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OUR REF      GN/LAG102  
DATE            25 January 2024

Dear Sir/Madam

**Employment Enquiry:      Senior Lawyer (Planning)**

Thank you for your interest in the above vacancy.

In the following documents there is some information about the job for which you are looking to apply. This includes details about our approach to recruitment, and the terms and conditions for the post. You can find further information, such as our Business Plan, Frequently Asked Questions, and a Job Description and Person Specification alongside the advert.

Information on what it is like to work for the Council is available too, as is our approach to Learning and Development and a summary of our employee benefits. These can be found on our website at [www.staffordbc.gov.uk/jobs-and-careers](http://www.staffordbc.gov.uk/jobs-and-careers).

Before completing any application, please ensure that you refer to these documents and that you finish the application by the closing date which is 11.30pm on the date shown.

**Finally, if you require this information in another format, such as large print, Braille, other languages or on audio cassette please contact: 01785 619000 or email: [customercontactcentre@staffordbc.gov.uk](mailto:customercontactcentre@staffordbc.gov.uk)**

We look forward to receiving your application.

Yours faithfully

Suzanne Dutton  
HR Services Manager

Human Resources, Civic Centre, Riverside, Stafford ST16 3AQ  
tel 01785 619556 | email [gnickels@staffordbc.gov.uk](mailto:gnickels@staffordbc.gov.uk)  
[www.staffordbc.gov.uk](http://www.staffordbc.gov.uk) / [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)



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## Guidance Notes for Candidates

- Each vacancy is based on a **Job Description**, which lists the key responsibilities of the role and a **Person Specification**, which outlines the essential and desirable skills, knowledge and experience required.
- Candidates are selected for interview based on the information they provide on the application form so it is important that you complete all sections of the application form and the information supplied is clear, precise and aimed at the vacancy applied for.
- We do not accept CV's so please complete all sections of the application form in full.
- Hard copy application forms sent electronically should be forwarded to [humanresources@staffordbc.gov.uk](mailto:humanresources@staffordbc.gov.uk). If returning your application via post, please mark your application form for the Human Resource Services Department and "to be opened by addressee only".
- All other applications should be submitted electronically through the e-recruitment system 'stafford.engage.co.uk' or through [www.staffordbc.gov.uk/jobs-and-careers](http://www.staffordbc.gov.uk/jobs-and-careers)
- Please return your completed application form by the closing date indicated as we are unable to accept applications after the shortlisting process has begun.
- Should you require any help or assistance on completing your application form, please do not hesitate to contact Stafford Borough Council's Human Resource Services Department on [humanresources@staffordbc.gov.uk](mailto:humanresources@staffordbc.gov.uk)

## POST DETAILS

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- 1     **Salary Range:**                   Band K (SCP 36 - 40) £44,428 - £48,474  
Per annum
- 2     **Conditions of Service:**       The National Joint Council for Local Government Services as adopted by Stafford Borough Council, together with the Scheme of Local Conditions of Service, working practices and procedures.
- Annual Pay Awards are determined in line with the NJC for Local Government Services pay award.
- 3     **Hours of Work:**                37 hours per week worked between Monday and Friday.
- 4     **Superannuation:**             The appointment is pensionable. You will automatically become a member of the Local Government Pension Scheme (LGPS) unless you elect in writing not to join within the first three months of employment. The Local Government Pension Scheme (LGPS) is a nationwide, career average pension scheme and is a valuable part of the pay and reward package for employees working in local government. The LGPS gives you:
- Secure benefits - the scheme provides you with a future annual income.
  - Tax-efficient savings
  - Financial security for your family, with immediate life cover and a pension for your spouse, civil partner or eligible co-habiting partner and eligible children in the event of your death in service.
  - Your employer pays in too - the scheme is provided by your employer who meets the balance of the cost of providing your benefits in the LGPS.
- You will be required to contribute a percentage of your salary to the superannuation fund. If you are already a member of a LGPS you will automatically be transferred into this Authority's Scheme.
- 5     **Medical:**                        The appointment will be made subject to a satisfactory medical clearance.

