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Borough Council  
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Excellent  
pension scheme



Training and  
development



Generous annual  
leave entitlement



Christmas  
leave



Flexible  
working hours



Annual  
pay review



Employee assistance  
programme



Family friendly  
policies

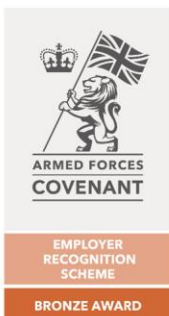


Staff discount at  
Ribblesdale Pool



**Guaranteed interview if all  
essential criteria are met.**

*We are an equal opportunity  
employer and applications are  
welcome from all minority groups.*



# Head of Revenues and Benefits Council Offices – Clitheroe

**Reference:** RES256

**Pay:** PO 16-19 (scp 46-49) £56,080 to £59,525 per annum  
Plus 7.5% Lease Car Contribution

**Hours:** 37 hours per week

We are seeking a dynamic and strategic leader for the position of Head of Revenues and Benefits who has a passion for delivering outstanding public services. In this pivotal role, you will be responsible for our revenues, benefits, and contact centre operations, ensuring efficiency, compliance, and a high-performance culture.

This role offers the opportunity to shape the future of our services by embedding our core values and policies, driving continuous improvement, and fostering a results-driven environment. Your expertise in Revenues and Benefits best practice and relevant legislation, coupled with your senior-level Local Government experience, will be invaluable in leading, motivating, and managing multidisciplinary teams.

If you thrive on making a tangible difference and have a proven track record of service excellence, we want to hear from you! Take the next step in your leadership journey and help us create a lasting impact on our community.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme and training/development opportunities.

**Closing date:** Wednesday, 11 June 2025

**Interview date:** Tuesday, 1 July 2025

**To apply online:** [ribblevalley.gov.uk/jobs](http://ribblevalley.gov.uk/jobs)

**Other ways to apply:** For a paper application pack, send your contact details and vacancy reference number to [HR@ribblevalley.gov.uk](mailto:HR@ribblevalley.gov.uk) or call 01200 414596 (24-hour answerphone)

**Reasonable adjustments:** For any part of the recruitment process, please email us or provide further information on your application form.

**Right to close early:** We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.

# JOB DESCRIPTION



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<b>JOB TITLE:</b>	Head of Revenues and Benefits
<b>REFERENCE:</b>	RES256
<b>SALARY SCALE:</b>	PO16-19 (scp 46-49) £56,080 to £59,525 per annum Plus 7.5% Lease Car Contribution
<b>HOURS OF WORK:</b>	37 Hours Per Week
<b>POST NO:</b>	E135
<b>SERVICE AREA:</b>	Revenues and Benefits
<b>RESPONSIBLE TO:</b>	Director of Resources and Deputy Chief Executive
<b>RESPONSIBLE FOR:</b>	Contact Centre, Revenues and Benefits Sections
<b>JOB PURPOSE:</b>	Responsible for the management and supervision of the Revenues, Benefits and Contact Centre services and the provision of professional advice to the Council and it's directors in order to promote effective revenues and benefits services.

## KEY RESULT AREAS:

- Provide leadership of the Council's revenues, benefits and contact centre services, creating and managing a high-performance culture incorporating the Council's performance management processes, core values and policies in accordance with statutory provisions.
- Manage the Revenues and Benefits and Contact Centre Sections effectively and efficiently, responding to the needs of the community as identified in the Council's Corporate Plan, specific Council policies and in accordance with statutory provisions.
- Lead and manage the employees of the service in accordance with the Council's values and policies, including responsibility for staff discipline and training.
- To prepare revenue and capital estimates for the section, monitor income and expenditure and maintain budgetary control in accordance with the principles of value for money.
- Contribute to the collective management of the Council through the Heads of Service team and the Council's corporate planning processes.

- Manage the collection of the Council Tax and Business Rates income, ensuring compliance with relevant legislation and developing effective policies and practices.
- Manage the maintenance and development of the Council's revenues and benefits financial systems and contact centre IT systems.
- In relation to the section and its activities, advise the Director and Resources and Deputy Chief Executive, elected members and attend committees, working groups, outside bodies etc. at the discretion of the director.
- Maintain information in accordance with the principles of GDPR.
- Prepare and submit relevant statistics and returns as required by central government, including final benefit subsidy claim, NNDR grant returns and council tax QRC returns.
- Manage and maintain a secure control environment to ensure to the prevention and detection of fraud.
- Ensure that the Council is adequately represented at internal and external tribunals, courts and other bodies in relation to the functions of the service.
- To be responsible for appeals in relation to all Ribble Valley Borough Council properties for both council tax and national non-domestic rates. To appoint outside contractors, where appropriate, and monitor the effectiveness of such appeals.
- Design and update relevant policies and schemes, including Local Council Tax Support and Business Rate Relief Policies.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

It is inevitable that there will be occasions when the Head of Revenues and Benefits will be required to work in the evenings and at weekends.

