



Candidate Pack

London Borough of Lambeth

June 2009

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About Lambeth

Lambeth is one of a ring of thirteen local authorities which constitute Inner London. It measures seven miles north to south, and about two and a half miles east to west. Lambeth is the largest inner London borough with a population of around 270,000, forecast to grow to 341,000 by 2021. 12.4 per cent of the population are aged over 60, while 22.2 per cent are aged under 18.

38 per cent of Lambeth's population are from ethnic minorities. Some 132 languages are spoken in the borough and after English, the two main languages spoken are Yoruba and Portuguese.

The borough is divided into 21 wards, represented by 63 elected councillors and made up of five town centres: North Lambeth, Streatham, Clapham and Stockwell, Norwood and Brixton. Five area committees, based on the town centre areas, have been introduced to make decisions at a local level and provide an opportunity for the local community to bring their views to the council.

There are many tourist attractions within the borough's boundaries. Waterloo, Westminster, Lambeth and Vauxhall bridges are all partly located within Lambeth's boundaries as is Lambeth Palace, the official London residence of the Archbishop of Canterbury. Well-known sites and attractions include the British Airways London Eye, the world's highest observation wheel, and the 500-seat BFI London IMAX Cinema, the biggest cinema screen in the UK.

Lambeth includes the South Bank complex as the most visible element of a thriving, expanding arts and leisure industry within the borough. Examples include internationally known theatres such as the Old Vic, the Young Vic, the National Theatre, Royal Festival Hall and the National Film Theatre.

The north of the borough is bounded by the River Thames and is home to the London Eye and Waterloo station. The Vauxhall area, immediately to the south of Waterloo, is predominantly residential with important commercial and industrial activity taking place.

The central part of the borough extends from the Oval in the north (with the Oval Cricket Ground) to Clapham Common and Brockwell Park in the South. The area contains many of the council's housing developments. It contains the borough's largest shopping centre in Brixton and leisure attractions such as the Academy music venue and the Ritzy cinema.

Traveling down from the north of the borough to the inner-suburbs of Streatham and Norwood, the south of the borough is predominantly residential. It has excellent entertainment and recreation facilities and potential for retail and business development on a number of key sites.

The local economy

There are 9,800 businesses in Lambeth, providing 119,400 jobs. These tend to be small businesses employing 10 staff or less. The public sector is the dominant employer in Lambeth providing 37,299 employee jobs, followed by the banking and finance sector (35,133) and hotels and restaurants (22,115).

Lambeth has an official unemployment rate of 9.8 per cent (compared to 9.0 per cent for inner London and 7.3 per cent for greater London).

The vision for Lambeth

The vision for Lambeth is detailed in the 10-year Lambeth Community Strategy, developed by Lambeth First, Lambeth's local strategic partnership between the council, voluntary, community and public sector agencies operating in the borough. The strategy describes how partners will promote economic, social and environmental well-being and provides a long-term direction for the borough, also outlining how delivery will take place in an action plan.

There are seven themes in Lambeth's Community Strategy:

- creating a cleaner and greener environment
- making safer communities
- investing in children and young people
- better homes and sustainable communities
- encouraging enterprise, employment, skills and culture
- supporting healthy communities
- delivering the strategy locally.

An extract from the Lambeth Community Strategy 2004-2015.

By 2015 Lambeth's growth will reflect the London economy generally. There will have been unprecedented growth in the numbers of people living in the borough. More people will mean increased housing density with new homes of good quality. Lambeth residents will have greater access to jobs in growth sectors, such as finance and business services, health and social care, construction, cultural and creative industries and green businesses. Lambeth will be known as a place to do business. These new jobs will generate more disposable income for residents to spend in an expanded leisure and recreational sector.

Excellent transport links to London, the UK and Europe will be significantly improved by projects such as the London tram, Crossrail or the extension of the East London line to Streatham. This will significantly alter patterns of working, commuting and shopping in Lambeth, making new areas easily and quickly accessible.

We will have a younger population, adding to the demands on schools and training providers and leisure facilities. We will have built new schools and the performance of all our pupils will be good and improving.

