

## **HUMAN RESOURCES POLICY UPDATES**

Presented by the Head of Human Resources

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Member approval for the revised Equality, Diversity & Inclusion Policy, Non-smoking Policy and Recruitment Policy that have been updated as part of the ongoing review of all the Authority's existing policies. The policies have been updated to take account of legislative changes, best practice and the Authority's business objectives.

### **RECOMMENDATIONS**

Members Recommend to Authority:

- (1) the Equality, Diversity and Inclusion Policy attached at Appendix A of this report;
- (2) the Non-smoking Policy attached at Appendix B of this report; and
- (3) the Recruitment Policy attached at Appendix C of this report.

### **BACKGROUND**

- 1 The Authority has a register of policies that ensure the organisation works efficiently and consistently towards delivering its Business Strategy. These policies are reviewed to ensure they are relevant and up to date with legislation and best practice.
- 2 There are a number of Human Resources policies and these are currently being updated and will be presented to Members for consideration and approval as and when they are reviewed.
- 3 It should be noted that the Authority implements legislative changes from the date they are introduced; and there may be a time lag between this and the relevant policies being updated.

### **EQUALITY, DIVERSITY & INCLUSION POLICY**

- 4 A draft of the Equality, Diversity & Inclusion Policy is attached at Appendix A of

this report for Members' consideration and approval.

- 5 The Equality, Diversity and Inclusion Policy sets out the principles and practices that the Authority will adopt to meet with its legal obligations and its commitment to treat employees, workers, casuals, volunteers and job applicants fairly.
- 6 The Authority aims to recruit, develop and retain the most talented people, regardless of their background or characteristics, and make best use of their skills and potential
- 7 The Authority aims to establish a workforce that reflects the communities we serve.

### **NON-SMOKING POLICY**

- 8 A draft of the Non-Smoking Policy is attached at Appendix B of this report for Members' consideration and approval.
- 9 The Non-smoking Policy aims to minimise risks to the health and safety of our staff and establish a tobacco and nicotine smoke free working environment, where non-smoking is regarded as the norm.
- 10 The policy also makes staff aware of the adverse effects of smoking and passive smoke exposure and provides information and facilities to help staff to break the smoking habit.
- 11 The aim of the proposed policy is to ensure that the Authority complies with the relevant legislation.

### **RECRUITMENT POLICY**

- 12 A draft of the Recruitment Policy is attached at Appendix C of this report for Members' consideration and approval.
- 13 The Authority recognises that its employees are fundamental to its success. A strategic and professional approach to the recruitment process helps enable the Authority to attract and appoint employees with the necessary skills and attributes to fulfil its strategic aims.
- 14 This policy aims to:
  - appoint the best person for each post;
  - represent the Authority professionally at all stages of the process;
  - to meet the Authority's operational requirements;
  - ensure the Authority's Equality, Diversity and Inclusion Policy is adhered to; and
  - to comply with all relevant legislation.

### **ENVIRONMENTAL IMPLICATIONS**

- 15 There are no environmental implications arising directly from the recommendations in this report.

## **FINANCIAL IMPLICATIONS**

- 16 There are no financial implications arising directly from the recommendations in this report.

## **HUMAN RESOURCE IMPLICATIONS**

- 17 The new policies will be communicated to all staff and the Authority will ensure that managers are adequately trained to implement the procedures in accordance with these policies.

## **LEGAL IMPLICATIONS**

- 18 The legal implications are set out in the body of this report.

## **RISK MANAGEMENT IMPLICATIONS**

- 19 In line with the Authority's Corporate Risk Register, there is always a potential risk that the Authority fails to recruit/retain staff at all levels of the appropriate calibre. The Recruitment Policy and Equality, Diversity & Inclusion Policy aim to help mitigate this risk.