**Please note this post is politically restricted under Section 2 of the Local Government and Housing Act 1989.**

Signed ..... Date .....

Name (Print) .....

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
<p>Institute of Revenues, Rating and Revaluation (IRRV) qualified with ongoing professional membership of the IRRV,</p> <p>or an equivalent professional qualification,</p> <p>or extensive experience in a senior role in a Local Authority Revenues and Benefits service.</p>		Application Form
Full UK driving licence plus access to a car for work purposes.		Application Form
<b>Experience</b>		
Substantial post-qualification experience.		Application Form/ Interview
Substantial Revenues and Benefits management experience.		Application Form/ Interview
Significant Local Government experience at a senior level.		Application Form/ Interview
A proven track record of leading, motivating and managing multidisciplinary teams delivering continuous service improvement.		Application Form/ Interview
Budget management experience.		Application Form/ Interview
Experience of successful management of conflicting priorities.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Thorough knowledge and understanding of Revenues best practice coupled with a thorough understanding of all relevant legislation.		Application Form/ Interview
Thorough knowledge and understanding of Benefits best practice coupled with a thorough understanding of all relevant legislation.		Application Form/ Interview
Excellent communication and presentation skills (both orally and in writing) and inter-personal skills and experience of working in a complex political environment.		Application Form/ Interview
A proven track record of acting corporately.		Application Form/ Interview
Ability to work under pressure.		Application Form/ Interview
Ability to be innovative, creative and think through issues and problems not dealt with before to a successful conclusion.		Application Form/ Interview
Ability to maximise IT to provide efficient services under the postholder's responsibility.		Application Form/ Interview
	Knowledge and understanding of the operation and the impact of the Collection Fund on the financial position and financial sustainability of the Council.	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Additional</b>		
Lead and manage change in line with the Council's aims and priorities.		Application Form/ Interview
Takes responsibility and is accountable for all aspects of day-to-day services delivery.		Application Form/ Interview
Reliable and trustworthy.		Application Form/ Interview
Evidence of flexibility and responsiveness.		Application Form/ Interview
Able to work flexibly to meet the demands of the service (including evening and weekend as necessary).		Application Form/ Interview



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## Car Leasing Scheme





## **1 INTRODUCTION**

All employees at head of service level and above can join the scheme providing they hold a full driving licence. Employees who have an outstanding car loan from the Council will be required to repay the loan in full. Arrangements for repayment must be agreed with the Director of Resources. Whilst participating in the scheme employees will be expected to have the cars at their disposal whenever required for official business.

## **2 EMPLOYEES CONTRIBUTION TO THE COST OF THE VEHICLE**

The Council will make a contribution towards the lease vehicle of currently up to the equivalent of 7.5% of base salary at the time the vehicle is delivered. Any shortfall between the cost of the vehicle, including insurance and the Council's contribution, will be met by the employee. The employee's contribution, payable monthly, will generally remain unchanged throughout the lease term. The Council, however, reserve the right to amend the employee's contribution where there is a change in either value added tax, charges made by the lease company or, in exceptional circumstances, insurance premiums. An example of how the employee's contribution is calculated is shown in Appendix A.

## **3 ALLOWANCES**

When an officer enters the lease scheme the existing casual or essential user allowances no longer apply when the vehicle is used for official business. Instead the officer will receive only the fuel element allowance as determined by the NJC applicable to the vehicle. Since 1 April 1993 the maximum paid is Band 2.

## **4 COSTS TO BE MET BY THE EMPLOYEE**

Users will reimburse the Council the monthly contribution detailed in Section 2. This will be deducted from salary. In addition employees will be expected to meet the following costs:

- ❖ Fuel, oil and other fluids required between normal services
- ❖ Repairs to damage caused by deliberate abuse or user's neglect
- ❖ Any necessary repairs to restore the car to reasonable condition before return to the lease company and minor repairs, eg broken mirrors and lamp covers
- ❖ Any other costs charged by the lease company not covered under the leasing agreement
- ❖ Insurance excesses
- ❖ Green card insurance premiums
- ❖ Excess mileage charges
- ❖ Premature termination charges

**5 NEWLY APPOINTED STAFF**

Newly appointed staff who are entitled to join the scheme can do so at their own discretion.

**6 DURATION OF LEASING AGREEMENT**

The Council will normally hire cars for a period of 3 years. Agreements with employees will also be for this period. It must be stressed early termination does carry heavy penalties imposed by the leasing companies. In the event of voluntary early termination these penalties will be borne by the officer.