Lambeth's young people will have access to the profession of their choice and the skills to enter the job market. Lambeth will become an image leader in the arts. Our young people will be known for their strong role in community leadership and will be central to Lambeth life.

Quality of life, having been a concern, will have improved for everyone living and working in Lambeth, but challenges will remain. We will be at the forefront of efforts to ensure that the effects of growing disparities in income are minimised and that deprivation is

tackled in a co-ordinated and effective manner, enabling everyone to live with dignity. Lambeth will be known for the quality of its green and public spaces.

Lambeth's Community Strategy can be viewed in full at: www.lambeth.gov.uk

About the council

The administration

May 2006 saw the introduction of a Labour administration. The Leader of Lambeth Council is Councillor Steve Reed and the Deputy Leader is Councillor Jackie Meldrum.

Council structure

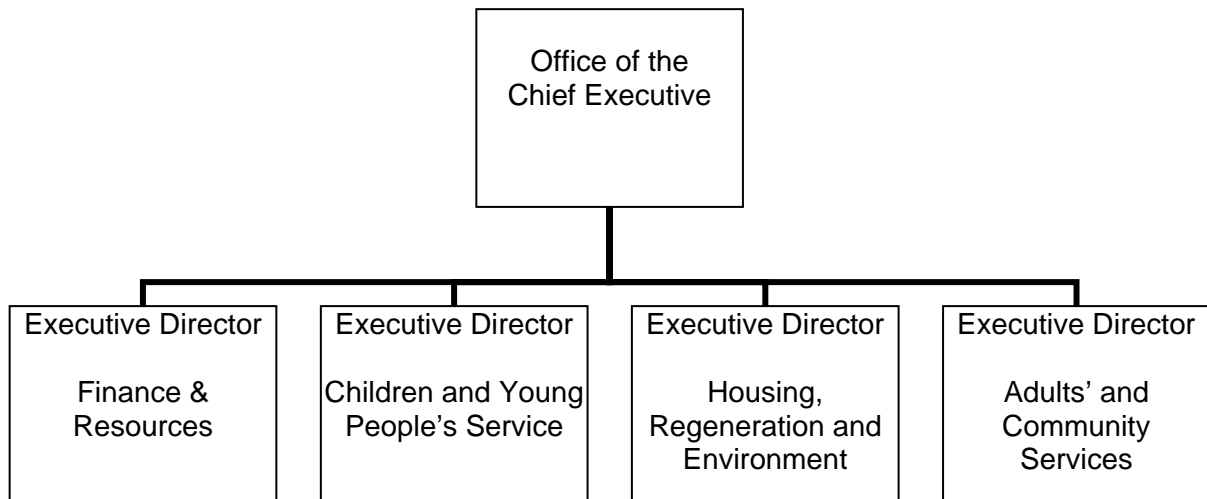
Lambeth Council's Chief Executive is Derrick Anderson CBE who commenced on 1st March 2006.

The council has five departments:

- **Office of the Chief Executive**
- **Children and Young People's Service**
- **Finance & Resources**
- **Housing, Regeneration & Environment**
- **Adults' and Community Services**

Each department is managed by an executive director. Each department's executive director reports to the chief executive and sits on the Strategic Leadership Board (see diagram below).

Each department includes several divisions.



The council's values

The council's values are:

Fairness
Respect
Excellence
Service
Honesty

These values were developed to help members, staff, managers and partners to focus their attention upon public service and the needs of our customers.

The values underpin the policies that members set and provide a benchmark against which the council's activities can be tested. They influence the ways that the council strives to work in partnership with others.

They also set the framework within which the council discharges its roles as an employer and influences the way staff are treated.

The council's aims

Lambeth Council aims to deliver directly, or indirectly, reliable, efficient and cost-effective, quality public services and provide value for money. It listens to local people and works with them and its partner agencies to improve the quality of life of everyone living and working in the borough.

It's priorities over the next three years include:

- providing better schools for the future
- delivering an exciting programme of regeneration to revitalise Lambeth
- integrating children's services
- implementing the council's Customer Services Strategy
- working to be a more efficient and effective council.

Terms and Conditions of Employment

Conditions of Service

Appointments are generally subject to the Joint Negotiating Council for Local Government Services and Greater London Provincial Council as supplemented by the council's local conditions of service.

