

For us it's about recruiting the best



For you it's about worthwhile work

FAST acting FORWARD thinking





East Sussex County Council

What do we do?

East Sussex County Council is the major supplier of a number of local services to the people of East Sussex. These include:

Children & Families

- Adoption and fostering
- Child protection
- Improving the prospects for vulnerable children
- Improving behaviour in schools
- Early years education and child care
- Encouraging children to have a voice
- Looking after children in care

Learning & Schools Effectiveness

- Improving pupil achievement
- Support for school head teachers
- Improving school attendance
- Proving school places
- Improving school building
- Adult education
- Improving e-communication schools
- Home to school transport

Adult Social Care

- Assessing people's need for social care
- Help for people to remain in their own homes
- Home care
- Respite care
- Day care
- Residential care
- Living at home programme
- Occupational therapy and home adaptations

Transport & Environment

- Road maintenance
- Traffic safety
- Waste disposal
- Environment
- Passenger transport
- Statutory plans for a better environment future generations

Community Services

- Libraries, information and the arts
- Trading standards
- Consumer advice
- Community safety
- Community planning
- E-government

Economy & Performance

- Archives and records
- Economic development
- Emergency planning
- Managing Council performance
- Registration of births, marriages and deaths

Internal Support Teams

- Personnel & Training
- Communications & Web Services
- ICT
- Finance & Procurement
- Property
- Legal Services



‘Pride of Place ’

The East Sussex County Council Commitments

We’re dedicated to being a modern, efficient and accountable authority. It’s our aim, together with our partners, to lead and deliver the following objectives to all the people and communities in East Sussex:

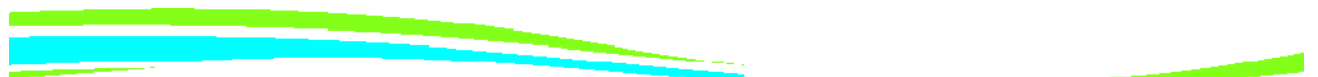
- Increased prosperity and security
- Affordable, quality core services at the lowest possible council tax

We will make a positive difference to local people’s lives by making best use of resources, being clear about the choices involved and encouraging local communities to thrive. These commitments cover every aspect of what we do.

Our Achievements

The Audit Commission says that we are ‘improving well’ and has awarded us a ‘four-star’ rating - the best available - for our overall performance. The Commission says that we provide good services and good value for money. We scored top marks for the way we manage our finances and resources, and top marks for our transport, waste management and Trading Standards services. In addition, our Children’s Services have been rated the best in the South East and scored highest for any County Council in the country, and Adult Social Care services, which have improved significantly, were also praised.

We have worked hard to become an excellent authority and know what we need to do to maintain this level of performance. We now need you and other likeminded, hard working, caring and motivated individuals to help us to continue to deliver the highest standards of services to our residents. We want to make a real difference to the lives of people across East Sussex and if you do too, then come and join us.





How do we plan for the future?

We use a process called “Reconciling Policy and Resources” to develop our plans and budget in an integrated way. The Council Plan details our priorities and planned improvements to services, and identifies how we will assess our performance to check that we are on target to deliver results. This plan forms the basis of service plans within each department and the setting of team and individual targets for the coming year.

How does the Council Work?

Community Leadership – Councillors

There are 49 County Councillors representing local people in East Sussex. Each Councillor represents a different part of the County and is there to help and advise people about local issues. It is their job to make sure that the services the Council provides meet the needs of everybody who lives and works in the County. They do this by setting overall policies and strategies for the Council and by monitoring the way in which these are implemented.

Following the elections in 2009, Councillors from different political parties make up the County Council like this:

Conservatives	29
Liberal Democrats	13
Labour	4
Independent	3

The current Leader and Cabinet are from the Conservative group. There are nine Councillors in the Cabinet. The Cabinet is responsible for most day-to-day council decisions. It is elected by, and accountable to, the full Council. The Cabinet must make decisions in line with the overall policies, priorities and budget set by the full Council. County Council elections are held every four years, with the next elections due in May 2013.