Only in exceptional circumstances will any variation on the normal 3 year term be considered by the Director of Resources.

**7 OFFICERS APPROACHING RETIREMENT OR WITH FIXED TERM CONTRACTS**

Employees within 3 years of retirement will not normally be admitted to the scheme. All applications from officers on fixed term contracts or approaching retirement would be considered by the Director of Resources.

**8 OWNERSHIP OF CARS**

Ownership of cars remains with the leasing company. On completion of the lease term the car will be returned to the lease company.

**9 ARRANGEMENTS FOR MAINTENANCE**

Maintenance, servicing and any warranty work will be arranged by the user through a franchise holder for the particular make of car. Users will be responsible for ensuring that the car is serviced according to the recommended schedules and that any necessary repairs and maintenance are dealt with promptly. The user will be responsible for cleaning, garaging and for checks between services (oil, water, tyres etc).

**10 RELIEF VEHICLES**

Relief vehicles can be arranged at an additional cost if the employee wishes. There are various options for relief vehicles to be provided in the event of mechanical failure, accident, theft or all three. The costs vary, depending on which level of cover is required and whether or not the relief car would be required immediately or after an interval of 24 or 48 hours.

If a relief vehicle is specified in the lease agreement the vehicle provided would be of a similar nature to the original lease car but not necessarily the same make or model.

Quotes can be obtained for the various options on request.

**11 SPECIFICATION OF CAR**

Any additional requirements beyond the normal range of equipment should be specified when the car is ordered. The cost of any such extras can then be included in the lease charge. Once the vehicle is delivered any subsequent extras, fittings or modifications will be subject to approval by the leasing company.

**12 USE OF CAR**

The car may be driven by the official user and other employees of the Council, by his/her spouse and by children normally resident at home provided they hold a full British licence. In the event of any accident involving the vehicle the Director of Resources must be notified as soon as practicable and an accident report form completed. Users are responsible for payment of any fines resulting from Road Traffic Acts or other motoring offences.

**13 RESTRICTION ON PRIVATE USE**

The car can only be used for normal social, domestic and pleasure purposes and for Council business.

**14 MOBILE PHONES**

Drivers **must not** use **hand held** mobile phones whilst driving, this includes when the car is stopped and the engine is on. The use of handheld mobile phones whilst driving has been against the law since 1 December 2003. The law also applies to any similar device that sends or receives data such as a handheld satnav. Legislation came into effect on 1 March 2017, which increased the fine for using a mobile whilst driving to £200.00 **plus** 6 penalty points on your driving licence. You can also be taken to court where you can be banned from driving and/or get a maximum fine of £1,000.

**15 INSURANCE**

Insurance cover will be arranged by the Council for all vehicles in the scheme. Details of the cover, excess and exclusions are shown in Appendix B.

**16 MILEAGE**

In the event of exceeding the contract mileage any excess charges must be borne by the user. A vehicle contract can be recalculated to take into account any under or over use of mileage. This must be done no later than the last 6 months of the contract. Similarly, if, when the vehicle is returned the mileage is less than the contract mileage the lease company will refund the under used mileage.

**17 TERMINATION OF AGREEMENT**

At the end of the 3 year period the car will be returned to the lease company. Any outstanding dispute as to the condition of the vehicle shall be a matter between the user and the lease company. The user's right to the car will terminate -

- ❖ on death
- ❖ by breach of any of the conditions of the scheme

If an officer dies part way through the lease scheme the charges associated with terminating the lease agreement will be borne by the Council. In the event of prolonged absence from normal duties or transfer to a post not eligible for the scheme the Council will exercise its discretion on the continued use of the lease car. The Council reserve the right to withdraw or amend the lease scheme in the event of any significant changes that would make its continuance detrimental to the Council's interest. On termination of the agreement any outstanding sums due to the Council under Section 4 of this agreement may be deducted from the employee's salary at the discretion of the Director of Resources, and the officer, in signing the lease vehicle requisition form, hereby agrees to deduction from salary in those circumstances.

## **18 ADMINISTRATION**

All matters relating to the approval of employees for inclusion in the scheme, termination of agreements and disputes will be dealt with by the Director of Resources.

## **19 INCOME TAX LIABILITY**

This is dependent upon carbon dioxide emissions from the vehicle and contributions made to the lease scheme. Appendix C shows in detail the present income tax position.

## **20 PURCHASE OF VEHICLE AT END OF LEASE PERIOD**

Most leasing companies are prepared to allow the purchase of lease vehicles by officers at the end of the lease term.