Probation Period

All new employees are required to complete a six-month probationary period (even if you are coming from another local authority). Existing employees moving to other jobs within the Council will be subject to a review period in line with the principles of the probationary period. During this period, two formal reviews will be undertaken at two and four month intervals. If your probationary period is unsuccessful, your contract may be terminated by giving the appropriate notice.

Medical

An offer of appointment will be subject to satisfactory medical clearance.

References

An offer of appointment will be subject to receipt of two satisfactory references. For posts where there is contact with children or vulnerable adults, references must cover the last three years and in the case of fostering and adoption social work posts, all organisations worked in that provide a service to children.

Criminal Records Bureau (CRB)

Where a post is subject to CRB clearance, successful candidates will be asked to complete a disclosure application form and provide documents in support of the application.

Disclosure of a criminal record will not necessarily prevent candidates from being employed by the council.

Candidates will not commence employment with Lambeth until a clear CRB disclosure has been received together with clearance being given by the hiring department and human resources.

Pension

The council has its own pension fund, which is administered in accordance with the Local Government Superannuation Scheme (LGPS). The pension contribution rate is based on an employee's whole-time equivalent pensionable pay. Term-time only employees pay a contribution rate based on the full-time equivalent term-time pay.

A person may only join the Local Government Pension Scheme if they have a contract of employment of three months or more duration. If someone has a contract of less than three months and it is extended to three months or more, then the person becomes eligible to join the LGPS can backdate their entry to the scheme from the first day of employment.

New casual employees will only be able to be scheme members if they have a mutual obligation casual contract for at least three months. This means that they would have to be offered and accept work every day for at least three months.

Employees with more than one job can choose to be in the LGPS for all, some or none of their jobs.

Employees may opt out of the scheme (for any or all of their jobs) at any time by informing the superannuation department in writing.

Employees cannot join or remain in the LGPS after their 75th birthday.

Politically Restricted Posts

Certain posts are politically restricted under Section 2[1] [c] of the Local Government and Housing Act 1989. Holders of these posts are disqualified from being a member of other local authorities, Member of Parliament or member of the European parliament. In addition, you may not hold office in a political party, canvas at elections or attempt to influence support in any way for a political party. You will be advised if your post is politically restricted.

Employee Benefits

Lambeth offers a variety of benefits as detailed below.

Salary

Lambeth offers a competitive and flexible salary structure. Appointments are made at the minimum point of the scale at which the job is graded. Exceptions may be made where the candidate is currently in receipt of a higher salary, (excluding bonuses or benefits) in their current paid employment and would therefore be disadvantaged if placed on the minimum. In such circumstances the council will consider matching their current salary providing it does not exceed the grade of the post.

For applicants who are currently unemployed the council will consider matching their last paid employment.

To qualify for any salary matches, original documentary evidence must be provided to recruitment services for consideration. e.g. a current payslip, (issued in the last 3 months before commencing employment with Lambeth) and/or a P60.

Leave Entitlement

Full-time employees annual leave provision is arranged as follows:

Local government service	Usual annual leave entitlement	Chief Officer annual leave entitlement
a) up to 5 years' continuous service	26 days	30 days
b) 5 years or more continuous service	31 days	31 days
c) 10 years or more	34 days	34 days

This is in addition to the public holidays. NB: the above entitlements may vary where local terms and conditions apply. Annual leave for part-time employees will be pro-rataed accordingly.

Maternity & adoption leave

Once you have completed 12 months' service with Lambeth, you will be entitled to a total of 40 weeks' paid maternity leave (10 weeks' full pay, six weeks' 9/10ths pay, and 24 weeks' half pay). If requested, unpaid leave of up to 12 weeks is also available. There is also provision for paid adoption leave. Statutory maternity provisions are available to staff with less than 12 months service

Special Leave

There is provision for additional paid special leave in cases of bereavement or other domestic emergency. All special leave is discretionary, and subject to managerial approval.

Sick Pay

In addition to your entitlement to Statutory Sick Pay (SSP), the council has an occupational sick pay scheme, which entitles employees to periods of full and half pay depending on their length of service. There is a maximum of six months full pay and six months half pay after five years service.