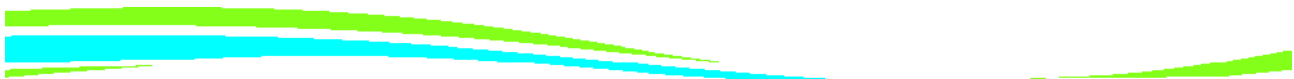
East Sussex County Council also has a Chairman. This role is similar to that of a mayor in other councils. The Chairman is non-political and works to promote the County as a whole rather than the specific policies of the Council.

Council Officers (Employees)

Becky Shaw, Chief Executive, and our Chief Officers’ Management Team (consisting of the directors of each department) provide the lead for Council Officers (or employees) in delivering these services and priorities.

Our Partners

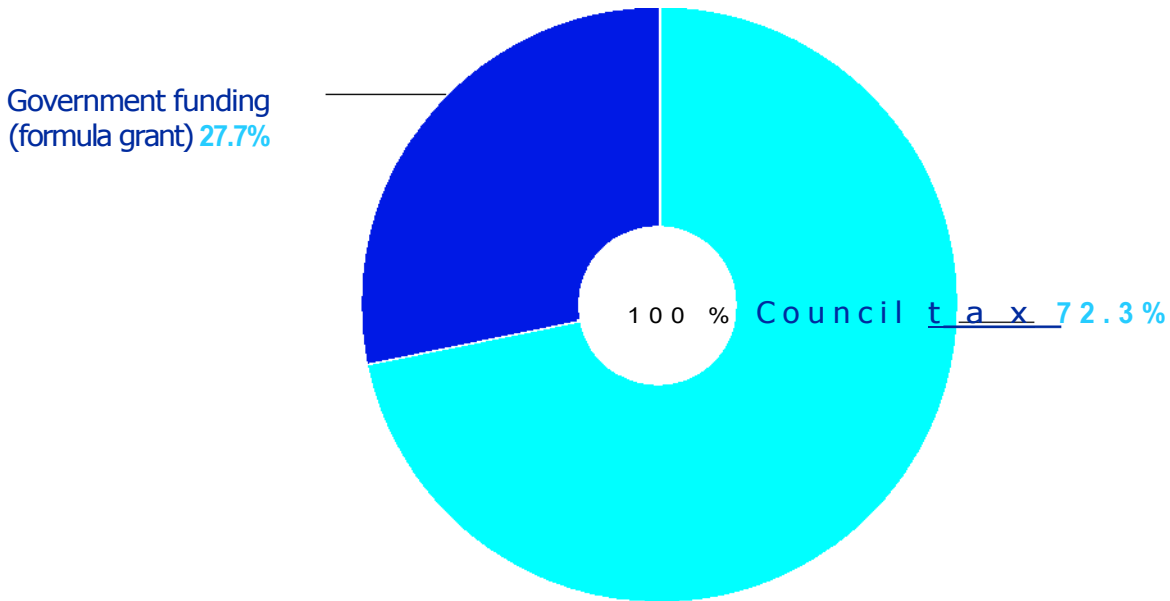
We work closely with other public sector organisations, voluntary groups and the business and community sector across the County. East Sussex Strategic Partnership has developed a community strategy to address the economic, social and environmental well-being of East Sussex (visit East Sussex Strategic Partnership’s website www.essp.org.uk).



