



# Employment Information for Local Government Workers

Thank you for expressing an interest in employment with Midlothian Council.

Information regarding employment is detailed below. If you require any further information please do not hesitate to contact the Employment and Reward Team on the following number: **0131 271 3063**.

## The area of Midlothian

Less than 10 miles south of Edinburgh city centre and with a population of around 85,000 people, Midlothian is steeped in history with diverse historical buildings including Rosslyn Chapel and picturesque villages such as Pathhead and Newtongrange.

Midlothian is an affordable and attractive place to live, with good schools, transport links, leisure and community infrastructure.

New housing includes planned building at Shawfair, which will be served by one of four new stations coming to the county from September linking the Borders and Midlothian to Edinburgh by rail for the first time in more than 50 years.

The county is also attracting new commercial developments, with a particular concentration

of expertise in science and life sciences in particular.

If you want to get out of the hustle and bustle of the City to enjoy some shopping, then Midlothian is the place for you. The garden centre giant, Dobbie's, has its headquarters in Midlothian, while Straiton Retail Park and Ikea are just off the City Bypass near Loanhead.

Or for outdoor enthusiasts, head to scores of parks and open spaces including Vogrie Country Park near Gorebridge, Midlothian Snowsports Centre at Hillend or Pentland Hills Regional Park.

**Midlothian.....a great place to grow**

## Our peoples values

At Midlothian Council we have developed five core people values. These values drive and influence everything we do, every day in Midlothian Council.



### These values are:

**Celebrate** – recognise, celebrate and share all our achievements

**Respect** – respect each others' differences in a culture of trust and flexibility

**Excellence** – make the most of opportunities to develop ourselves and our teams to provide excellent services

**Support** – lead by example and be approachable and supportive of each other

**Together** – work together to make a difference for Midlothian Council

These values are key to Midlothian Councils culture, helping us improve the way that we work and making the difference to the **'communities we serve'**.

## Employee benefits

We have several benefits that employees can use to save money:

- Childcare Vouchers
- Cycle to work Scheme
- Sport Centre Discounts

## Superannuation

The Council operates a career average salary pension scheme which is open to all employees which you will contractually be enrolled into. Should you wish to opt out of this Scheme auto-enrolment rules will still apply.

With effect from 1st April 2015 Midlothian Council's Employers contribution rate is 20.20%.

## Annual leave

Annual leave entitlement based on the standard 36 hour, 52 week working pattern is as follows (pro rata for employees working a proportion thereof):

The leave year runs from 1 October – 30 September each year.

Service	Entitlement
Less than 1 year	23 days
After 1 year	24 days
After 2 years	25 days
After 3 years	26 days
After 4 years	27 days
After 5 years	28 days
After 6 years	29 days
After 7 years	30 days
8 years and more	31 days

Increased leave entitlement takes effect on 1 October following the anniversary of your start date with The Council.

Where the exigencies of the service require it employees are required to take fixed annual leave days.

For alternative working patterns, including contracted hours worked in excess of the standard working week i.e. contractual overtime, leave entitlements will be calculated on a proportionate basis.

## Public holidays

There are nine fixed public holidays each year.

## Flexible working

Every employee, no matter the reason now, has the statutory right to, request to work flexibly providing that the following criteria have been met and an employee:

- Has 26 weeks of continuous service
- Is an employee, not an agency worker
- Has not already made a request for flexible working within the last 12 months

## Flexi scheme

Your post may allow you to access the Councils Flexi Scheme. Employees must work a minimum of 2 hours 30 minutes (pro rata for part time employees) between 07:00 hours and 13:00 hours (a.m. session) and a minimum of 2 hours 30 minutes (pro rata for part time employees) between 13:00 hours and 19:00 hours (pm session) except on a Friday where employees must not cease working earlier than 15:30 hours to qualify for a working day.

## Work outside standard hours

Employees required to work outside the standard working hours, defined as 22:01 hours – 05:59 hours in the period Monday to Friday and from 22:01 hours on Friday to 05:59 hours on Monday as part of the standard working week will be entitled to an enhancement of one fifth of an hourly rate for the hours worked during that period.

## Overtime

There is a single rate for overtime payable at time and a half for all overtime worked in excess of the standard working week i.e. 36 hours.

Overtime worked between 22:01 hours on a Friday to 05:59 hours on a Monday will attract a total payment of time and seven tenths (time and a half (1.5) plus one fifth of an hourly rate for work outside standard hours (0.2). Overtime will only be paid for a period of more than 30 minutes in any day. Thereafter, payment will be made for each additional minute worked.

Overtime at time and a half is payable up to and including Grade 8. Employees at Grade 9 or above will receive TOIL equivalent to the actual number of hours worked or following agreement a payment may be made in plain time.

## Stand-by

A stand-by allowance is payable to those employees who are contractually obliged to operate on a stand-by rota.