Job Sharing

The council makes provision for job sharing as an alternative to full-time employment. In job sharing, two people may share one job and one salary, allowing greater flexibility for those who want to pursue a career but, for whatever reason, do not wish to work full-time.

Flexible Working Arrangements

The basic working week is 35 hours (unless you are applying for job share or a part time post). In some areas, contractual overtime may also be required. Each department operates flexible working arrangements capable of meeting their individual business needs and supporting a good quality of service delivery.

Employees with responsibility for children of school age or below can vary their working hours if their line manager approves this. This facility is subject to the needs of the service and of employees continuing to complete their full contractual hours of work. All employees with children under the age of six or disabled children under the age of 18 have a statutory right to request, and for the Council to give serious consideration to, flexible working arrangements.

Learning and Development

The council is committed to developing staff and providing learning opportunities. The council sees training as an essential means of improving service provision, organisational efficiency and career development as well as promoting equal opportunities and positive action. Much of the training provided is designed to enable the organisation and its workforce to respond to rapidly changing circumstances and to maintain and improve the quality of service delivery within the context of the council's corporate policies. Courses supported by the council fall into a number of major categories. These opportunities consist of both in-house and external courses, and include training leading to formal qualifications. As a general rule, all applications for development facilities and opportunities will be considered within the context of service and council priorities.

Employee Appraisal Scheme & Supervision

The council is committed to making sure that all employees are equipped with the necessary skills, knowledge and expertise to enable them to perform to the best of their abilities. As a result, all employees are appraised twice yearly. A supervision scheme is also in place, which aims to provide support to all members of staff in carrying out their work.

Car allowance & other travel benefits

Car allowances and other travel benefits are paid for by the council and can include;

- essential car user allowance or casual car user allowance, depending on extent of usage.
- fixed sum annual payment - applicable to certain heads of service
- annual season ticket loan - the council provides interest-free loans for season tickets for employees to travel to and from work, following the successful completion of the six month probationary period.
- car loans and bicycle loans - available to essential car users and cyclists.
- travel grants for those who cannot use public transport and who incur extra costs travelling to work because of their disability (under the government Access to Work Scheme).

Internal Communications

Newsletters, e-bulletins, team meetings, a staff awards scheme, and management team visits and drop-in sessions aim to make sure that staff and managers:

- are informed about key developments across the department and the council as a whole
- have access to senior managers
- understand fully the aims, objectives and performance of their services and department
- feel supported, appreciated and rewarded
- receive information about national policies and best practice
- have a voice and can offer an opinion on the future direction of the department

Reduced Price Gym Membership

Lambeth has arranged with council leisure centres, for staff to have access to reduced price membership.

Childcare Vouchers

Lambeth works in partnership with Accor Childcare Vouchers to offer staff help towards their childcare costs (subject to eligibility criteria). The cost of vouchers is deducted from and individual's salary each month. The advantage is that you save the cost of tax and National Insurance on this amount of your income.

Trade Union Membership

The council supports the system of collective bargaining and believes in the principle of solving industrial relations issues by discussion and agreement. The council encourages staff to belong to a recognised trade union.

Occupational health

The council is committed to the health and well being of its staff. The Occupational Health Scheme offers a range of services, including: display screen equipment eyesight tests, night worker health assessment, vaccinations and immunisations, health promotion events and health and safety services.

Smoking Policy

The council takes the view that smoking must be actively discouraged in the workplace and does not allow its employees or visitors to smoke in any council building or outside the main entrance, other than in designated smoking areas.

Dress Code

The council has a dress code, which covers all staff irrespective of whether or not they are working in direct contact with the public. A copy of the dress code will be made available as part of the induction.

Bullying & Harassment Policy

The council's aim is to eliminate harassment, victimisation and bullying. Everyone is to be treated fairly and with respect and is entitled to work in an environment free from harassment, victimisation and bullying.

How to apply

To apply for this job, please send a completed application form plus any other supporting material by the closing date indicated on the covering letter, quoting the reference number. Please ensure that your application fully addresses the selection criteria set out in the person specification. **CV's will not be considered, unless explicitly requested.**

Applications should be returned to the address on the covering letter before the closing date. Alternatively, applications can be e-mailed to: recruitment@lambeth.gov.uk. Please ensure you put the reference number in the subject heading of your email. **We do not accept faxed application forms.**

We decide whether or not to interview you for a job from the information you give us on your application form. It is therefore important that you give us clear and relevant information and that you answer all the questions.