## **21 OTHER QUESTIONS**

If you have any queries or questions relating to the Car Lease Scheme please contact Janice Tattersall in the accountancy section.

22 January 2020

## CALCULATION OF EMPLOYEES CONTRIBUTION

### Example

Employee Earnings    £40,000 per annum  
Car                      Audi A4 2.0 TDI 150 S line 4dr  
Annual Mileage        12,000 per annum

	£
Lease Company Charges	4,000.00
Council Contribution (7.5% of Salary)	<u>3,000.00</u>
	1,000.00
Plus Insurance	<u>680.00</u>
	<u>1,680.00</u>

Therefore Monthly Contribution        **£140.00**

## INSURANCES

Cover is for the policyholder and any other person driving on the policyholder's order or permission. Use for social, domestic and pleasure purposes and for the policyholder's business. **The policyholder is Ribble Valley Borough Council.**

Certificates of insurance are available from the Director of Resources on request. There is a limit of £100 on claims for theft of personal effects from the car.

### Excess

£100	Accidental damage, Fire, Theft
£NIL	Windscreen
£400	Limit each event
£250	Additional excess for drivers under 21
£150	Additional excess for drivers under 25
£100	Additional excess for inexperienced drivers over 25

On leaving the leasing scheme the Director of Resources will issue a statement of claims experience on request.

Individuals wishing to take cars abroad do not need an international green card or to take out any additional travel insurance for the following countries:

- ❖ European Union
- ❖ Iceland
- ❖ Norway
- ❖ Switzerland

A green card is required for travel to countries not shown on the reverse of the Certificate of Motor Insurance. Contact the Director of Resources to arrange. Any charge which may be made by the insurers is payable by the applicant.

Insurance premiums payable by an officer will not normally vary during the duration of a particular lease but, in exceptional circumstances where the number of claims is considered excessive, the Director of Resources reserves the right to review such premiums and the decision on any amendment shall be final and binding.

## SCHEME FOR CONTRACT HIRE OF MOTOR CARS

### INCOME TAX LIABILITY

From 6 April 2002 company cars are taxed on a percentage of their price, which varies according to the level of their carbon dioxide (CO<sub>2</sub>) emissions, measured in grams per kilometre (g/km).

To work out the income tax liability: -

- ❖ **Step 1**  
Find the list price of the vehicle plus accessories.
- ❖ **Step 2**  
Find the CO<sub>2</sub> emissions figure for the car.
- ❖ **Step 3**  
If the car was first registered before 6 April 2020 refer to the chart on page 8, if it was first registered from 6 April 2020 refer to the chart on page 9. Find the CO<sub>2</sub> emissions of the car and look across for the percentage of the car's price to be taxed.
- ❖ **Step 4**  
Add the 4% diesel supplement if applicable (unless RDE2 compliant)
- ❖ **Step 5**  
Multiply the car's price by the percentage charge.
- ❖ **Step 6**  
Deduct any payment you make towards the car.

The resulting figure is the amount of the value of the benefit of having a company car (Car Benefit) and is the amount you will be taxed on at the relevant rate depending on the level of your income.

For more detailed information on the taxation of company cars refer to the GOV.UK website.

**Cars first registered before 6 April 2020**

<b>CO2 emissions</b>	<b>Electric Range(miles)</b>	<b>2019/2020 Car's Price to be Taxed %</b>	<b>2020/2021 Car's Price to be Taxed %</b>	<b>2021/23 Car's Price to be Taxed %</b>
0	N/A	16	0	1/2
1-50	>130	16	2	2
1-50	70-129	16	5	5
1-50	40-69	16	8	8
1-50	30-39	16	12	12
1-50	<30	16	14	14
51-54		19	15	15
55-59		19	16	16
60-64		19	17	17
65-69		19	18	18
70-74		19	19	19
75		19	20	20
76-79		22	20	20
80-84		22	21	21
85-89		22	22	22
90-94		22	23	23
95-99		23	24	24
100-104		24	25	25
105-109		25	26	26
110-114		26	27	27
115-119		27	28	28
120-124		28	29	29
125-129		29	30	30
130-134		30	31	31
135-139		31	32	32
140-144		32	33	33
145-149		33	34	34
150-154		34	35	35
155-159		35	36	36
160-164		36	37	37
165+		37	37	37

If car runs solely on diesel add - 4% up to a maximum of 37% (unless RDE2 compliant). Diesel plug in hybrids are classed as alternative fuel vehicles, so the 4% diesel supplement does not apply to these vehicles irrespective of RDE2 compliance.



