Havering is a great place to live and work, within easy travelling distance to the centre of London. We have retail parks, leisure facilities, country parks plus the historic Romford market on our doorstep and the Olympic park a short 15 minute train journey away.

About ‘Havering - The Place and Our Living Ambition - for a better quality of life

As one of London’s safest and greenest boroughs, Havering already provides a fine quality of life for its 234,000 residents.

In 2008 the Council launched ‘Living Ambition’ - a long-term strategy to improve still further the quality of life enjoyed by Havering’s residents, based on five goals - for the Environment, Learning, Towns & Communities, Individuals and Value.

We want Havering’s residents to enjoy the highest possible quality of life; and we are determined to make the most of our links to the heart of the Capital, without ever losing the natural environment, historic identity and local way of life that makes Havering unique.

The changing role of the public sector and significant cuts to our funding mean we have to find new ways to achieve our Living Ambition – whether that’s through changing the way we deliver council services; working in partnership with other public agencies or supporting and assisting local communities that want to do more to shape the future of their local area. In short, we need to balance aspiration with responsibility.

These changes are based on some clear principles:

• We will do the right thing by our residents, by cutting our running costs first, to protect frontline services where we can.

• We will focus our efforts where they will do the most good for the communities and individuals we support, to make the best use of taxpayers’ money.

• We will allow individuals and communities that are able and willing to help themselves, to do so without unnecessary interference from the Council

• We will be fair to those people who rely on our help and provide more choice, freedom and flexibility in the services they receive.

Together, these principles form the basis of a new understanding with our residents, as we set out what you can expect from your Council and how you can get involved in improving the quality of life in your part of Havering.
We will deliver a better quality of life in Havering, by aiming for five goals:

- Goal for the Environment – to ensure a clean, safe and green borough
- Goal for Learning – to champion education and learning for all.
- Goal for Towns and Communities – to provide economic, social and cultural opportunities in thriving towns and villages
- Goal for Individuals – To value and enhance the lives of our residents
- Goal for Value – to deliver high customer satisfaction and a stable council tax

You can find out more about our borough by browsing through the main Council website at – www.havering.gov.uk
The Application Form

The application form plays a fundamental part in our selection process. Please note that we do not accept CV’s as part of the process. The application form can be completed online via the Council’s website. www.havering.gov.uk

Conditions of Appointment

Appointments are subject to:

- Eligibility to work in the UK
- Occupational Health Assessment
- Satisfactory references
- DBS clearance (if applicable to the post)
- Registration of professional bodies (if applicable to the post)
- Driving Licence verification (if applicable to the post)

Asylum and Immigration

All job offers are subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004. Under Section 8 of the Act it is a criminal offence to employ someone who is subject to immigration control, but who does not have permission to live or work in the United Kingdom.

All successful applicants will be required to provide original documents identified in the immigration (Restrictions on Employment) Order 2004. You will be advised of the acceptable documents if an offer of employment is made.

Health

All job offers will be subject to satisfactory health clearance. We will ask you to complete an online Placement Assessment Questionnaire which will be assessed by our Occupational Health provider.

Disability

Applicants are requested to indicate in the appropriate section of the application form whether they consider that they have a disability. It is the Council’s policy to give full and fair consideration to applications for employment by disabled people. It would be helpful if you could inform us of any access requirements you might have so that we can ensure interviews are accessible for you if you are asked to attend one. Any disabled applicant meeting the minimum criteria set out in the Job Profile will be offered the opportunity of an interview.

References

References will be taken for successful candidates before the appointment is confirmed. Two references will be sought, one from your last employer. For all post in the Social Care & Learning Directorate, 5 years written work references will be obtained. Academic references will be accepted if necessary.

The references must be satisfactory to the Council.


Criminal Offences

Posts involving work with children or vulnerable adults are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in this area you are required to state whether or not you have any convictions of criminal charges or summonses pending against your whether or not your conviction is regarded as ‘spent’. Successful applicants for work with children and other vulnerable people will also be subject to a clearance report from the Disclosure and Barring Service. If the post has not been exempted then you must also disclose any conviction found against you which is not spent under the terms of the Rehabilitation of Offenders Act 1974. Having a criminal record will not necessarily debar you from obtaining a position with the Council.

Recruitment Monitoring

Applicants are requested to complete the recruitment monitoring section of the application form. This information will be kept confidential and will only be used for monitoring purposes.

Staff Benefits

Annual Leave

Leave entitlement varies according to grade and continuous service as show below (the figures quoted include the two extra statutory days):

<table>
<thead>
<tr>
<th>Period of Continuous Service</th>
<th>0-5 Years</th>
<th>Over 5 Years</th>
<th>Over 20 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spinal Point 21 (Scale 4)</td>
<td>23 days</td>
<td>27 days</td>
<td>30 days</td>
</tr>
<tr>
<td>Above Spinal Point 21</td>
<td>26 days</td>
<td>29 days</td>
<td>32 days</td>
</tr>
</tbody>
</table>

Pension

London Borough of Havering is a member of the Local Government Pensions Scheme. More information can be found on [www.yourpension.org.uk](http://www.yourpension.org.uk)

Interest free season ticket loan scheme

Available to permanent staff who have completed their six months probationary period.

Car Loan Scheme

Available to permanent staff who have completed their six months probationary period.

Childcare Vouchers

The childcare voucher scheme is run by Computer Share. More information can be found on [www.computershrevoucherservices.com](http://www.computershrevoucherservices.com) Call: 0845 002 1111