Completing your application form

1. Before you start, carefully read the job description, person specification and any other information you have been sent.
2. The job description describes the main duties of the job (what you will be doing), and will give you a good idea whether or not you think you would like to do the role.
3. The person specification tells you the skills, knowledge and experience you need to be able to carry out the job.
4. We decide whether or not to interview you for a job from the information you give us on your application form. Therefore, it is vital that you give us clear and relevant information and that you answer all the questions. We cannot make assumptions about your experience, knowledge, skills and/or abilities.
5. You might want to do a rough draft of your answers first so that you can decide exactly what you want to say before you complete the form itself.
6. Remember that experience and skills can be gained in a number of ways, not only through paid employment.
7. Applicants will be assessed on how they meet requirements stated in the person specification. Please type or write in black ink, as these forms will be photocopied.
8. You should return your form to the address given on the covering letter before the closing date. If you are successful at this stage you will be invited to attend an interview.

Employment History (Section C)

Start with your present or most recent employer giving the title of your job and the dates you were employed, and then work backwards. You may also want to give details of any community, voluntary, or unpaid work you have undertaken. It is particularly important that you note any periods of unemployment, so that the council can consider your full history in making employment decisions.

Education and Qualifications (Section D)

Please give details of your education history since the age of eleven, including college/university courses and any qualifications obtained. You will be asked to produce copies of relevant certificates confirming your qualifications prior to an offer of employment being confirmed.

Training and Development (Section E)

Please include in this section any training courses or development activities you have been involved with or attended. These may be courses provided by your employer or events you have participated in outside of work.

Personal Statement - Knowledge and Abilities (Section F)

The personal statement is the most important part of the application form. It gives you the chance to show us why you would be suitable for a particular post, and is the main piece of evidence we use when short listing candidates. It is your opportunity to demonstrate that you have the skills and experience we are looking for.

When filling out this part of the form, it is very important that you read the person specification carefully. You must show how you meet each of the points (criteria) on the person specification, giving examples where possible. Do keep answers concise though – aim to write a paragraph for each competency, and no more than two. Do mention any professional qualifications and knowledge of any relevant legislation and software. Voluntary and unpaid work can be used in addition to more formal experience.

The Person Specification

The person specification is provided to help you in writing your application. It details the minimum experience, competencies and qualifications required to do a job. Where there are any physical requirements these are also given.

When using the person specification to prepare your application, you should think about how your own experience and skills match the criteria in the specification. Remember that the council recognises that experience and skills can be gained in a number of different ways, not only through full-time employment. Voluntary work, vacation work, and running a home can all lead to the development of skills and experience, which may be required for a particular job.

The person specification includes all the council's requirements for the post. Your application will be assessed to see if it meets these requirements. If it does, you will be called for an interview. The person(s) appointed to the job(s) will be the one judged by the council as most suitable for the job, following interview and assessment.

You will be selected for interview solely on the basis of your written application, so please make sure you read the job description and person specification carefully.

The Rehabilitation of Offenders Act (1974) - Criminal Convictions (Section G)

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits. Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

Posts exempt from the Act - The covering letter that accompanies the application form will indicate if the post you are applying for is 'exempt' under the Act. If it is, you are required to provide details of **all** convictions or pending cases, including dates and

sentences, on a separate piece of paper and enclose it in a separate envelope marked with the job reference, with your application form. You are also required to complete the declaration on the application form.

For those posts exempt from the Act which also involve substantial unsupervised access to children and vulnerable clients, the council, under arrangements introduced for the protection of children and other vulnerable clients, will check with the CRB Disclosure Service for existence and content of any criminal record of the successful applicant. Information received from the police will be kept strictly confidential and will not debar you from appointment unless it is considered that the conviction renders you unsuitable for work with children, young people or any vulnerable clients, or it relates to any other offence which is deemed to make employment unsuitable. In making this decision the council will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunity Employment Policy. In such circumstances each applicant will receive written reasons.

