

# Recruitment Policy and Procedure

<b>Policy Title:</b>	Recruitment Policy and Procedure
<b>Supersedes:</b>	Recruitment Policy Recruitment Procedure Safer Recruitment Policy Procedure for Ensuring Safer Recruitment Equality in Employment Policy Employment of Young People and Work Experience Policy Employing People with a Criminal Record Policy
<b>Description of Amendment(s):</b>	
<b>This policy will impact on:</b>	All Employees
<b>Financial Implications:</b>	N/A
<b>Policy Area:</b>	Human Resources
<b>Version No:</b>	1.0
<b>Author:</b>	HR Business Partner
<b>Effective Date:</b>	February 2019

**Uncontrolled copy when printed**

## Contents

Part One: Policy.....	1
1. Policy Statement.....	1
2. Procedure .....	1
3. Equality Statement .....	1
4. Monitoring and Review .....	1
Part Two: Procedure.....	2
1. Introduction.....	2
2. Responsibilities.....	2
3. Identifying the need for a job .....	2
4. Advertising a post.....	2
5. Selection .....	3
6. Job Offer .....	4
7. Pre-employment Checks.....	4
7.1 Medical Clearance.....	4
7.2 Receipt of satisfactory references.....	4
7.3 Evidence of eligibility to work in the UK .....	4
7.4 Other pre-employment checks (including qualifications and registration) .....	5
8. Starting Salaries .....	5
9. Commencement of Employment.....	5
10. Employment of Young People and Work Experience.....	5
11. Employing People with a Criminal Record .....	6
12. Re-employment/ Re-engagement.....	6
13. Political Impartiality .....	7
14. Personal Relationships.....	7
Appendix One : Vacancy Notification Form .....	8
Appendix Two: List of Eligible Documents .....	9

## **Part One: Policy**

### **1. Policy Statement**

The Company is committed to operating a fair recruitment process which is underpinned by the Company values.

The purpose of this policy and procedure is to set out the approach the Company will take in order to ensure that the most suitable candidates with the relevant skills, experiences, competencies, attitudes and potential are appointed to posts through a fair, objective, robust and transparent recruitment procedure.

The Company is committed to embedding safer recruitment practices and this policy and procedure set out the approach to ensuring appropriate pre-recruitment checks are carried out (including re-checks for existing employees where appropriate) and that these be used to inform the recruitment decision.

This policy applies to all employees of the Company and all recruitment to posts, including those with partner agencies.

### **2. Procedure**

The Recruitment Procedure is detailed in Part Two of this document.

### **3. Equality Statement**

The organisation is committed to promoting equality of opportunity and developing and maintaining a diverse workforce, working with our staff to establish a workplace culture that is inclusive, fair and respectful to all.

In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

### **4. Monitoring and Review**

This policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change this will happen immediately.

## **Part Two: Procedure**

### **1. Introduction**

This procedure has been developed to provide a framework to support the recruitment process within the Company. Any employee involved in recruitment should be aware of and adhere to the contents of this procedure.

### **2. Responsibilities**

#### **Recruiting Managers are responsible for:**

- Following the processes and procedures set out within this document
- Ensure appropriate approval is sought for all recruitment
- Ensuring appropriate checks are made to reasonably ensure the identity of a potential recruit and to reasonably ensure their eligibility to work in the UK.
- Making any relevant checks of qualifications, references, driving license etc. as required by the job
- Ensuring that the relevant induction and probationary period processes are followed for all new recruits

#### **Human Resources are responsible for:**

- Advising managers and employees on the application of this policy and procedure.

#### **Trade Union Representatives are responsible for:**

- Providing advice and support to their members as appropriate

### **3. Identifying the need for a job**

When a position within the Company is identified as vacant the recruiting manager should consider carefully if there is a need for the job to be filled, taking into account the immediate requirements of service delivery, and medium/ long term factors which may impact on the service.

