



Information for Applicants

Thank you for applying for employment with Spelthorne Borough Council. This leaflet gives a brief guide to the Borough and to the conditions of service that apply.

Further information can be obtained from Human Resources.

Spelthorne is currently one of the 11 Borough/District Councils in Surrey, which, together with Surrey County Council, provide local government services to over one million people. The Borough has a wide range of responsibilities and provides services such as planning, environmental health, electoral registration, Council tax collection, leisure and recreation, parks and open spaces, car parks, housing for the homeless and refuse collection. However, we are also part of the first round of Local Government Reorganisation and anticipate we will be part of a unitary from April 2027 with a shadow authority in place from April 2026. Submissions were made to Government for Surrey to become two or three unitaries and we are awaiting a government decision on the way forward - expected in October 2025.

The Government after a best value inspection intervened in the Council and appointed Commissioners to deliver the “directions (actions)” Government required us to fulfil. The Council has produced a draft Improvement and Recovery Plan which on receiving Council approval will require delivery over the next 18 months and then activities may continue into a future unitary.

Councillors

Overall Council policy and strategy is currently determined by 39 elected Councillors for Spelthorne Borough Council, who represent a total of 13 electoral wards.

Our Key Priorities

As a local authority we do many things, a number of which are statutory requirements.

Spelthorne's main role is to deliver services and improve our communities. Given the importance of providing services that are relevant to our communities we have corporate priorities covering five key areas:

Community

- To place the needs of the Borough at the heart of everything we do, supporting residents to live healthy and fulfilling lives and empowering communities so they feel included, valued, supported and safe.

Addressing housing need

- To support the delivery of high-quality housing and solutions to allow residents to live independently which meets the needs of all sections of the community at every stage of life, addressing the challenges around availability, affordability and homelessness.

Resilience

- To ensure prudent management of our finances and resources and create a climate in which businesses and individuals can thrive. Work with our partners to maintain our preparedness for emergencies.

Environment

- To work with our residents, suppliers and partners to minimise our impact on the environment and achieve our Council goal of “net zero” carbon emissions by 2030. To maintain a clean and attractive Borough which supports biodiversity.

Services

- To deliver a wide range of high-quality community focussed and accessible services for everyone who lives and works in Spelthorne, striving for continuous improvement in all aspects of our work and providing excellent customer care.

Our values:

Our values, ethos and ways of working will inform and underpin everything that we do:

- **Pride** in our Council, communities and Borough
- **Responsive** and respectful
- **Open** and accountable
- **Value** for money
- **Integrity**
- **Dependable**
- **Empowering** and inclusive

We currently employ approximately 430 staff.

Spelthorne – the area

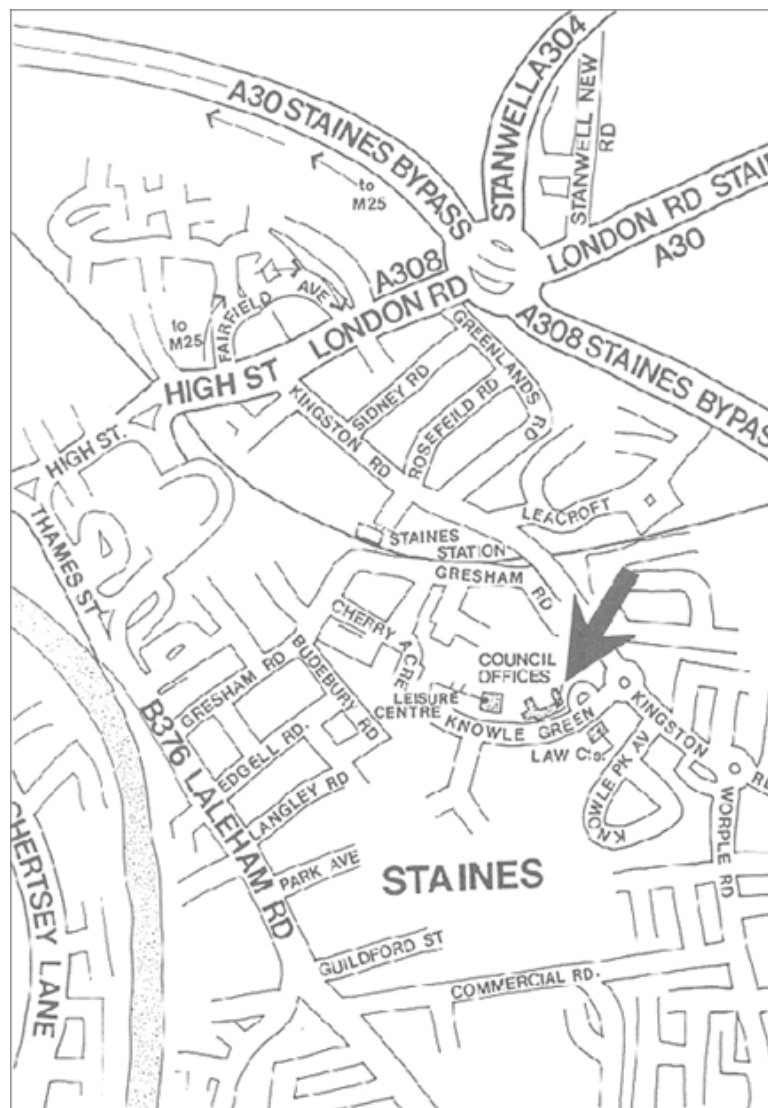
Spelthorne is located 15 miles west of Central London. It is bordered by the M25 to the west, the River Thames to the south and west and Heathrow Airport to the north. The Borough is at the inner edge of the Metropolitan Green Belt, with 35% of the Borough being urban and the remainder being protected as Green Belt. The principal towns are Staines-upon-Thames, Sunbury, Ashford, Shepperton and Stanwell.