**Cars first registered from 6 April 2020**

<b>CO2 emissions</b>	<b>Electric Range(miles)</b>	<b>2020/2021 Car's Price to be Taxed %</b>	<b>2021/2022 Car's Price to be Taxed %</b>	<b>2022/23 Car's Price to be Taxed %</b>
0	N/A	0	1	2
1-50	>130	0	1	2
1-50	70-129	3	4	5
1-50	40-69	6	7	8
1-50	30-39	10	11	12
1-50	<30	12	13	14
51-54		13	14	15
55-59		14	15	16
60-64		15	16	17
65-69		16	17	18
70-74		17	18	19
76-79		18	19	20
80-84		19	20	21
85-89		20	21	22
90-94		21	22	23
95-99		22	23	24
100-104		23	24	25
105-109		24	25	26
110-114		25	26	27
115-119		26	27	28
120-124		27	28	29
125-129		28	29	30
130-134		29	30	31
135-139		30	31	32
140-144		31	32	33
145-149		32	33	34
150-154		33	34	35
155-159		34	35	36
160-164		35	36	37
165-169		36	37	37
170+		37	37	37

If car runs solely on diesel add - 4% up to a maximum of 37% (unless RDE2 compliant). Diesel plug in hybrids are classed as alternative fuel vehicles, so the 4% diesel supplement does not apply to these vehicles irrespective of RDE2 compliance.

**Examples**

Volkswagen Golf 1.6 TDi 105 SE 5dr      List price: £20,655  
Employee pays £1,020.00 per year for private use

CO2 Emissions: 99      Fuel: Diesel  
First Registered: January 2020

Looking at the chart on page 8, the percentage is 23% plus the 4% diesel supplement for the tax year 2019/20.

£20,655 x 27% Equals	£5,576.85
Less Employee's Contribution	<u>£1,020.00</u>
Car Benefit	<u><b>£4,556.85</b></u>

BMW X5 Estate xLine 5dr      List Price: £60,500  
Employee pays £2,100 per year for private use

CO2 Emissions: 39      Fuel: Petrol/PlugIn Hybrid  
First Registered 30 April 2020      Electric Range Miles: 50

Looking at the chart on page 9, the percentage is 6% for the tax year 2020/21

£60,500 x 6% Equals	£3,630
Less Employee's Contribution	<u>£2,100</u>
Car Benefit	<u><b>£ 1,530</b></u>

**LEASE VEHICLE REQUISITION**

Officer Name

Address

Designation

Vehicle Required				
Make		Model		
Engine Size		Annual Mileage		
Optional Extras		Relief Vehicle	YES	NO

Colour Choice					
Exterior 1 <sup>st</sup>		Exterior 2 <sup>nd</sup>		Exterior 3 <sup>rd</sup>	
Interior 1 <sup>st</sup>		Interior 2 <sup>nd</sup>		Interior 3 <sup>rd</sup>	

I have read, understand and agree to abide by the conditions of the Car Leasing Scheme.

\_\_\_\_\_ Signed \_\_\_\_\_ Date

\_\_\_\_\_ Signed \_\_\_\_\_ Date

Director of Resources

OFFICE USE			
	£		£
Gross Monthly Lease Rate		Salary	
Council Contribution	_____	Employee's Monthly Contribution	0.00
	0.00	Excess Mileage Charge per Mile (First 2,500)	
Insurance per Month	_____	Excess Mileage Charge per Mile (After 2,500)	
Employee's Monthly Contribution	0.00	Details Checked to First Invoice?	

**NB:** The actual contribution charged will be dependent upon the car price when ordered and both the employee's salary and car insurance rates at the time of delivery.

# CONDITIONS OF SERVICE



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Balancing work and life . Excellent pension scheme . Job security . Training and development**

## Conditions of Service Summary

The job you have applied for is subject to the National Joint Council's Scheme of Conditions of Service for Local Government Services, as amended or supplemented by Ribble Valley Borough Council.

## Equal Opportunities

Ribble Valley Borough Council, as an equal opportunity employer, intends 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, marriage and civil partnership 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.

## Medical

All appointments are subject to the successful candidate satisfying the council as to their medical fitness to undertake the duties of the job. If an appointment is offered, the candidate will be required to complete a medical declaration and may be required to undergo a medical assessment.

## Probation Period

New employees of the council are subject to a probation period of 6 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 from their manager, the employee's appointment will be confirmed.

## Salary

Salaries are paid by direct credit to the employee's Bank/Building Society on the 15th of each month (unless this is a Saturday, Sunday or 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 8.00 am to 6.00 pm. A flexitime scheme is in operation and details will be issued to all new employees on appointment. Different working arrangements may apply depending on the post you have applied for. Entitlements are pro rata for part time appointments.

