



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Chief Executive

Applicant Information

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Ribble Valley

Ribble Valley is the largest district in Lancashire, spanning over 583km², much of it designated within the Forest of Bowland an Area of Outstanding Natural Beauty. Centrally located within the British Isles and often referred to as the Centre of the Kingdom, the borough is defined by its distinctive rural character and sense of place.

The district comprises over 40 villages and three principal market towns: Clitheroe (the administrative centre), Longridge, and Whalley. These communities are well-regarded for their heritage, quality of life, and vibrant local economies.

Clitheroe hosts a historic market three times a week and is home to the Clitheroe Food Festival, an annual event that brings together local producers and visitors from across the region. The town is overlooked by a Norman castle keep, an enduring symbol of Ribble Valley's rich history.

Longridge occupies a commanding hilltop position, offering wide-reaching views of the surrounding

countryside. Berry Lane, its central thoroughfare, plays a key role in local retail and community activity.

Whalley, located beside the River Calder and at the foot of Whalley Nab, blends architectural heritage with natural beauty and is known for its thriving independent retail sector and achievements in Britain in Bloom.

The borough has a diverse employment base, from agriculture, tourism and hospitality to major national and multinational organisations including BAE Systems, Heidelberg Materials and Johnson Matthey.

Ribble Valley's connectivity further supports its economic profile: the A59 provides key access to the M6 and M65 motorways, while mainline rail services from Preston and Manchester enhance regional and national reach.

Conditions of service

Salary

Salaries are paid by direct credit to the employee's bank/building society on the 15th of each month (unless this is a Sunday or a Bank Holiday when pay day is brought forward as appropriate). Increments within a grade are normally awarded on 1 April each year.

Working Week

The council's standard working week is 37 hours for office based staff. These are usually spread over Monday to Friday, and between the daily hours of 8am to 6pm. A flexitime scheme is in operation and details will be issued on appointment. There will be a requirement to work flexibly, including some evening meetings.

Holiday Entitlement

The Chief Executive is entitled to 32 days annual leave on joining.

In addition to annual leave, statutory public holidays are Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Spring Bank, May Day and Late Summer Bank. There are a total of four other days holiday to be taken during each holiday year. These are taken between Christmas and New Year in line with the office closure. A maximum 10 days untaken leave can be carried over from one leave year to the next.

Car Allowances

Car mileage allowance is available in approved cases. The Council will make a contribution towards a lease vehicle of currently up to the equivalent of 7.5% of base salary at the time the vehicle is delivered.

Sickness

All employees are entitled to sick pay in accordance with national conditions. The scale of allowances provides for one month at full pay and (after completing four months service) two months half pay during the first year of local government service. This rises to six months at full pay and six months at half pay after five years service.

Pensions

You will automatically be included in the Local Government Pension Scheme, unless you decide to opt out. Employees contribute a percentage of gross earnings dependent upon salary. The council also pays contributions to meet the total cost.

Medical Fitness

All appointments are subject to the successful candidate satisfying Ribble Valley Borough Council as to their medical fitness to undertake the duties of the post. The successful candidate will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical assessment.

Relocation

A relocation allowance is available in approved cases.

Probation

New employees of Ribble Valley Borough Council are subject to a probation period of six months. Employees will be informed within two months how their work is progressing. At the end of the probationary period, and subject to a satisfactory report, the employee's appointment will be confirmed.

Equal Opportunities

Ribble Valley Borough Council, as an equal opportunity employer, ensures that no job applicant or employee shall receive less favourable treatment because of their sex, gender, marriage and civil partnership, race, religion or belief, pregnancy and maternity, gender reassignment, sexual orientation or, subject to the physical requirements of the post, disability; nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