The area also includes four large reservoirs and Kempton Park racecourse. One of the main attractions of the Borough is the River Thames, and effort is constantly being made to preserve the river frontage and to improve the riverside amenities.

The area enjoys good communications to London and the southeast, via the M25, M3 and M4 motorway network and also by the excellent rail links (approx. 30 minutes to London Waterloo), and of course Heathrow Airport is on the Borough's doorstep. A sound commercial base, a Thames-side location, easy access to London and open countryside, has all contributed to a quality of life, which has attracted many employers and people to the area.

Office Location

The main administrative offices are at Knowle Green, off the Kingston Road, Staines-upon-Thames, and are sited in open ground near the Law Courts, Spelthorne Leisure Centre and Staines Park. The office building offers free staff car parking. The Council is approximately one mile from the town centre and within seven minutes' walk from Staines railway station.



www.spelthorne.gov.uk or www.surreyjobs.info

Guide to Staff Benefits

Salary – Salaries are reviewed on an annual basis. Any increase is effective from 1 April each year. Salary increments are subject to satisfactory performance and are also effective from 1 April; however, if a member of staff has less than six months' service by 1 April, their increment will be six months from the confirmed start date.

Pension Scheme – Eligible staff are automatically enrolled into the local government pension scheme from the day they start, although it is possible to opt out. The LGPS is a Career Average Revalued Earnings (CARE) pension scheme with pension building up over the years, with comprehensive benefits including:

- An annual pension based on the pension built up each year of service
- Calculated with reference to actual pensionable earnings including overtime
- Accrual rate of 1/49th (pension for each year is based on pensionable pay x 1/49 revaluated in subsequent years in line with inflation)
- Ability to convert part of the pension to a lump sum, subject to HM Revenues and Customs limits
- Option of paying reduced pension contributions and receiving reduced benefits under a 50/50 scheme
- Life assurance of three times salary
- Survivor benefits payable to spouses, civil partners and nominated cohabiting partners
- Ill-health retirement pension benefits

The above is a basic guide. The LGPS web site has more information on all aspects of the pension scheme at <https://lgpsmember.org/>

Annual Leave – This post is entitled to 30 days' annual leave.

Working Hours – The working hours are as required to perform the job to include evening meetings as required, within the guidelines set by the Working Time Regulations. Any part time appointments will be made on the basis of a percentage of full time. There are no additional payments for overtime or committee attendance.

Flexible Working – Flexible working patterns, including job sharing and part time working, may be available depending on the needs of the service. A hybrid working policy is in place supporting both home and office working, depending on the needs of the service.

Salary Sacrifice Additional Voluntary Contribution Scheme

Employees of the Council that are members of the Local Government Pension Scheme are eligible to join the scheme.

Child Care Vouchers – If you are looking to set up with the government childcare scheme then you will be able to join the government childcare scheme which is available and all the details are on www.gov.uk you will need to follow the link and then click on Childcare and Parenting/Childcare/Get Tax-free Childcare Step by Step

You will then be re-directed to the following page where you will be able to apply for tax-free childcare (<https://www.gov.uk/get-tax-free-childcare>).

Professional Fees – The Council will pay for professional subscriptions needed for the post or service.

Season Ticket Loan – Interest-free loans are available for season tickets for train and bus travel.

Bicycle Loan – Interest-free loans are available for the purchase of a bicycle for use for work purposes and/or travelling to and from work.

Mileage – There is no additional payment for journeys up to 100 miles.

Paid Reservists Leave - Eligible staff can apply for paid reservists leave to help them to meet their commitments to the reserve forces. The reservist will be able to make the request to their line manager. While Spelthorne will do its best to accommodate requests for this extra leave, it cannot be guaranteed that reservists' extra leave requests will be given priority.

Health and Well-being – A range of provisions are offered to staff to improve health and well-being such as free flu jabs, access to an employee assistance programme and regular eye tests for VDU users. There are also shower facilities available at Knowle Green.

Sports and Social Club – All employees automatically become members of Spelthorne's Sports and Social Club. Many events are organised by the committee throughout the year, such as theatre trips, Christmas Panto at Woking, staff children's Christmas party, quiz night, etc. All activities are subsidised by the Social Club.

Other Staff Benefits – Spelthorne staff are entitled to join the two multi-purpose Leisure Centres in the Borough at a reduced rate. Both have full-sized swimming pools, gym and sports halls (squash, badminton etc).

Car Parking – Parking at the Council Offices, Knowle Green is free. Please note this arrangement might not apply at the other council offices.