## 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.

## Annual Leave and Public Holidays

Employees with less than 5 years' local government service are entitled to 23 days annual leave, which will increase to 28 days after 5 years' local government service. The annual leave arrangements will apply (pro rata) to all part-time employees irrespective of the number of hours they work. In addition, staff who have worked for Ribble Valley Borough Council for 5 years' will receive an additional extra day. A further extra day will be given after 10 years working for the Council.

## 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 non statutory days holiday to be taken during each holiday year. Employees joining us from another local authority and/or some other public sector organisations with 5 years' continuous service may be entitled to 28 days holiday from their start date at the Council.

## 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 5 years' service.

## Training and Development

We are committed to the training and personal development of all our staff. We offer two types of training:

- On-the-job – specifically for skills needed to carry out your job.
- Off-the-job – seminars, workshops, training courses. These may be non-qualification courses or courses that lead to a professional qualification.

## Assistance with Relocation

A relocation allowance is available in approved cases.

## Family Friendly Policies

The Council has a number of family friendly policies, e.g. flexitime, parental leave.

## Car Allowance

Car mileage allowance is available in approved cases.

## Canvassing

Canvassing of councillors of Ribble Valley Borough Council directly or indirectly for any appointment with Ribble Valley Borough Council shall disqualify the candidate concerned from that appointment. This provision does not prevent a councillor of the council from giving a written testimonial on a candidate's ability, experience or character.

**For any further enquiries, please contact our HR Section on 01200 414559**

# GUIDANCE NOTES



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Thank you for your interest in working with us.**

The following notes will help you when completing your application form

Ribble Valley Borough Council receives a large number of applications for each vacancy. Unfortunately, we are not always able to acknowledge receipt of applications or let you know if you have been unsuccessful. If you have not received an invitation to interview within 4 weeks of the closing date, then please assume that your application was unsuccessful.

Before beginning your application, carefully read through the job description and person specification for the vacancy. It is also useful to have them to hand whilst you complete your application form as a reminder of the points and criteria you need to meet.

**Job Description** – This gives you details about the job. It lists all the main duties and responsibilities which the post holder will be required to do.

**Person Specification** – This informs you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for the interview you must be able to show that you meet all essential and, ideally, all the desirable criteria.

## ***Helpful Hints!***

- We decide who to invite based on the information you provide on your application form. Please make sure you give evidence or examples of how you meet all of the essential criteria for the job, (essential criteria can be found on the person specification). If you do not show how you meet the essential criteria, you will not be shortlisted for an interview.
- Please make sure the information you provide is honest and accurate.
- Check through your application for any spelling or grammatical errors before you submit it.
- Please submit your application form before the closing date, applications received after the closing date will not be considered.

We look forward to receiving your application.

## **Application Form**

### **Current and Previous Employment**

This section covers your work history, present and past. Please provide explanations for any gaps in your employment history, i.e. unemployment, training, career break, etc. If you have left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment you may have had, such as work experience gained, holiday work and voluntary work.

### **Education, Qualifications and Training**

Please list all schools, colleges or universities you have attended and what qualifications you gained. If you are currently studying for a qualification, please also include details of this.

Please specify the full title of the qualification and not abbreviations. You should also include training that you have acquired as part of an employment/training scheme or from activities undertaken outside of work if relevant.

## Supporting Information

This is the most important part of your application form, and an opportunity to tell us why you are the right person for the job. Refer to the person specification when completing this section.

In your supporting information, please give evidence or examples of how your skills, knowledge and experience meet each of the essential criteria points described in the person specification. You are unlikely to be shortlisted if you don't show how you meet all these points.

Include relevant aspects and achievements in your career history rather than repeating it all. Aim to be concise.

You can refer to work experience gained from employment initiatives and/or draw upon your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up a family.

If you meet any of the desirable criteria points, please also demonstrate this in your supporting information.

## References

We require a minimum of 2 references from you, and these need to cover the last 3 years of your employment history.

- One of your references will be your current employer, (or your last employer if you aren't currently working).
- If you are a school or college leaver, you can use a teacher or lecturer who knows you well for a reference.
- References from relatives and partners are not accepted.
- Please ensure you provide an email address for your referees, where possible and say how this person knows you.

## Immigration, Asylum and Nationality Act 2006

In order to meet the requirements of the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to produce proof of identity and eligibility to work in the UK.

## Additional Information

Once a job offer is made, we may carry out some additional checks including:

- Criminal Records Check from the Disclosure and Barring Service (DBS)
- Proof of qualifications
- Proof of eligibility to work in the UK

## Equal Opportunities

Ribble Valley Borough Council is an equal opportunities employer.

The Council will ensure that the selection, training and promotion of employees is based solely on the criteria of merit and ability. No job applicant, or employee, will receive less favourable treatment on grounds of sex, race, age, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage and civil partnership or, subject to the physical requirements of the post, disability.

