

Summary of Terms and Conditions

Listed below are a summary of the principal terms and conditions of employment. Scottish Joint Council terms and conditions apply to single status posts within Stirling Council.

Salary

Payment of salary will be by bank credit transfer on the 15th of each month, in arrears.

Employees will be appointed on the first point of the advertised salary scale and will be awarded an increment following 24 months service after their appointment, promotion or re-grading, provided they are not already at the top of the grade.

Hours of Work

The full time working week is 35 hours per week. A flexible working policy is in place.

Annual Leave

Annual Leave entitlement for single status employees is 29 days per year, rising to 34 days after 5 years continuous service. In addition to annual leave the Council recognises 7 public holidays (2 at New Year, 2 at Easter, first Monday in May, 2 at Christmas). Pro-rata for part time employees.

Pension

The post-holder will join the Local Government Pension Scheme automatically but you are entitled to opt out of the Scheme in order to make alternative pension provision at any time.

Political Restriction

Under the provisions of the Local Government Officers (Political Restrictions) Regulations 1990 (as amended) senior manager posts are politically restricted. This means that you are barred from standing for election as an MP, MEP, MSP or Councillor of any local authority. There are also restrictions on you holding office in and/or canvassing for a political party. The Council will provide specific details of the restrictions imposed on you as a result of your employment with the Council.

Travel and Subsistence Allowance

When you use your car or bicycle for authorised business purposes, mileage will be reimbursed at the HMRC (Inland Revenue) rate. The Council has pool vehicles available for business use.

Pre-Employment Health Check

Preferred candidates will be required to complete a confidential pre-employment health questionnaire.

Professional Registration

Successful candidates may be required to be a member and maintain membership with a professional organisation relevant to the post.

Probationary Period

Stirling Council operates a probationary period that applies to all successful candidates in the first six months of employment in any post, although in exceptional circumstances this may be extended for a further three months.

Other Employment

The post holder may not engage in any other business, or take up any additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.

Application Process

Completing the Application

We welcome your application which will receive fair and serious consideration. All information provided by applicants will be treated as confidential.

To help us in ensuring that you have an equal opportunity along with other applicants we have set up the application process in such a way as to help recruitment panels find key information about you from the various sections of your application. For this reason we ask you to fully complete all sections. Any inaccuracy or omission in the information supplied may compromise your application.

Equal Opportunities Monitoring

This section of the form will be handled in a confidential manner and will not be available to the recruitment panel. The Council will extract information for statistical purposes to assess how well the Council is performing as an Equal Opportunities employer.

Rehabilitation of Offenders Act 1974

This Act permits certain convicted persons to become 'rehabilitated' after a certain period and the conviction becomes 'spent' with no requirement to disclose the conviction to a potential employer. The length of the 'rehabilitation' period varies from 6 to 10 years dependent upon the penalty imposed. N.B. Convictions resulting in imprisonment for more than 30 months are never spent.

Employment where the Act does not apply

Various kinds of employment, occupations and professions are, however, exempted from the provisions of the Act. These include any appointments concerned with the provision of accommodation, care, leisure, recreational facilities, school, education and childcare services, social services, supervision or training of persons under the age of 18 which would involve access to such minors in the ordinary course of employment. If you are applying for such a post you may be subject to an Enhanced Disclosure Scotland check.

Disability Discrimination

To help people with disabilities, the Council operates a scheme which provides a guaranteed interview where a disabled applicant (it is not necessary to be registered as disabled) formally requests this at the Guaranteed Interview Section which is located within "Branching Questions" in the application process.

Under the Disability Discrimination Act 1995 (DDA) a person is defined as disabled "if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities".

- An “impairment” covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing
 - The term “mental impairment” is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.
 - A “substantial” adverse effect is something which is more than a minor or trivial effect and reflects the general understanding of disability as a limitation going beyond the normal differences in ability between people.
 - A “long term” effect is one:
 - o Which has lasted at least 12 months, or
 - o Where the total period for which it lasts is likely to be at least 12 months,
- or
- o Which is likely to last for the rest of the life of the person affected.

Examples of conditions which are covered under the Act, as amended, include:

- Reoccurring or progressive conditions
- Severe disfigurements
- Restricted mobility caused by arthritis
- Speech, hearing and sight impairments (including registered blind or partially sighted but excluding individuals who wear glasses or contact lenses which improves their sight)
- Dyslexia
- Mental health conditions such as depression and anxiety
- Chronic conditions such as diabetes or asthma
- Diagnosis or treatment for HIV, Cancer or Multiple Sclerosis

Corporate Parenting

Stirling Council, as Corporate Parent, operates a guaranteed interview scheme for young people under age 26 who are or have been in care with Stirling Council. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

The Armed Forces Community and Service Families

Stirling Council is signed up to the Armed Forces Covenant and hold the Gold Employer recognised Award, for further information, contact HR. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

Adult Cadet Volunteers

Stirling Council operates a guaranteed interview scheme for Adult Cadet Volunteers. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

Apprentices

Stirling Council operates a guaranteed interview scheme for individuals who have completed an Apprenticeship with our Authority. This Apprenticeship should have been completed within 2 years of your application. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

References

Please also note that references from friends and family are not suitable. You should provide, in the first instance, a reference from a current or most recent employer. A second reference should be from someone who can comment on your ability to carry out the duties of the post in a professional manner e.g. previous employer, school teacher etc.

Applicants who have received voluntary severance from Scottish Local Authorities between 8 November 1994 and 31 March 1996 will not be considered. Additionally, only in exceptional circumstances will Stirling Council consider applicants who have accepted voluntary severance from Stirling Council at any time.

N.B. Canvassing of Elected Members or Officers of the Council directly or indirectly in connection with this post may disqualify your application.