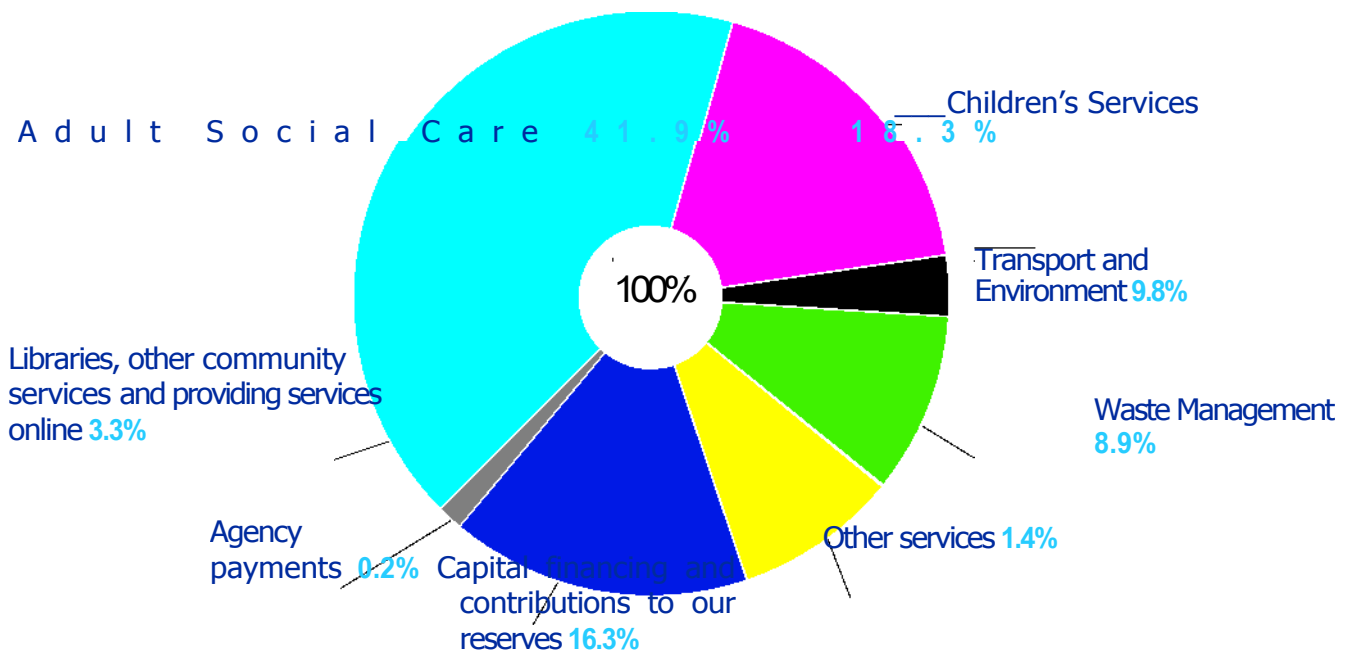
How are we funded?

We face a constant challenge of providing high quality services with limited resources. One of the key priorities of the County Council is to keep Council tax rises as low as possible.

- Residents – Council tax (£213.0 million – 72.3% of total income in 2007/8);
- Central Government – Revenue Support Grant (£81.6 million – 27.7% of income in 2007/8);



Where does the money go?





Why join East Sussex County Council?

Work for the Community

Our employees have a genuine desire to serve the public. This can be seen in the difference our employees make to the lives of people in East Sussex on a daily basis whether this is teaching children, caring for the elderly, repairing roads or protecting our environment.

We work hard serving the public, implementing new government initiatives and finding innovative ways to improve services without increasing costs or using up our limited resources. This gives us a sense of achievement that is real – and is one that can only be experienced by working for the public sector.

Learn and Develop your Career

Your learning and development is important to us and we recognise that it is the quality and commitment of our employees that will enable us to achieve our vision of being a high performing authority.

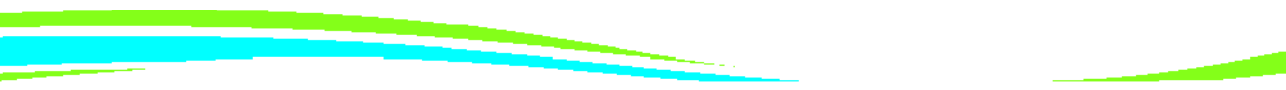
We are committed to providing a range of development opportunities, as shown by our Investors in People accreditation (IiP). This includes ICT courses, core skills training, management development, fast track development, mentoring, secondments and support for professional qualifications. We also have a range of job opportunities and different career paths available. Your needs will be assessed at your yearly appraisal where your performance development plan is agreed for the following year.

“Skills for Life... how far can we take you?”

East Sussex County Council signed up to achieve the GO award in March 2007, making a public commitment to developing the literacy and numeracy skills of all County Council employees. Free training and evaluation is available to full and part time staff at all levels, to enable each employee to develop their potential and achieve success at work and at home. For more information please contact the Training and Development Team on 01273 336305.