Posts covered by the Act – The covering letter that accompanies the application form will indicate if the post you are applying for is not exempt from the Act. If it is not, you will be required to give details only of any 'unspent' convictions, including date(s) and sentence(s) and attach these to your application form. You will also be required to complete the declaration on the application form. An offer of employment may be made on a conditional basis, subject to the relevant checks being carried out. Unspent convictions may be convictions for which the rehabilitation period has not been completed or convictions, which are exempt from the Act (i.e. never unspent).

Further information is available from the relevant manager or recruitment officer (see the covering letter to the recruitment pack).

Please note:

- Any information given will be kept confidential and will only be considered in relation to the job applied for.
- Failure to disclose cautions, convictions or charges pending court during the recruitment process will result in the withdrawal of a job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.
- It is the responsibility of the applicant to check with the appropriate authorities if s/he is unsure if any convictions are exempt or not exempt or excluded from the Act.

References (Section H)

You should provide details of two employment referees, one of whom should be your current or most recent employer. Please indicate if you do not wish them to be approached without your permission. **Friends or relatives must not be used as referees.**

References will only be taken up after the interview process has been completed. If you have just left school or have recently obtained your professional qualification, you may want to give your (head) teacher or tutor's name. For all references please state in what capacity you know the referee, for example if they are your manager, previous line manager or tutor.

Equal Opportunities Monitoring (Section I)

Lambeth council has an Equal Opportunities Employment Policy and we are committed to ensuring that within our recruitment practices, all sections of the community have equal access to the recruitment process. In order that we can check that our Policy is working we monitor our recruitment and employment information. We would appreciate it therefore if you would complete the monitoring form attached to the application form, so that we can keep trace of how effective we have been at attracting and recruiting applicants from all sections of the community.

All information is confidential and will be treated separately from your application. It will be used for statistical purposes and workforce records only. Your co-operation in providing the information assists us in this process.

Guaranteed Interview Scheme for Applicants with Disabilities

Lambeth Council is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Employment Service. This means we guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

What do we mean by disability?

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

Interview Arrangements and Appointments

The Recruitment Process

Your application will be reviewed by the interviewing panel and considered for short listing. It is likely interviews and testing will take place within four weeks of the closing date. Due to the large number of applications we receive and in the interest of economy, we will only contact applicants who are short-listed.

If you are short-listed, you will be notified by letter and given a minimum of a week's notice of testing and interview dates. You will be advised of the specific type of testing and may receive test samples for you to complete at your convenience. On some occasions invitation to an interview may be, via email and/or telephone discussion.

If you have a disability or have any other requirements you wish us to consider, please notify the recruitment consultant upon receipt of your invite letter.

Interview Expenses

If you are invited for an interview and travel from outside of London, the council will reimburse the expenses that you incur by paying 2nd class rail fare and a meal allowance if appropriate. Relevant receipts must be produced along with the claim form, which is available from recruitment services.

Medical

Any offer of appointment will be subject to a satisfactory medical assessment.

Commitments

If you have any commitments with your present employer e.g., training, housing, car or season ticket loan, please raise these matters at the interview.

Notice

If successful in your application you should **not** terminate your present employment, until a suitable start date has been confirmed with recruitment services.

Evidence of Written Qualifications

If you are successful in your application to a post requiring qualifications, you will need to bring evidence of these qualifications when you report for work on your first day.

Induction

The introductory process, known as induction, is very important to both Lambeth and the new employee. It is the final stage in the recruitment procedure through which a new employee is introduced to the culture, ethos and objectives of the organisation as well as the job, its context, and new work colleagues.

Declaration of Interests

The council expects honesty and integrity from its employees. We require employees to disclose external interests and/or to withdraw from activities, which could conflict with the council's interests or undermine public confidence. This includes a requirement that all employees must declare membership of secret society organisations. (See attached Policy). Employees are therefore required to complete a declaration form prior to joining the organisation.

Debt to the Authority

It is a disciplinary offence to have unauthorised debt to the council (e.g. rent/service charge arrears; council tax arrears). Applicants must declare if they have any debts to the authority prior to taking up their appointment. The council reserves the right not to appoint applicants who have debts to the council and who have not made arrangements to repay these debts.

