

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 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.

Spelthorne is a progressive, high performing local authority keen to provide an even higher level of service to local residents and businesses. We are particularly proud that Spelthorne has been awarded a number of prestigious national awards in recognition of our staff's achievements and our commitment to local services.

Councillors

Overall Council policy and strategy is determined by 39 elected Councillors for Spelthorne Borough Council, who represent a total of 13 electoral wards. Further details on Spelthorne's elected Councillors are available on the Council's website at [Your councillors - Spelthorne Borough Council](#)

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 focused 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:

- **P**ride in our Council, communities and Borough
- **R**esponsive and respectful
- **O**pen and accountable
- **V**alue for money
- **I**ntegrity
- **D**ependable
- **E**mpowering and inclusive

Employees

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, the London Borough of Richmond-upon-Thames to the east, 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.

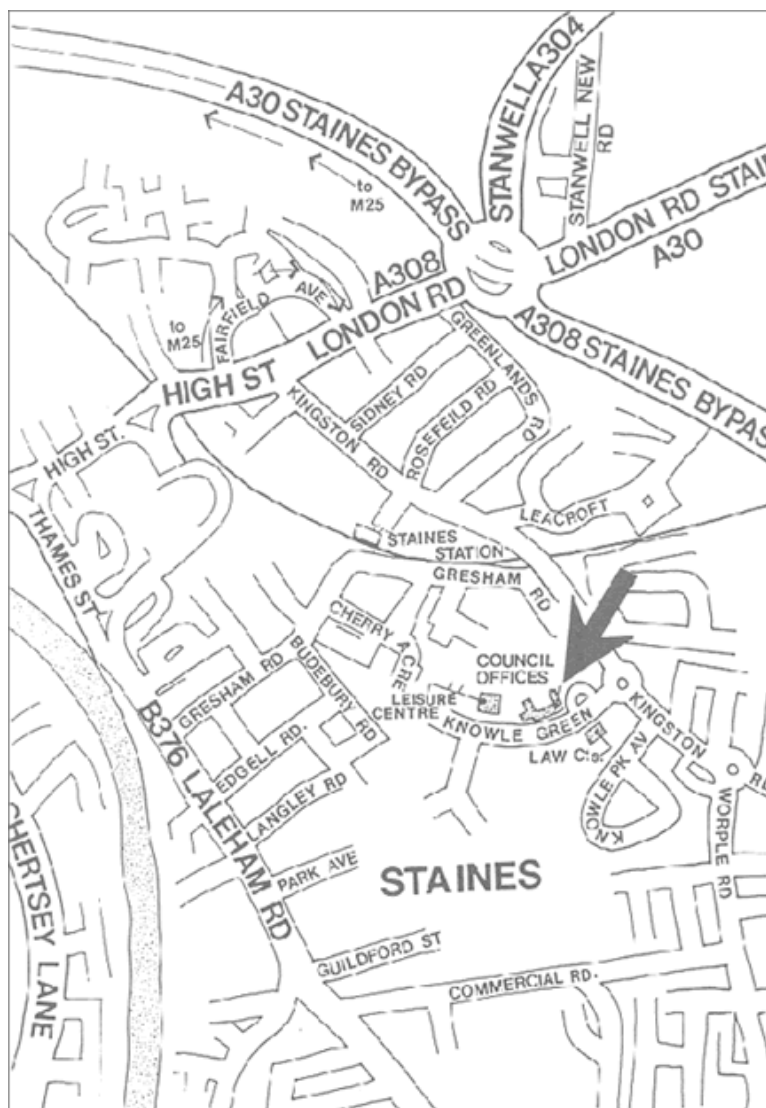
The area also includes four large reservoirs and Kempton Park racecourse. One of the main attractions of the Borough is the River Thames, and effort is constantly being made to preserve the river frontage and to improve the riverside amenities.

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 is attractive,

modern and purpose-built, with 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 with reference to national local government pay awards and local market conditions. 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, his or her 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 revalued 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/>

Additional Voluntary Contributions (AVC)

The Council provide two AVC facilities for LGPS members.

- A standard AVC that provides Income Tax relief
- A Shared Cost Salary Sacrifice AVC scheme that provides Income Tax relief and National Insurance contribution savings

Annual Leave

New starters have 23 days' paid annual leave, rising one day each year until 28 days (five years' service) is reached, plus in all cases, paid leave for bank holidays. The leave entitlement is pro-rata for part-time staff and staff working non standard working patterns. There is also the ability to buy, carry forward or borrow up to 5 days' extra leave per year, subject to approval (pro rata for part-time staff).

Flexible Working

A flexitime system is in operation to allow staff more freedom to arrange their working hours to suit their individual needs. Other flexible working patterns, including job-sharing, part-time working and home/hybrid working, may be available

depending on the needs of the service. Whether a post is suitable for flexible working is at the discretion of the Group Head.

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.

Essential User Car Allowance is attached to certain posts and is payable if the car needs to be used for regular Council business. You will receive, in addition to your salary, an essential user car allowance, to reimburse you for the necessity of using your own car for Council business on a regular basis.

There are two elements to this allowance: a lump sum paid in twelve monthly instalments with your salary, and a rate per mile for all business mileage. Both elements vary according to car engine size and are liable to change from time to time.

Electric cars are paid at the minimum rate.

The table below should help you to calculate the value of this benefit to yourself, but if you have any questions, please contact Human Resources.

Car cc	451 – 999 cc	1000 – 1199 cc	1200 – 1450 cc
Lump Sum pa	£846	£963	£1239
Rate per mile			
First 8500 miles	36.9p	40.9p	50.5p
Rate per mile			
After 8500 miles	13.7p	14.4p	16.4p

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.

Jury Service

Paid leave will be granted for Spelthorne staff undertaking jury service. Pay will be adjusted by any allowance claimed for loss of earnings once the employee has submitted their remittance to Payroll following completion of the jury service.

Health and Wellbeing

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 for those who wish to cycle to work.

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. We play badminton and 5-a-side football weekly and there is a Golf Society that play 8 times a year at local courses, usually on an afternoon. 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, beauty suite 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.