



Clackmannanshire Council

Recruitment Pack



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Welcome to Clackmannanshire

Located in central Scotland, between the Ochil Hills and the River Forth, Clackmannanshire is recognised for its outstanding natural environment.

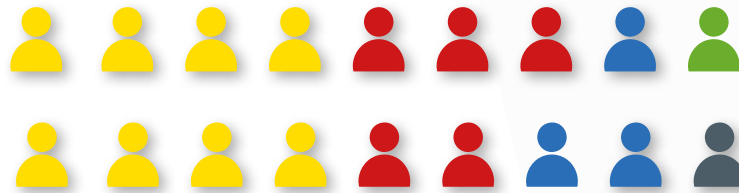
Clackmannanshire is a cost-effective living and business location. It is within easy commuting distance from most of central Scotland's major towns and cities.

The area benefits from a rail link to Glasgow and Edinburgh, while the Clackmannanshire Bridge gives a fast route across the Forth. The population of Clackmannanshire is just over 51,000.



The Council

Clackmannanshire Council has 18 councillors.



8 SNP, 5 Labour, 3 Conservative, 1 Green and 1 Independent

The Council's transformation programme, Be the Future, sets out corporate priorities and outcomes which are aligned to the Local Outcome Improvement Plan (LOIP) and our vision and values as expressed in the Corporate Plan.

This alignment maintains a consistent focus on our key themes:

- Sustainable Inclusive Growth
- Empowering Families and Communities
- and Health and Wellbeing
- and provides a clear focus for Council investment and delivery.

Key Links

You can access additional background information at these links:

[Corporate Plan](#)

[Organisational Redesign](#)

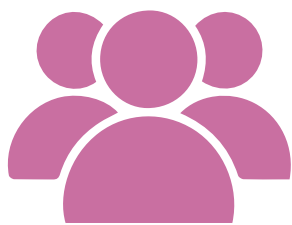
[Demographic Information](#)

[Best Value Assurance Report](#)

Further information and documents are available on our website:

www.clacks.gov.uk

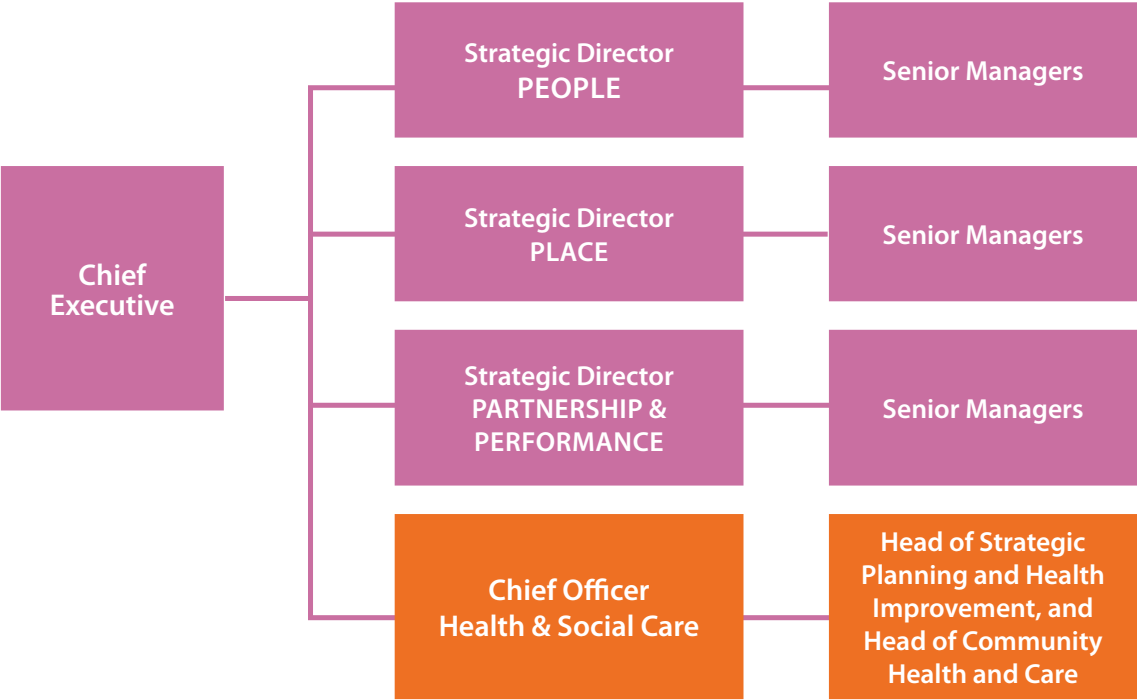
Staffing



Headcount – 2749

FTE – 2075.68

Figures as of April 2022



Transformational Change

Our transformation journey and our plans for the future

'Be The Future' was established in 2020, a ten-year programme that defines Clackmannanshire Council's priorities for transformation. It formalises our ambition to empower people and places to improve their wellbeing, skills and prosperity and ensure that environmental, social and financial needs of our people and places are met and that future generations thrive.