6	<b>Holiday Entitlement:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 5%; vertical-align: top;">(a)</td> <td style="width: 75%;">Basic Annual Leave</td> <td style="width: 20%; text-align: right; vertical-align: top;">27.5 days</td> </tr> <tr> <td></td> <td>(After 5 years Authority Service)</td> <td style="text-align: right; vertical-align: top;">Additional 5 days</td> </tr> <tr> <td style="vertical-align: top;">(b)</td> <td>Statutory Holidays</td> <td style="text-align: right; vertical-align: top;">8 days</td> </tr> <tr> <td></td> <td>(Easter</td> <td style="text-align: right; vertical-align: top;">2 days)</td> </tr> <tr> <td></td> <td>(</td> <td style="text-align: right; vertical-align: top;">)</td> </tr> <tr> <td></td> <td>(May Day</td> <td style="text-align: right; vertical-align: top;">1 day )</td> </tr> <tr> <td></td> <td>(</td> <td style="text-align: right; vertical-align: top;">)</td> </tr> <tr> <td></td> <td>(Spring Bank Holiday</td> <td style="text-align: right; vertical-align: top;">1 day )</td> </tr> <tr> <td></td> <td>(</td> <td style="text-align: right; vertical-align: top;">)</td> </tr> <tr> <td></td> <td>(August Bank Holiday</td> <td style="text-align: right; vertical-align: top;">1 day )</td> </tr> <tr> <td></td> <td>(</td> <td style="text-align: right; vertical-align: top;">)</td> </tr> <tr> <td></td> <td>(Christmas/New Year</td> <td style="text-align: right; vertical-align: top;">3 days)</td> </tr> <tr> <td style="vertical-align: top;">(c)</td> <td>Concessionary Days</td> <td style="text-align: right; vertical-align: top;">3 days</td> </tr> <tr> <td></td> <td>(Christmas/New Year</td> <td style="text-align: right; vertical-align: top;">3 days)</td> </tr> </table>	(a)	Basic Annual Leave	27.5 days		(After 5 years Authority Service)	Additional 5 days	(b)	Statutory Holidays	8 days		(Easter	2 days)		(	)		(May Day	1 day )		(	)		(Spring Bank Holiday	1 day )		(	)		(August Bank Holiday	1 day )		(	)		(Christmas/New Year	3 days)	(c)	Concessionary Days	3 days		(Christmas/New Year	3 days)
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A skeleton staff is required for the period between the Christmas and New Year holidays. If you are required to work during any or all of the three concessionary days you will be entitled to add the day/days worked on your Basic Annual Leave entitlement. If you are not required to work during this period you will take the time as mandatory holiday.

Up to 3 days annual leave may be carried over from one leave year to the next.

There are instances when employees may need to take time off to deal with family or domestic crises and to help to support them we have developed a suite of family leave policies including special leave and bereavement, and compassionate leave.

- |    |                                     |   |
|----|-------------------------------------|---|
| 7  | <b>Period of Notice:</b>            | A minimum of 12 weeks' notice, in writing, on the part of the employee and by the Council of the appropriate period under the Employment Rights Act 1996, subject to a minimum of one week.   |
| 8  | <b>Car Parking:</b>                 | The provision of free car parking is available but remains under review and may be withdrawn at any time without compensation.  |
| 9  | <b>Flexible Working</b>             | We offer flexible working intended to allow you to find a positive balance between your work and home life whilst still meeting the needs of the organisation.  |
| 10 | <b>Health and Wellbeing</b>         | <p>We take the health of our employees seriously and among other pro-active measures, we have an Occupational Health Service whose work is focussed on assisting the Council by advising on wellbeing and advising on reducing the impact of work on health. We also have access to confidential employee counselling services.</p> <p>In addition to statutory sick pay, our occupational sick pay scheme is based on length of service and provides a maximum of six months full pay followed by six months half pay after five years' service.</p> |
| 11 | <b>Salary Sacrifice Scheme</b>      | Stafford Borough Council operates a Cycle to Work Scheme.   |
| 12 | <b>Professional Fees:</b>           | Payment of one professional fee only will be made to membership of a relevant Institute or Professional Body.   |
| 13 | <b>Politically Restricted Post:</b> | This is a politically restricted post in accordance with the Local Government and Housing Act 1989.   |

Stafford Borough Council operates a Non-Smoking Policy



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## Recruitment Charter

Stafford Borough Council aims to ensure that its recruitment process provides equal opportunities to all and this Charter is designed to assist in achieving this important aim.

As an equal opportunity employer, we welcome applications from all sections of the community.