A minimum payment of two hours will be made for the first call out of the stand-by period regardless of the period of time you are required to work. Thereafter, payment will be made for each minute worked.

## Absence due to illness or injury

Subject to the conditions set out in Part 2 of the SJC National Agreement on Pay and Conditions of Service (which also deals with absence through injury) and the Council's Procedure for Maximising Attendance, your entitlement to occupational sickness allowance is as follows:-

The council does not provide for staff with less than 26 weeks service.

Amount of Service	Full Pay	Half Pay
More than 26 weeks but less than a year's service	5 weeks	5 weeks
1 year but less than 2 years service	9 weeks	9 weeks
2 years but less than 3 years service	18 weeks	18 weeks
3 years but less than 5 years service	22 weeks	22 weeks
5 years of more service	26 weeks	26 weeks

## Candidate interview expenses

Please note that no interview expenses are paid by Midlothian Council.

## Guaranteed interview scheme for people with disabilities

The policy provides for positive action towards disabled people. If you have a disability and if, from the information you have given on the application form, you have the minimum skills, experience and other attributes required for the post, you will be guaranteed an interview.

## Equality of opportunity

Midlothian, as an equal opportunities employer, considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation. Providing equality of opportunity for all applicants and employees is among our most important goals and values.

## Rehabilitation of offenders

Having a criminal record will not necessarily debar an applicant from working with Midlothian. Decisions regarding suitability for positions of trust which are subject to vetting will be dependent on the nature of the position, together with the circumstances and background of the offence(s).

## PVG checks

Midlothian Council undertakes PVG (Protection of Vulnerable Groups) checks, on candidates that have applied for posts that deal with Children or Vulnerable adults.

You will be asked to provide three forms of original documentation at your interview. Full instructions will be sent to candidates invited for interview. If this check is required for your post you will not take up employment until this check is complete.

For more information on PVG checks please visit Disclosure Scotland website  
**[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)**

## Medical screening

The preferred candidate will be required to undertake a medical assessment questionnaire. Depending on the answers provided you may be referred to our approved occupational medical adviser.

## Asylum and immigration

In accordance with the Asylum & Immigration Act 1996, you are required to provide proof of your eligibility to work in the UK.

## Staff debt checks

In order to carry out the full range of services provided to the residents of Midlothian, it is important to ensure that our Employees are exemplary in their payment of Council Tax,

Community Charge, Rents, Overpayments or any other monies due to the council. If debt is identified you must agree to a repayment plan within 10 days of starting in post.

## Feedback

If you are not successful and you would like feedback on your application the council will provide this on request. Please contact Employment and Reward, for the contact details of the manager in charge of the recruitment for your chosen post.

## Data protection

The right of access to personal information held by the Council whether an employee or a service user/ member of the public is governed by the DPA. The DPA places strict requirements on the Council in respect of the security of information held, how it is used and when it may be disclosed.

## Data matching

The Council is required by law to protect the public funds it administers. It may share your personal information held on your employment file with other bodies such as Audit Scotland, responsible for auditing or administering public funds, in order to prevent and detect fraud. Audit Scotland assists appointed auditors by conducting a National Fraud Initiative.

Your personal information on your employment file may also be compared with information held in respect of Council Tax and Housing Benefit as part of the Council's role in assisting the elimination of benefit fraud.

## Politically restricted post

The provisions of the Local Government and Housing Act (1989) may apply to your employment. If a post is designated politically restricted or politically sensitive, the extent, of your public political activities is restricted whilst holding this post.

The precise nature of the restricted activities, is provided for by the Local Government and Housing Act 1989, and is set out in the Local Government Officers (Political Restrictions) Regulations 1990. A person cannot be both an employee and an elected member of Midlothian Council.

## Work outside the Council

The Council will normally allow you to undertake paid employment outside the

Council unless there is a clear conflict of interest, or it is likely to have an adverse effect on the work carried out for the Council, or it is likely to have an adverse effect on the individual employee.

## Membership of a trade/ union/recognised trade unions

You will have the right to join a trade union and to take part in its activities. Unison, Unite, UCATT, EIS, NAS/UWT and SSTA are all currently recognised within the Council for negotiating and consultation purposes.

## No smoking policy

Midlothian Council operates a no smoking policy at work.

## Complaints

All applicants have the right to make a complaint of unfair treatment relating to any stage of the recruitment and selection process.

A complaint by an external applicant, in the first instance, should be made in writing to a relevant Director. The Director will consult the selection panel members before making a written response. If the complaint remains dissatisfied, he/she will be advised of the right to submit the complaint to the Chief Executive, who will normally arrange for an enquiry. A report may be submitted to the Cabinet.

## COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyarız.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (ناہینا افراد کے لیے ابھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)

Midlothian