Our transformational approach is founded on three key programmes of activity which are complementary and integrated. We believe that we can deliver **sustainable inclusive growth** and **improved health and wellbeing** by better **empowering individuals, families and communities**. It is an ambition that seeks to build on the strong local histories and identities of our communities whilst recognising that significant investment is required to create the conditions and capacity for these ambitions to flourish based on individual place-based principles.

Some of our recent key achievements include:

- We have converged our 20-year Capital Plan with our Be the Future transformation programme to better equip us to achieve investment-led recovery;
- We have improved our range and impact of strategic partnerships to help us develop a collective approach to transformation; and
- We are driving forward a regional working agenda.



Aims and Programme Themes

Aims	We will transform our organisation and approaches
to: ● empower people and places to improve their wellbeing, skills and prosperity; and ● ensure that environmental, social and financial needs of our people and places are met and that future generations thrive.	
Sustainable Inclusive Growth	We will take steps to tackle poverty and inequality. We aim to maximise the opportunities for local people and businesses through our improved economic performance. We will also establish standards, delivery models and strategies which allow Clackmannanshire to play a leading role in meeting the climate challenge and protecting our built and natural environment.
Empowering Families & Communities	We will place people at the heart of service delivery. We aim to prioritise service users, family and community participation and leadership in developing and delivering solutions. We will work in partnership to build individual, family and community skills in support of social and financial independence.
Health & Wellbeing	We aim to improve the environment, quality of life and ease of access to services. Enhanced wellbeing will also provide greater participation opportunities as a consequence of improving economic performance in Clackmannanshire. Delivering increased wellbeing also aims to promote equitable growth.

Employee Benefits

By choosing to come and work for Clackmannanshire Council you will be able to take advantage of a wide range of staff benefits.

Some of these benefits include:

- A fantastic Local Government Pension Scheme you can find out more on this website <https://falkirkpensionfund.org/your-pension/> and for teachers the Scottish Teachers' Superannuation Scheme provided by Scottish Public Pensions Agency <https://pensions.gov.scot/>
- We also have access to Pension AVCs (AVCwise)
- We are an accredited Living Wage employer paying the Scottish Local Government Living Wage. We guarantee that you will earn more than the National Minimum Wage regardless of the role you choose!
- We have a generous holiday allowance ranging from 28 days to 33 days per year depending on your length of service. Plus 7 public holidays (Single Status staff).
- To help you live a fuller life outside of work we also have special leave, unpaid leave, enhanced statutory entitlement such as maternity and adoption, and employment breaks after two years' service. Teachers and those in educational establishments have different entitlements.
- Work life balance - We support you if you want to work flexibly by offering: part-time working, compressed hours, home working and flexible retirement. Certain options are role dependent but we'll work through these with you.
- We have access to our own benefit portal which includes access to gym discounts, charity giving, technology and smart phone discounts, salary sacrifice arrangement, dental cover, workplace ISA
- If you need to travel for work, we can provide pool cars or pay travel expenses so you are not out of pocket
- Childcare vouchers
- Cycle to Work Scheme
- Local and Capital Credit Unions
- Buying annual leave – we usually run a scheme which allows staff to buy additional annual leave.



The Corporate Plan 2018-22

Be the FUTURE - OVERVIEW

Our Vision	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire.	
Our Outcomes	● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all. ● Our communities will be resilient and empowered so that they can thrive and flourish. ● Our families, children and young people will have the best possible start in life. ● Women and girls will be confident and aspirational, and achieve their full potential.	
Our Priorities	Inclusive Growth, Jobs & Employability	Reducing Child Poverty
	Raising Attainment	Sustainable Health & Social Care
	Empower Families & Communities	Organisational Transformation
Our Values	Be the CUSTOMER	Listen to our customers, communicate honestly and with respect and integrity.
	Be the TEAM	Respect each other and work collectively for the common good.
	Be the LEADER	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	Be the COLLABORATOR	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	Be the INNOVATOR	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	Be the FUTURE	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

Recruitment Charter

Our commitment to you as a job applicant

Clackmannanshire Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council's aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place at any stage of recruitment.