The Asylum and Immigration Act 1996

This Act requires employers to take reasonable measures to ensure that employees demonstrate current and valid permission to work in the UK. All employees will therefore be asked to produce original documentation, which verifies their employment status and meets the requirements of the Act. Further information will be provided on appointment.

Politically Restricted Posts

As a result of the Local Government and Housing Act 1989 restrictions have been placed on certain local government employees that prevent them taking part in political activities. You will be advised if the post you are applying for is politically restricted. Posts that are restricted mean post-holders cannot:

- Stand for election as a Councillor, Member of Parliament or the European Parliament.
- Hold office in a political party, although they can be members of a political party.
- Canvass at any election or poll on behalf of a political party.
- Write or speak in public in a way, which appears to encourage support for a political party.

These restrictions form part of the contract of employment for anyone who is in a politically restricted post. Information regarding the appeal process on politically restricted posts can be obtained from Human Resources.

Equal Opportunity Employment Policy

1. Statement of policy

1.1 The council accepts that in society, groups or individuals may have been disadvantaged in the past and, as a result, as a major employer in a multi-racial area, is committed to taking positive steps to redress the balance. The council, therefore, commits itself to the task of establishing and developing an equal opportunity employment policy for members of disadvantaged groups. The council believes it is essential to eliminate discrimination and to promote good relations and equality of opportunity. In addition to its moral responsibility, the council accepts the statutory requirements laid down in the Race Relations Act (particularly Section 71), the Sex Discrimination Act, and the Disability Discrimination Act 1995. It will also ensure that all individuals connected with the provision of services by the Council will not hinder this policy. The council will ensure this by making known its commitment to equal opportunity.

1.2 The purpose of this document is to clarify the council's commitment to preventing discrimination and stimulating equal opportunity. Although this document concentrates on equal opportunity in employment, the council is fully committed to the broader principles of social justice and the active promotion of equal opportunity in the provision of all its services to the community. This statement outlines the main disadvantaged groups towards whom the policy will be directed. Specific initiatives and codes of practice will be subsequently developed to put the policy into effect.

1.3 The council, as a major employer in the area, recognises the need for an equal opportunity policy. The policy concerns all matters related to employment affecting individuals and groups whether they are actual or potential employees. The active promotion of this policy is specifically directed at members of disadvantaged groups. Disadvantaged groups can be identified according to race, colour, creed, ethnic or national origin, disabilities, age, sex, sexual orientation, marital status or class. The council is convinced that it is morally wrong to hinder equality of opportunity on such grounds and further, recognises that passive policies will not in themselves provide equality of opportunity. Consequently the council will actively promote equality of opportunity within the following framework.

Employment Policy in Relation to membership of any organisation which could potentially incur any conflict of interest with the Council's Equal Opportunity Policy

Lambeth council, like many local authorities is concerned that an employee's membership of an organisation may be incompatible with the Council's Equal Opportunity Policy. Any organisation which seeks to promote any kind of favouritism or special interest is inconsistent with council policy in relation to equality of opportunity and therefore, the council does not support such organisations, nor does it approve of their aims and methods of operation.

Membership of such organisations can also give rise to a conflict of interest for an employee working in the public sector. Local Authorities are run on public funds and are responsible for providing public services to the local community. Any officers who hold

positions of trust or are responsible for giving advice or making recommendations on the provision of those services are accountable for that advice. Where an employee is in a position of influence it is essential that any recommendations made or advice proffered is given with total objectivity. An employee's responsibilities must not be compromised by Membership of such organisations.

Declaration of Interest

The council must be assured of an employee's honesty and integrity. Therefore, where an employee belongs to such an organisation, they will be required to declare their membership. Management will then be able to assess any potential conflict of interest and take appropriate action by delegating responsibility for the work or a particular project to another employee. This will be done in consultation with the employee concerned.

In making such a declaration, the council wishes to assure employees that they will not be discriminated against (at the point of selection or after appointment). However, it must be pointed out that failure to declare membership of such organisations may render an employee liable to disciplinary action. A form will be issued on appointment.

Additional Information

For further information on current vacancies please access our Lambeth website:
www.lambeth.gov.uk