Be Supported

We place great importance on introducing you effectively into your new job and work at the Council. You will receive an induction on your first day and also a ‘one year supported introduction to employment’ which includes regular reviews and feedback sessions with your manager to support you in settling in to your new job and responsibilities. If you are new to the Council, this process will also be your probationary period, giving you reasonable time to demonstrate your abilities and suitability for the post.





Work in a Friendly Environment

We are a caring organisation, demonstrated by our nature, the work we do and the people that work here. We work together in close teams and support our colleagues to ensure we provide the best service we can to the people of East Sussex.

We provide an occupational health service and free counselling to support you throughout your time at the Council. If you are based at County Hall in Lewes, we also have regular in-house massage and reflexology sessions at reduced rates. We operate a public sector healthcare scheme with Benenden for you and your family to invest in. In addition we offer a corporate health plan through the HSA that enables you to receive money towards the cost of dental, optical, osteopathic and other health treatments for a monthly contribution deducted directly from your salary.

Work Flexibly

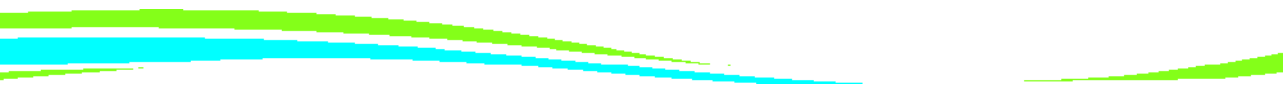
We have a range of flexible working initiatives to help you balance your work and life commitments. These include home working, working from 'drop in centres' in other locations, job sharing and career breaks. We have a bespoke broadband link with leading-edge IT equipment and can now offer staff the ability to work with full connectivity and email access from home. We also have a flexitime scheme where you can vary your start, finish and lunch times and take up to two flexi-days leave a month for hours you have worked over and above your standard 37 hour week (or your equivalent part time hours). The flexitime scheme is not available to LMG managers.

What is available to you is dependent on the service you provide and the times you are required to provide this service, but all managers are encouraged to offer these where possible. If you are interested in job sharing for this post, please state this on your application form and list the hours you would like to work.

Work in an Environment Committed to Ensuring Equality

We recognise and value the diversity of our workforce and communities and oppose all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion, gender, marital status, sexual orientation, medical condition (including people living with HIV or AIDS), disability and age.

We want to ensure that all attributes, talents and skills available throughout the community, are recognised when employment opportunities arise and our principle is that jobs should be filled by those best able to do them. We also take every possible step to ensure that the Council's staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. We ensure that all employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria.





Staff Online Forums

The Council has a private (open to registered members only) online Lesbian, Gay, Bisexual and Transgender (LGBT), Black and Minority Ethnic (BME) and Disability staff discussion forums. We believe that by engaging and supporting our staff we will be able to take forward our work in ensuring equality for all.

The LGBT forum contributes to building a positive workplace culture and member's views are sought on the policies and procedures from a LGBT perspective.

The BME and disability forums help us to involve members in new projects and policies and seek their views.

We are also proud to be placed in Stonewall's Workplace Equality Index which is the definitive national benchmarking exercise, showcasing Britain's top 100 employers for lesbian and gay staff.

Final Salary Pension Scheme

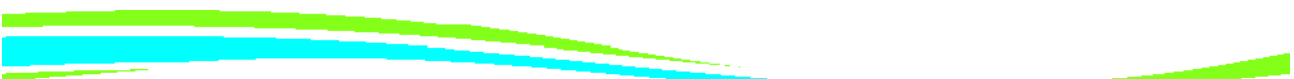
You are invited to join the Local Government Pension Scheme, which is regarded as one of the most generous currently available. You contribute at a rate between 5.5% and 7.5% dependent on your salary level (full tax relief is automatically given) and we contribute 19.1% (rate for 2009/10). The scheme provides excellent benefits in the form of an index linked retirement pension and tax-free lump sum based on your length of service and final year's salary, together with ill-health, redundancy and death benefits. You can also increase your pension by paying Additional Voluntary Contributions.

