocopy)

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.

5. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

OR WHEN PRODUCED IN COMBINATION WITH an official document giving your National Insurance Number and name issued by a Government agency or a previous employer:

7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
12. A certificate of registration or naturalisation as a British citizen.
13. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

LIST B: Documents which show a right to work for up to 12 months

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
4. A Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** a positive confirmation letter from our Employer Checking Service.
5. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** a positive confirmation letter from our Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in**

combination with an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

12. Medical Examinations/Sickness Absence:

Offers of employment may be subject to a satisfactory medical examination e.g. physically demanding jobs. If required, this will be stated on the advertisement. We have procedures to manage attendance. This includes monitoring absences, interviewing employees about absences and identifying problems and any support needed at an early stage so that we can take supportive and appropriate action.

Managers take further action under the procedure if a period of absence hits any of these 'triggers': three separate periods of sickness absence in the past 6 months; ten days of sickness absence during the previous 12 months; regular patterns of absence e.g. regular Monday or Friday; absences linked to periods of leave or public holidays.

We will request details of your sickness absence from your referees. Please list any disability or pregnancy related absences **separately**.

13. Job Share:

We recognise that many Council jobs may be suitable for job sharing and welcome applications from people who wish to work on this basis.

14. Driving Licence:

If the post you have applied for requires driving duties and you are shortlisted, you will need to bring your driving licence to the interview. Where employees drive Council Vehicles, licences will be checked every 12 months (6 monthly for HGV drivers) to ensure the licence is valid.

15. Canvassing/Officer/Member Relationships

Canvassing will automatically disqualify an applicant. Full details of any relationships should be disclosed.

...and finally: *Check your application thoroughly to ensure all sections are complete, and submit it by the closing date. Good luck!*

NOTE:

All applicants will be expected to sign a declaration that all information in their application is true and accurate and that they understand that providing misleading or false information will disqualify them from appointment or may lead them to being dismissed, if appointed to the post.

Data Protection

The information provided on your Application Form will be treated in strictest confidence and processed in accordance with the Data Protection Act 2018. A copy of the form will be kept securely and the information may be processed electronically in the Council's HR and Payroll systems in line with the Council's Recruitment and Selection procedure (available on SIDD).