Once the need for the job is identified, an analysis of the tasks involved in the job should be carried out, and an evaluated job description and person specification which accurately reflects the main duties and responsibilities produced. The recruiting manager must seek appropriate authorisation prior to advertising any vacancy.

A Notification of Vacancy Form should be completed by the recruiting manager and emailed to the HR team along with a copy of the person specification and job description.

### **4. Advertising a post**

In order to arrange for the position to be advertised the recruiting manager should complete a Notification of Vacancy Form (Appendix One) and return it to the HR Team. The recruiting manager must ensure the job advert is not potentially discriminatory, and should be prepared to offer information to candidates in alternative formats if necessary.

All vacancies will be advertised internally for one week as a minimum. The appropriateness of external advertisement will be considered for all vacancies. Any

worker engaged with the Company through an agency will be eligible to apply for internal vacancies.

There may be instances whereby it is deemed appropriate to ring fence vacancies to a defined group of eligible internal candidates only, for example during a restructuring exercise. In these circumstances the recruiting manager must seek HR advice and support prior to commencing the recruitment process.

All job applications must be made via the standard Company application forms. CVs will only be accepted in exceptional circumstances and candidates may also be asked to complete an application form alongside submission of their CV.

The Company will make reasonable adjustments to the application form on request if required for specific reasons e.g. disability.

## **5. Selection**

The recruiting manager will be responsible for the shortlisting of applications received for the vacancy. Prior to the shortlisting process the equality and diversity information will be removed from the application forms.

Where an applicant has indicated they have a disability and they meet the minimum criteria for the role they will be automatically offered an interview under the disability confident scheme. HR will provide advice and guidance to the recruiting manager in these circumstances.

The recruiting manager will consider the most appropriate methods of selection with advice from HR as required. The recruitment interview will be the predominant method of selection and the manager will consider any additional elements such as psychometric testing, job- related exercises etc. as appropriate.

If a candidate has a disability, reasonable adjustments will be made as necessary to any element of the recruitment process to accommodate individual requirements, to ensure no candidate is placed at a disadvantage. Any reasonable adjustments required to assist a candidate with a disability to carry out the duties of the job will not be discussed at interview, (unless the candidate wishes to discuss them). They will only be discussed when an offer of appointment is made.

Managers conducting interviews will ensure the questions they ask are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the specific needs of the job and the relevant skills, experiences, competencies, attitudes and potential required to perform it effectively. A written record of every interview will be retained in line with the retention schedule.

If the candidate incurs expenses as a consequence of attending an interview and/ or selection method as part of a recruitment exercise, these are not routinely payable. Expenses are only payable on request at the discretion of the recruiting manager, paid at public transport rate or car user rate, whichever is lowest.

## **6. Job Offer**

Recruitment decisions will be communicated to all candidates by the recruiting manager as soon as possible after the selection process.

Any offer of employment should always be made subject to the relevant pre-employment checks, as detailed below. Once a verbal offer of employment has been made and accepted the manager should contact the Transactional Service Centre to commence the pre-employment check process.

## **7. Pre-employment Checks**

As a minimum all appointments are subject to:

- Medical Clearance
- Receipt of satisfactory references
- Proof of Eligibility to work in the UK (please see Appendix Two for documentation requirements)
- Proof of appropriate qualifications

Where other specific checks are required for a post (such as DBS clearance) the manager will determine these in consultation with HR.

Any appointment to a post which requires driving will be subject to the relevant checks set out in the Driving for Work Policy and Procedure.

Where an offer of appointment is subject to satisfactory checks, a start date will not be agreed and the appointment will not commence until satisfactory evidence of the outcome of the checks is obtained.

### **7.1 Medical Clearance**

In line with the Equality Act 2010, health and absence related questions can only be asked once a job offer has been made. On this basis the successful candidate(s) will be asked to complete a pre-employment medical questionnaire (and a medical examination if necessary) and any offer of employment will be conditional on the successful outcome of the relevant health checks.