Annual Leave and Career Break Scheme

We provide a minimum of 25 days annual leave (including two days at Christmas), increasing with your length of service and grade (see job pack for specific entitlement). You may also be entitled to flexi-days if you work flexitime (see previous paragraph – Work Flexibly). We also operate a Career Break Scheme enabling employees to take an unpaid break of six months to five years for personal development opportunities or to deal with personal matters (this is dependent on you having five years of service and on the needs and requirements of your team and job).

Maternity, Paternity and Adoption Leave

We provide excellent maternity and paternity benefits with up to 26 weeks paid leave for mothers and 2 weeks paid leave for fathers (dependent on length of service). Mothers can take up to a year's leave after the birth of their child with the opportunity to request to return to work either full time or on a job sharing basis. Adoption leave is also provided.





Childcare Vouchers

Childcare Vouchers are a government initiative. They help parents and carers to reduce their childcare costs by allowing them to pay for childcare vouchers through the payroll, so they save on tax and national insurance payments.

We offer a childcare voucher scheme where you can choose to take up to a maximum value of £243 per month, as part of your pay.

Occupational Sick Pay, Dependent Care Leave and Compassionate Leave

If you are ill, you will receive occupational sick pay after one year of employment, unless you have previously worked for another recognised authority (e.g. another local authority). The amount of sick pay you receive is dependent on your length of service and can range from one month to six months on full pay and six months on half pay. For your first year, you will not receive sick pay, but you can claim statutory sick pay. We also provide dependent care leave and compassionate leave.

Trade Union Membership

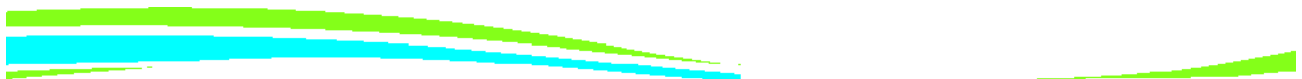
We have concluded agreements with nationally recognised trade unions and provide the facilities to help them represent their members on a corporate, departmental or individual basis.

Discount Schemes

We have discount schemes with major high street retailers, tourist attractions and sports and leisure facilities. We have competitive interest rate schemes on personal loans and a vehicle loan scheme. We also have interest free season ticket loans and a car share scheme to encourage people to use alternatives ways to travel to work.

Charitable Payroll Giving

We operate a "give as you earn" scheme where you can make tax free donations to any charity of your choice through the payroll system.





What is East Sussex like?

East Sussex is home to just over half a million people, many of whom enjoy the variety of life that East Sussex brings.

Located on the south coast of England we have beautiful coastlines and a number of coastal towns and villages including Eastbourne, Bexhill, Hastings, Seaford, Newhaven and Peacehaven. Inland, we have large Areas of Outstanding Natural Beauty, including the Sussex Downs and Ashdown Forest, and many picturesque towns and villages such as Lewes, Rye and Battle. There are many historic sites of interest to visit across the County, including the site of the 1066 Battle of Hastings.

Our economy is mainly service based consisting of public services, education, financial services and tourism. We have a high proportion of elderly residents. We have a direct link to France with the Newhaven-Dieppe ferry and are only about an hour's train journey from London. Gatwick is our nearest airport, which runs services worldwide.

Would I like to live there?

East Sussex and the surrounding counties (West Sussex and Kent) offer a variety of homes and places to live with coastal towns and picturesque villages. There are many sports, leisure and cultural activities. There are also good schools and public facilities for you and your family to use.

There is a variety of housing available in East Sussex, both to rent and buy. Despite the South East being well above the national average for house prices, there are many towns and villages that offer good value housing including Eastbourne, Newhaven, Seaford, Bexhill and Hastings. Other towns and villages that fall into this category but have limited bus services are Uckfield, Crowborough and Hailsham. Brighton, Haywards Heath and Lewes are also popular places to live in Sussex and have good transport links to London and the South East; however this popularity is reflected in the house prices. For more information on relocating to East Sussex including information about our schools, visit our website

www.eastsussex.gov.uk.

"Kites", our Childcare Information Service, can provide you with advice on childcare and other useful information on services across East Sussex. They can be contacted on 0845 6010 777 or emailed at kites@eastsussex.gov.uk.

To apply online and for more information on East Sussex County Council, our services and our county, visit our website www.eastsussex.gov.uk