We recognise that all employees have a duty to ensure that the Equal Opportunity Policy is adhered to. Additionally, all employees included in the recruitment process will endeavour to ensure that you are dealt with in a fair and proper manner and in accordance with the following:-

- (a) Officers are polite and helpful at all times.
- (b) All vacancies which are advertised externally are placed within the e-recruitment system 'stafford.engageats.co.uk' which can be found from the jobs page of [www.staffordbc.gov.uk/jobs-and-careers](http://www.staffordbc.gov.uk/jobs-and-careers), and where relevant, the local job centre or professional publications.
- (c) Each vacancy will be accompanied by supporting documentation that has been produced to help you to decide whether or not your skills/experience/interests are relevant and, therefore, whether to apply. This information will usually be in the form of a job description, employee specification and post details (i.e. basic terms and conditions).
- (d) (Please note that all candidates need to complete the Council's application form. Curriculum Vitae are not acceptable. This is to ensure that we have all the relevant information we require for shortlisting purposes).
- (e) Candidates will be made aware if a post is politically restricted i.e. of such a level or nature that under the Local Government and Housing Act 1989 the postholder will be prevented from holding political office on a personal basis or restricted in their ability to participate in political activity as a private individual.
- (f) Applications will not be accepted after the closing date.
- (g) Shortlisting will be carried out by at least 2 people on an independent basis to ensure that there is no bias in the process.

- (h) Shortlisted candidates will be contacted as soon as practically possible, but usually within 2 weeks of the closing date to advise them of interview arrangements including any other selection process e.g. assessment exercise or presentation. Shortlisting will be done using the essential and desirable criteria shown on the employee specification.
- (i) The panel will comprise of at least 2 but usually 3 interviewers. For more senior posts, elected members may also be included.
- (j) All applicants will normally be advised of the outcome of their interview within 1 week of when the interview took place, though often, the timescales are explained at the end of the interview. If there is a delay that prevents this, you will be advised of the situation as soon as practically possible.
- (k) All new employees will be required to complete a medical questionnaire and may also be required to attend for a medical examination before any offer of employment can be confirmed.
- (l) Additionally, a minimum of 2 references considered satisfactory to the Council will also be required, one of which must be from your current or last employer. We may also contact all or any of your previous employers where necessary.
- (m) All new employees will be required to serve a probationary period usually of 6 months in duration. This may vary if a fixed term contract of a shorter period applies. During the probationary period your suitability for the post will be assessed. This period may be extended in special circumstances e.g. sickness absence or where a further period of assessment is considered desirable before deciding whether or not to confirm the appointment.
- (n) All information obtained during the recruitment process will be held in confidence. Application forms for unsuccessful candidates will be held for 12 months (in case of any complaint) from the date of the application registration after which time all personal information will be deleted. Within our e-recruitment system, we may retain data from your application form for longer than the 12 month retention period, however, the personal information is removed and all such data is anonymised. See the Privacy Notice - Recruitment for further information.
- (o) If you have any questions, or the HR Services team can be contacted in any of the following ways:

email: [humanresources@staffordbc.gov.uk](mailto:humanresources@staffordbc.gov.uk)

telephone: 01785 619000

address: Human Resource Services  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

We are committed to ensuring diversity and opportunity within the workplace. The Council has certain public duties regarding equality data and this information will both be treated confidentially and assist the Council in reporting and monitoring its policies and practices. Please ensure that you complete this section on the application form in full. This information will not be used as part of the selection process.

If you wish to discuss reasons why you were not shortlisted or successful at the interview please contact the department concerned to obtain feedback.



## **Complaints Procedure**

The recruitment process is subject to audit checks.

If you feel aggrieved at the manner in which you have been treated at any stage in this process, please submit a complaint in writing to:-

Head of Human Resources  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

Your letter should be submitted within 2 weeks of the incident causing concern and should outline the grounds of your complaint.

The complaint will then be investigated. We will respond to you within 2 weeks advising of the outcome of the investigation or reasons for any delay. If a delay does occur we will advise you of approximately when a reply can be expected.

Thank you for your interest in Stafford Borough Council. We hope that you are successful in your application. However, if you are unsuccessful, please do not be discouraged from making future applications.



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## **Policy Statement on the Recruitment of Ex-Offenders**

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Stafford Borough Council complies fully with the [code of practice](http://www.gov.uk/government/publications/dbs-code-of-practice) (www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.

Stafford Borough Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Stafford Borough Council can only ask an individual to provide details of convictions and cautions that Stafford Borough Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Stafford Borough Council can only ask an individual about convictions and cautions that are not protected.

Stafford Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender reassignment, religion or belief, sex or sexual orientation, marriage and civil partnership, pregnancy and maternity, responsibilities for dependants, age, physical/mental disability or offending background.

Stafford Borough Council has a written policy statement on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Stafford Borough Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Stafford Borough Council select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Stafford Borough Council ensures that all those in Stafford Borough Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Stafford Borough Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Stafford Borough Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Stafford Borough Council makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](http://www.gov.uk/government/publications/dbs-code-of-practice) (www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.

Stafford Borough Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Human Resource Services

April 2018