Applicants are asked to complete the Equal Opportunities Monitoring Form. Although completion of the form is voluntary, the information provided is essential to enable the council to see the make-up of the candidates that are attracted to its posts and to inform future policy. The form is separated from your application on receipt and the information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

## Disabled Applicants

If you consider yourself to have a physical or mental impairment which has a substantial and adverse effect on your ability to carry out normal day-to-day activities, and fulfil all of the essential criteria of the vacancy then you will be guaranteed an interview.

This information is to help you to complete the job application form, in order that our shortlisting panels can select the most suitable candidates for interview. If you need any further help, or have a query regarding the post that you are applying for, please contact [HR@ribblevalley.gov.uk](mailto:HR@ribblevalley.gov.uk) or our HR Section on 01200 414559.

Finally, the council would like to wish you good luck with your application





Ribble Valley  
Borough Council

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[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

# **POLITICALLY RESTRICTED POSTS POLICY**

# What does it mean to be Politically Restricted?

## 1. Introduction

1.1 Certain posts are 'politically restricted', which means that while individuals who hold them may belong to a political party they are effectively prevented from having any active political role either in or outside the workplace. This not only debars post holders from holding or standing for elected office (specifically a county, borough or district councillor, an MP, a Member of the European Parliament or a Police and Crime Commissioner), but also excludes them from the following:

- Participating in political activities, such as publicly expressing support for a political party or being an officer of a political party, or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate; and
- Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

1.2 The cumulative effect of these restrictions is to limit the holders of politically restricted posts to bare membership of political parties, with no active participation within the party permitted.

1.3 These restrictions aim to prevent politics coming into play where an employee is in a politically influential position. This could be where an employee implements the authority's policies, gives advice to, or speaks on behalf of, the Council.

## 2. Legislation Update

2.1 With effect from 12 January 2010, the Local Democracy, Economic Development and Construction Act 2009 changed the approach to identifying posts which are politically restricted under Section 2 of the Local Government and Housing Act 1989 (LGHA).

2.2 Originally posts were deemed to be politically restricted if they were earning above spinal column point 44, but Section 30 of the 2009 Act has now removed the concept of political restriction by salary level.

## 3. Categories of Politically Restricted Posts

3.1 Posts will now only be considered to be politically restricted if they fall into the following two broad categories:

- Specified Posts
- Sensitive Posts

### 3.2 Specified Posts

Specified posts are automatically subject to restrictions on public political activity and as such, there is no right of appeal. These posts are listed as follows:

- The Head of Paid Service (Section 4 Local Government and Housing Act)
- The statutory Chief Officers



- Non-statutory Chief Officers, other Directors and Chief Officers
- The Monitoring Officer (Section 5 Local Government and Housing Act)
- The Chief Finance Officer (Section 5 151 Local Government Act)
- Officers exercising delegated powers, i.e. persons whose posts are for the time being specified by the Council in a list maintained in accordance with S 100G(2) of the Local Government Act 1972
- Assistants to political groups

### 3.3 Sensitive Posts

A sensitive post is one which meets one or both of the following duties - related criteria:

- i. Giving advice on a regular basis to a Council itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; and / or
- ii. Speaking on behalf of the authority on a regular basis to journalists or broadcasters.

3.4 It is the Council's duty to prepare and maintain the list of politically restricted posts. This list will be held and maintained by Human Resources and employees will be notified personally of any amendments that affect their post. (See notification letter at Appendix 1).

3.5 All Heads of Service are considered to be employed in politically restricted roles as a result of 3.3 (i) above.

3.6 The council is required to prepare and maintain a list of politically restricted posts. This is shown at Appendix 2.

### 4. Advertising a Politically Restricted Post

4.1 When recruiting to a new post, the criteria must be used to determine whether the post is politically restricted and on what grounds it is restricted. If the post is politically restricted this will be included in the job description and be stated in the employee's Contract of Employment.

4.2 If the post is politically restricted, what this means must be discussed with candidates at interview.

### 5. Holders of Politically Restricted Posts

5.1 The primary objective of this policy is to ensure that employees in politically restricted posts do not allow any perception to arise that their own personal or political opinions may have influenced or improperly interfered with their work.

5.2 This policy only applies to post holders of politically restricted posts, although all employees are required to observe the Council's Code of Conduct for Staff which requires all staff to be politically neutral in respect of their employment duties.

5.3 Holders of politically restricted posts will be notified of their restricted status.

5.4 The terms of these regulations will be deemed, to be incorporated within your contract of employment with the Council and any breach of the political restrictions will be regarded as a breach of your contractual obligation. Such breaches will be dealt with

under the Councils disciplinary procedure.