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## **APPENDICES ATTACHED**

Appendix A	Equality, Diversity & Inclusion Policy
Appendix B	Non-Smoking Policy
Appendix C	Recruitment Policy

## **LIST OF ABBREVIATIONS**

HR	Human Resources
EDI	Equality, Diversity & Inclusion

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# Equality, Diversity and Inclusion Policy

**August 2022**

Reference: [Version 3.0]



This document is controlled by Lee Valley Regional Park Authority.

Status: Draft

Current Version: v3.0

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<b>Consultation:</b>	Senior Management Team, Policy/Procedure Review Group
<b>Approved</b>	<b>Approved by:</b> Authority <b>Approval Date:</b> October 2022  <b>Review Frequency:</b> Every 5 years or earlier if there is a change in Government legislation  <b>Next Review:</b> October 2027

Version History		
Version	Date	Description
2.0	January 2019	Reference to the Equality Act 2010 and the types of discrimination. Included expected standards for employees. Refers to the Authority's Grievance policy/procedure and Whistleblowing Policy. Refers to training as there is now an eLearning module. Includes a flowchart for ease of use.
3.0	November 2021	Renamed from Equal Opportunities Policy to Equality, Diversity and Inclusion Policy. Reviewed legislation. Reviewed relevant policies and procedures section. Updated officer names and job titles.
3.0	August 2022	Including Volunteers as part of this policy rather than having two separate policies.
3.0	August 2022	Added statement of intent
3.0	August 2022	Reviewed and updated the responsibilities section the policy
3.0	August 2022	Reviewed and updated the monitoring and evaluation section.
3.0	August 2022	Updated the aims of the policy.

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## 1 Background

The Equality, Diversity and Inclusion Policy sets out the principles and practices that the Authority will adopt to meet with its legal obligations and its commitment to treat employees, workers, casuals, volunteers and job applicants fairly. The policy shows the Authorities commitment to:

- Its staff and volunteers to treat them equally, fairly and with transparency at all times
- recruit applicants without bias, pre-judgement or at an unfair advantage
- providing guidelines and information for staff and volunteers relating to equality and signposting to further information about equal opportunities
- what will happen if staff and volunteers do not comply with rules about equal opportunities

## 2 Aims

- 2.1 This policy aims to make sure that we treat our people fairly, reduce inequalities, and comply with the law (Equality Act 2010 and other relevant legislation covering equality and human rights).

2.2 The Authority aims to recruit, develop and retain the most talented people, regardless of their background or characteristics, and make best use of their skills and potential. Our equality, diversity and inclusion policy supports delivery of this aim.

2.3 The Authority aims to establish a workforce that reflects the communities we serve.

2.4 The Authority aims to enable everyone to be recognised and referred to as they wish and to meaningfully and effectively respond to any concerns and issues raised.

### **3 The Equality Act 2010**

3.1 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

3.2 Fairness in the workplace is a vital part of a successful business and also makes good business sense in running and developing an organisation. The aim of the Equality Act is to improve equal job opportunities and fairness for employees and job applicants. Organisations should have policies in place to prevent discrimination. Under the Act, it is unlawful to discriminate against people at work because of nine areas termed in the legislation as protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Race
- Religion and Belief
- Gender
- Sexual Orientation

### **4 Types of Discrimination**

#### **Direct Discrimination**

This is where someone is treated differently and less favourably because of a protected characteristic.

#### **Indirect Discrimination**

Where a workplace rule, practice or procedure is applied to all employees, but disadvantages a person for a reason linked to a protected characteristic.

#### **Discrimination by Association**



Where treating someone 'less favourably' because of their association with someone linked to a protected characteristic.

### **Perception Discrimination**

Where treating someone 'less favourably' because of a perceived protected characteristic.

### **Victimisation**

Where treating someone unfairly because they have made or supported a complaint about someone with a protected characteristic.

### **Bullying and Harassment**

When unwanted conduct from one employee to another causes a distressing, humiliating or offensive environment for that person.

## **5 Equality at Work**

5.1 The Authority has many policies and procedures that apply fair and objectively justified criteria to ensure equality is maintained throughout a process. In all circumstances, all possible steps should be taken in order maintain equality, fairness and transparency to ensure that the Applicant does not suffer from any disadvantage in the recruitment process.