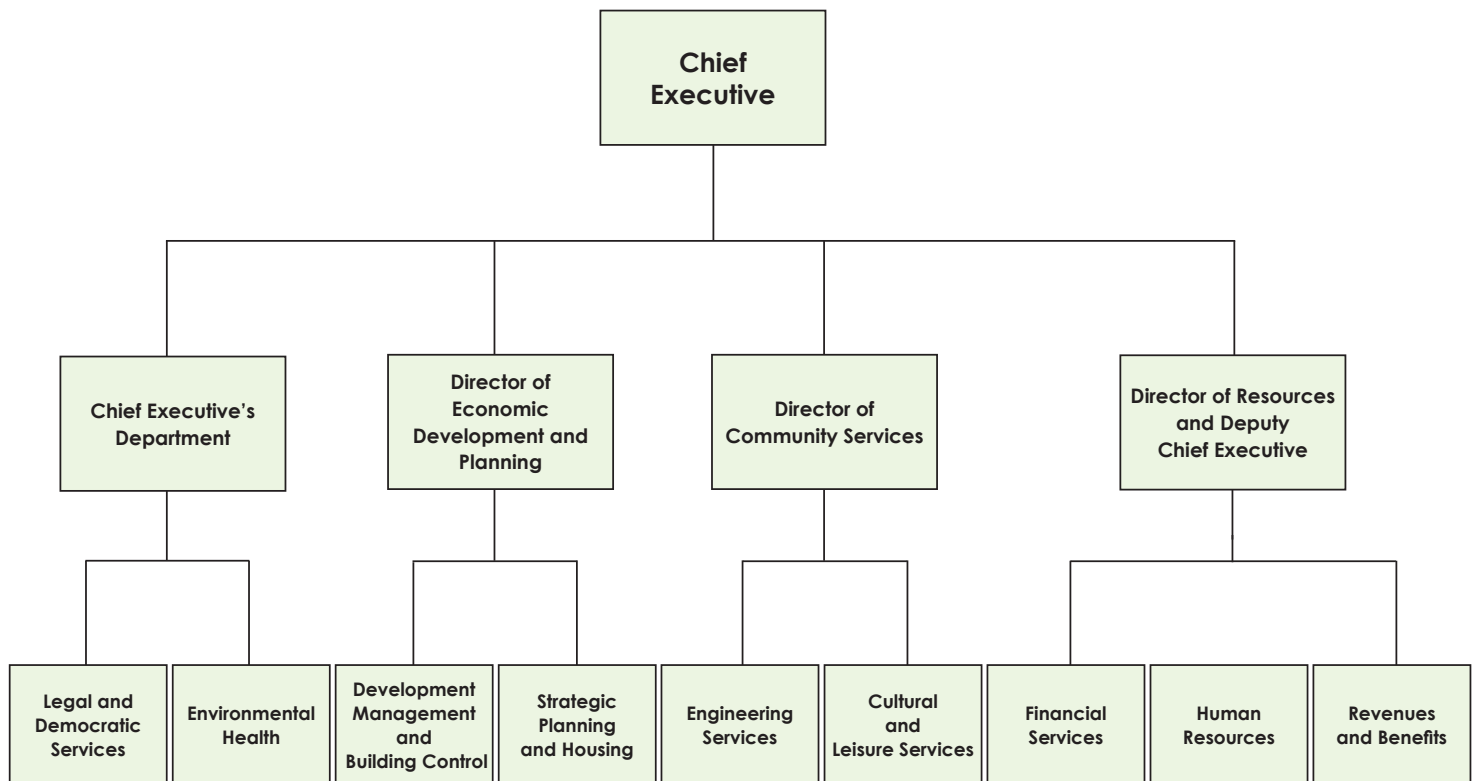
Canvassing

Canvassing of councillors of Ribble Valley Borough Council directly or indirectly for any appointment under Ribble Valley Borough Council shall disqualify the candidate concerned for that appointment.



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Organisational Structure



Appointment Procedure

1. Applications

Candidates are required to complete the council's standard online application which is available at ribblevalley.gov.uk or by calling 01200 425111 to request an application pack. Additional sheets can be used with regard to details of your work experience. You should also email your CV to hr@ribblevalley.gov.uk

2. References

The referees who are quoted on your application form must be able to comment from first-hand experience on your suitability for this position. References will be required from your current and immediate past employer. You will be advised before we request these.

3. Shortlisting

A panel of elected members supported by the Head of HR will consider your application.

Candidates should note that this list will be based strictly on the criteria set out in the job role and person specification.

4. Closing Date

The closing date for receipt of applications is midnight on Monday 25 August 2025.

Online applications will automatically be submitted via an application link. Paper versions of the application form

should be returned to: HR Section, Ribble Valley Borough Council, Church Walk, Clitheroe, Lancashire BB7 2RA.

Applications should be marked Private and Confidential for the attention of the Head of HR.

6. Immigration, Asylum and Nationality

Please note that in accordance with the provisions of the Immigration, Asylum and Nationality Act 2006, and before commencing employment, the successful applicant will have to provide documentary evidence to show that they are entitled to work in the UK. This evidence will be retained on file during employment.

7. Interview Expenses

Expenses incurred attending the interview should be claimed on the form, which will be forwarded to candidates on request. Travel expenses should be claimed on the basis of standard class rail fare. Any applicants who withdraw after being shortlisted will not be entitled to any refund of expenses.

8. Selection Process

Shortlisted applicants will be invited to the selection process during the week commencing 1 September 2025.

The process will take place on Wednesday 17 and Thursday 18 September

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| Closing Date | Monday 25 August at midnight |
| Shortlisted candidates advised by email | w/c Monday 25 August |
| Selection Process | Wednesday 17 September and Thursday 18 September |



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

Council Structure

The borough is divided into 26 wards represented by 40 councillors.

The Conservative Group is the majority party.

The council seats are as follows:

Conservative - 17

Liberal Democrats - 6

Labour - 5

Green and Progressive Liberal Group - 4

Independent - 4

Independent Group - 3

Reform UK - 1



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