## 6. Restrictions on Speaking and Writing in Public

- 6.1 The regulations also address the post holder's conduct outside his/ her employment in far wider terms. Post holders are not permitted to speak in public where there is an apparent intention to affect public support for a political party. Similarly, such post holders are not permitted to publish any written or artistic work whether as author or editor, nor can they authorise or permit another person to publish such work if the work appears to be intended to affect public support for a political party.
- 6.2 This includes writing or 'speaking' on social media for example on blogs, on-line forums, Facebook and twitter, where the work appears to be intended to affect public support for a political party. However, this prohibition does not preclude the display of a poster or other document at the post holder's home or on his or her car or other personal possessions. These restrictions are to be interpreted so as not to prevent the officer from carrying out their official duties.

## 7. Human Rights and politically restricted posts

- 7.1 The compatibility of political restrictions on local authority posts with an individual's rights under the European Convention of Human Rights was tested in a 1998 European Court of Human Rights case. Ahmed and others v UK [1999] 188 ECHR.
- 7.2 In this case, the Court held that the political restrictions did not breach Article 10 (the right to freedom of expression) of Article 11 (the right to freedom of association) of the applicant's Convention rights, as the public has a right to expect that those holding higher level local government office are politically impartial.

## 8. Appeal Procedure

- 8.1 There is a right of appeal for officers who will be politically restricted on the basis that it appears to the Council that their post is 'sensitive', but not for those who hold "specified" posts. Any officer wishing to appeal against their political restrictions should contact the Chief Executive and make a request in the form of a letter for a post to be deleted from the list. This right of appeal rests with the post holder.
- 8.2 Any employee proposing to apply for removal from the list must inform their Director.
- 8.3 The appeal letter should formally request an exemption and set out reasons why the employee believes their duties do not require them to be politically neutral. They should include all relevant information to enable the Chief Executive to consider the appeal.
- 8.4 In consultation with the Monitoring Officer, the Chief Executive may grant an exemption to the political restriction of an officer post under Section 3A of the Local Government and Housing Act 1989, as amended by Localism Act 2011. The employee will be notified of the decision.

**Notification Letter**

Local Government (Political Restrictions) Regulations 1990 (LGO (PR)R 1990) [SI 851]

A review has recently been carried out of the posts within the Council that are subject to political restrictions under the above Act. By virtue of your appointment with the Council, you are deemed to hold a

Option para 1 – Specific post

.. “Specific post” within the terms of that legislation in you role of .....

Option para 2 – Sensitive post

...”Sensitive post” within the terms of the legislation.

This means that you are effectively prevented from having any active political role either in or outside the workplace. This not only debars post holders from holding or standing for elected office, but also prevents them from the following:

- Participating in political activities, publicly expressing support for a political party or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate; and
- Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

These restrictions aim to prevent politics coming into play where an employee is in a politically influential position. This could be where an employee implements the Council policies, gives advice to, or speaks on behalf of, the Council.

The terms of these regulations will be deemed, to be incorporated within your contract of employment with the Council and any breach of the political restrictions will be regarded as a breach of your contractual obligation. Such breaches will be dealt with under the Councils disciplinary procedure.

Officers who will be politically restricted on the basis that it appears to the Council that their post is 'sensitive' have the right to appeal.

Any officer wishing to appeal against their political restrictions must be lodged in writing to the Chief Executive.

The letter of appeal must include the reason that you feel that your post cannot influence policy, or that the Council has incorrectly applied the duties related criteria. Appeals will be considered by Chief Executive and appropriate members of the Corporate Management Team. There is no further right of appeal.

## APPENDIX 2

<b>POLITICALLY SPECIFIED POSTS</b>
<b>Head of Paid Service or Non Statutory Chief Officers</b>
Chief Executive
Director of Community Services
Director of Economic Development and Planning
<b>Statutory Chief Officers (Monitoring and Chief Finance Officers)</b>
Director of Resources and Chief Finance Officer
Head of Legal Services and Monitoring Officer
<b>POLITICALLY SENSITIVE POSTS</b>
<b>Give advice to the authority, any Committee or sub-Committee, joint Committee, Cabinet and/or Portfolio Holder; and/or speak on behalf of the authority to the media, journalists or broadcasters</b>
Head of Cultural and Leisure Services
Head of Engineering Services
Head of Environmental Health Services
Head of Financial Services
Head of HR
Head of Legal and Democratic Services
Head of Development Management and Building Control
Head of Regeneration and Housing
Head of Revenues and Benefits
Solicitor
Democratic Services and Civic Officer
Democratic Services and Complaints Officer
Electoral and Licensing Officer
P/T IER and Elections Assistant
Principal Communications Officer
Tourism and Events Officer