Any reasonable adjustments required by a candidate with a disability to assist them to perform the duties of the job should be identified and implemented. The advice of the Occupational Health Unit or other relevant external parties may be sought if considered useful as part of this process.

### **7.2 Receipt of satisfactory references**

For successful external candidates, two references must be obtained. Ideally one must be from the candidate's most recent employer. For successful internal candidates, only one reference is required. Written references should always be sought and if, exceptionally, verbal references are obtained, these should always be recorded and if possible followed up in writing.

### **7.3 Evidence of eligibility to work in the UK**

Evidence of an eligibility to work in the UK must be obtained for every new appointment (please see appendix two for documentation requirements).

#### **7.4 Other pre-employment checks (including qualifications and registration)**

Where relevant, before a candidate can be confirmed in post evidence of qualifications, membership of a professional body etc. must be obtained.

Where a post is subject to requirements such as registration with a statutory body or a DBS check, this must be obtained.

### **8. Starting Salaries**

The starting salary of new employees will be the first spinal column point of the grade of the post. However, in exceptional circumstances the Manager, in consultation with HR, has discretion to determine the salary within the agreed grade taking into account:

- The appointee's existing pay;
- Their relevant experience and qualifications.

### **9. Commencement of Employment**

All new employees will be subject to a probationary period of up to 6 months in duration. At the end of this period, their appointment will be confirmed provided their performance and conduct have been satisfactory.

All new employees or employees moving within the organisation will undergo a process of induction to the organisation/ department/ service/ job.

On joining the Company, new employees should be made aware of key HR Policies and Procedures including but not limited to;

- Employee Code of Conduct
- Drug and Alcohol Testing Policy and Procedure
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure

New employees should also be asked complete the Declaration and Reporting Form if they have an interest or connection or employment which may potentially pose a conflict of interest.

### **10. Employment of Young People and Work Experience**

The Company is committed to offering high quality work experience placements across the organisation in order to support young learners who will soon see work becoming an important part of their lives. The Company has obtained appropriate insurance to cover work placements.

In addition to work experience placements, the Company supports and promotes the use of the Company apprenticeship scheme, graduate programmes and work placement schemes.



The Company aims to be a good and supportive employer of younger people, providing what is necessary to ensure a placement is successful.

The Company is committed to seeking ways to continually improve the support it gives to the young people in equipping them with the necessary skills to succeed in the workplace.

## **11. Employing People with a Criminal Record**

The Rehabilitation of Offenders Act aims to help people who have been convicted of criminal offences and who have not re-offended. If a person has been convicted of a criminal offence with a sentence of not more than 2 ½ years imprisonment and has since lived trouble free for a specified period of time (related to the seriousness of the offence) they are to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction. However, there are exceptions to this and various kinds of jobs are excluded. The Company meets the requirements of exempted questions under the provisions of the Rehabilitation of Offenders Act.

Applicants for specified jobs are asked to declare if they have any criminal convictions, *cautions, reprimands or final warnings including those that are spent, that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198*. Certain spent convictions and cautions are 'protected' and are not subject to disclosure, and cannot be taken into account.

Anyone offered employment in regulated activity or other specific positions will be subject to a satisfactory check by the Disclosure and Barring Service, before the appointment is confirmed. Failure to declare information or the provision of false information could lead to the withdrawal of the offer of employment or dismissal. A barred person will be committing an offence should they seek employment or volunteering opportunity in a regulated activity. There are criminal penalties for employers who knowingly take on barred individuals in regulated positions.

A criminal record will not necessarily stop an applicant obtaining a job (subject to particular circumstances or convictions, which make it unlawful to make an appointment). Any spent convictions will not be taken into account unless the job is exempt under the law and recruitment procedures will be based on an objective assessment of a person's ability.

## **12. Re-employment/ Re-engagement**

It is Ansa's policy that the re-employment of any former employees who have left the employment of Ansa Environmental Services Ltd, Cheshire East Council or any legacy Councils on the grounds of voluntary redundancy/severance be subject to the agreement of the Group Head of Human Resources and Organisational Development in conjunction with the Managing Director and only on the grounds of truly exceptional circumstances.