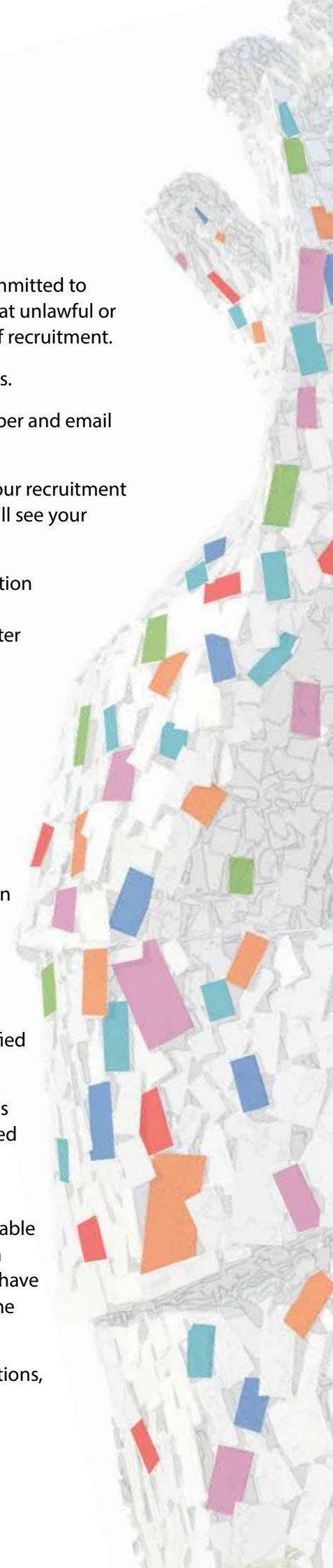
- We will treat you in a polite, helpful and friendly manner at all times.
- When we contact you, we will give you the name, telephone number and email address of the member of staff who will deal with initial enquiries.

We will treat the information you provide in confidence and in line with our recruitment privacy notice. Only Human Resources staff and the recruitment panel will see your application form.

In accordance with General Data Protection Regulations and Data Protection legislation our recruitment privacy notice, included in this pack, provides information on how we process your personal information during and after the recruitment process and your rights in relation to this. We would ask that you read this document.

Our recruitment process

- You will receive an instant automated email acknowledging your online application has been successfully received by the Council
- We will normally advise you if you are being selected for interview or not within two weeks of the closing date for the post. (For certain posts where a Recruitment Committee or members of a School Board are involved, this timescale may be varied).
- We will give you reasonable notice of the date of the interview and if you are required to make a presentation to the interviewing panel a minimum of one week's notice will be given. (Unless specified in the advert).
- If you have indicated you have a disability/been in the armed forces or corporate parenting and meet all the essential criteria as outlined in the job profile and tick the 'guaranteed interview' box on the application form, you will be invited to interview.
- The Council will make any particular arrangements you need to enable you to attend the interview, e.g. a location with ramp access, a sign language interpreter, information in large print, interpreter. If you have particular requirements, please contact the named individual on the accompanying letter for assistance to discuss your needs.
- Full-time jobs within the Council, other than those granted exemptions, are eligible to be considered for job share.



- We ask you to provide personal details on the Equal Opportunities questionnaire. This information is not revealed to the selection panel but used to monitor our recruitment process.
- The information you provide on your application form will play a vital part in deciding whether you will be called for interview. It is important that you complete the application form as fully and as accurately as possible. (On occasion applicants do not give enough relevant information about themselves and their experience).
- If you notify us you are unable to attend for interview at the time requested, we will try where possible to make alternative arrangements. This will however depend on the urgency to fill the post and / or availability of panel members.
- We do ask that you bring original copies of your qualifications and documentary evidence of your right to work within the UK when you attend for interview.
- If you are the successful candidate we will take up a number of pre-employment checks including contacting the referees you detail on your application form. All pre-employment checks will need to be satisfactory before any formal offer of appointment is made
- For certain posts where there is a requirement for a PVG check, for which the timescale for receipt can vary, no formal offer of appointment will be made until clearance has been received. You should consider this when handing in notice from your current position
- Where an applicant has accepted an offer of employment issued from the Council, but subsequently declines to enter into terms of employment, then the costs of any security checks or otherwise, that have been incurred by the Council may be recovered in full from the applicant
- If you have been unsuccessful at interview, we will normally advise you within two weeks. Feedback will be available from the chair of the selection panel if requested.
- We are committed to achieving the standards we have set and acting on feedback from our customers. We welcome your comments. Please write / email to the address below.

Contact

HR Services

Kilncraigs, Greenside Street
 Alloa
 FK10 1EB

email: humanresources@clacks.gov.uk