It is the responsibility of the recruiting manager to ensure that this requirement is complied with. Reappointment and re-engagement includes all types of contractual relationship whether they be a contract of employment or contract for service, and

whether the individual is appointed as an employee or engaged as an interim, direct consultancy or via an agency or other supplier.

### **13. Political Impartiality**

It is Ansa's policy that it will comply with the provisions of the Local Government and Housing Act 1989, as the organisation is committed to ensuring the political impartiality of its employees.

### **14. Personal Relationships**

If a job candidate has a personal or family relationship with a Councillor or employee of Ansa Environmental Services Ltd, this must be declared to the recruiting manager at the outset of the recruitment process. The existence of such a relationship should not generally affect the decision to appoint or not appoint the applicant but will allow for appropriate arrangements to be made, where necessary, to reduce the possibility of problems arising from the relationship.

Where a personal relationship exists or develops between employees who are in a line management or supervisory relationship at work, they must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party.

**Appendix One: Vacancy Notification Form**

Department:

Job Title:

Grade:

Salary:

Location:

Recruiting Manager Contact Details:

HR Contact:

Number of posts:

Hours of Work:

Type of Contract:

Travel Required:

DBS check Required:

**Advert Text**

**\*\*\*\*ADVERT TEXT- TO BE COMPLETED BY HIRING MANAGER\*\*\***

For an informal discussion please contact the recruiting manager \*\*\*\*\* on \*\*\*\*\*

To apply for our vacancy, please request an application pack via email to [SourcingTeam@ecwip.co.uk](mailto:SourcingTeam@ecwip.co.uk) or call 01244 972244. Please note we do not accept CV's and your application may not be considered unless you submit an application form.

We are committed to equal opportunities and disabled applicants who meet the minimum criteria for this position will be offered an interview. We therefore encourage all applicants to discuss their needs with the recruiting manager so that reasonable adjustments can be made to the recruitment process.

Please do not download the CE application form below.

Please quote reference number in all correspondence

Closing Date:

The Company is unable to notify every applicant of the result of their application. If you have therefore not been contacted within four weeks of the closing date, then you should assume that your application has been unsuccessful.

\*\*The Company will not re-employ employees who left their employment on the grounds of voluntary retirement/severance except in truly exceptional circumstances. Reappointment and re-engagement includes all types of contractual relationships whether they be a contract of employment, contract of service etc. and whether the individual is appointed as an employee or engaged as an interim, direct consultancy or via an agency or other supplier. If you feel however that there are exceptional circumstances in your case, please write in the first instance to Melanie Henniker, Group Head of HR and OD, Environmental Hub, Cledford Lane, Middlewich, Cheshire, CW10 0JR.

## Appendix Two: List of Eligible Documents

### Introduction

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers. On **1 May 2004**, the Government introduced changes to the types of documents needed to provide evidence of eligibility to work in the UK. On your first day of work you must provide either **one** document from **List 1** or a **combination** of documents from **List 2**, **failure to provide these documents will result in your employment being terminated.**

### LIST 1

Any **one** of the documents below:

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

### LIST 2

List 2 covers the combinations of documents which you can provide if you are unable to provide a document from List 1 above.

#### First combination

- A** A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

**Along with a document giving your National Insurance Number, you must also supply one of the following documents listed in sections B–H:**

- B** a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; **OR**
- C** a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**

- D** a certificate of registration or naturalisation stating that the holder is a British citizen; **OR**
- E** a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**
- F** an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**
- G** a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering; **OR**
- H** an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.

**Second combination**

- A** A work permit or other approval to take employment that has been issued by Work Permits UK.

**Along with a document issued by Work Permits UK, you should also supply one of the following documents listed at B–C:**

- B** a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; **OR**
- C** a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.