5.2 The Authority will ensure that equality, fairness and transparency for employees are applied to all employment areas including but not exhausted to:

- Employment terms and conditions
- Flexible Working
- Health & Safety
- Training & Development
- Maternity, Paternity and Shared Parental Leave
- Pay and benefits
- Performance Management
- Procurement
- Promotion and transfer opportunities
- Recruitment and selection
- On boarding and induction
- Redundancy
- Dismissal

## **6 Statement of Intent**

We recognise that equality, diversity and inclusion makes us a stronger organisation. We are committed to continuously building a workforce which reflects, includes and celebrates diversity. We value the contribution that people with different backgrounds, skills, talents, ideas and experiences bring to the organisation.

## **7 Expected Standards**

The Authority expects all staff and volunteers to conduct themselves in a professional and considerate manner at all times. The Authority will not tolerate behaviour such as:

- making threats
- physical violence
- shouting (in an unprofessional, aggressive or threatening manner)
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling (in any format)
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email/ text message or any other format including social media
- any other forms of harassment or victimisation

Failing to meet the expectations set by the Authority will be considered unacceptable and will be dealt with in line with the Authority's Disciplinary procedure. Staff and volunteers are responsible for, and must take ownership of their actions. Staff and volunteers must understand that what they believe to be an innocent act or comment may have caused offence to others.

## **8 Responsibilities**

8.1 All staff and volunteers are responsible for their own actions and should act as role models for others during their employment with the Authority. All staff and volunteers should act professionally, with consideration for others and in a fair and transparent manner when carrying out duties on behalf of the Authority.

8.2 The Senior Management Team is accountable for ensuring that this policy is implemented across the Authority, ensuring it is communicated and understood, translated into practice and enforcing its contents.

8.3 The Human Resources Team is responsible for implementing this policy across the Authority and ensuring all staff and volunteers receive regular and adequate training on equality, diversity and inclusion.

8.4 Managers must ensure that all staff and volunteers are able to readily access copies of the Authority's Equality, Diversity and Inclusion Policy and ensure that staff and volunteers understand and embrace this policy, are aware of their responsibilities under it, complete any training and know how to raise and voice concerns.

**8.5 Managers will also foster a culture and maintain an environment which actively promotes equality, diversity and inclusion and that is free from discrimination.**

## **9 Legal Considerations**

9.1 The primary legislation that influences this policy is the Equality Act 2010.

## **10 Relevant Policy & Procedures**

10.1 This policy operates in conjunction with the following policies, procedures and statements:

- The ACAS Code of Practice on discipline and grievance 2015
- Whistleblowing Policy
- Anti-Fraud, Bribery and Corruption Policy
- Performance & Conduct Policy
- Disciplinary Procedure
- Grievance & Problem Solving Policy
- Grievance & Problem Solving Procedure
- Appeals Procedure
- Flexible Working Procedure
- Recruitment Policy
- Recruitment Procedure
- Training and Development Policy
- Training and Development Procedure
- Maternity Procedure
- Paternity Procedure

## **11 Monitoring and Evaluation**

11.1 The Authority will maintain and review the employment records of all employees in order to monitor the progress of this procedure in line with GDPR requirements. Monitoring may involve:

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applications and current employees
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

- 11.2 The results of any monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.
- 11.3 The Authority will treat any complaints seriously and will take action where appropriate. Employees that believe they have been treated unfairly in any way should raise their issue(s) in line with the Authority's Grievance or Whistleblowing procedures. The Authority will investigate any complaints in line with the Authority's Disciplinary procedure. The Authority may also monitor the number and outcomes of complaints raised in any period of time in order to monitor the performance of this policy and the Authority's commitment to equality, diversity and inclusion in the workplace.
- 11.4 All cases will be dealt with as quickly as possible and treated with the utmost confidence.
- 11.5 Whilst the Authority does not wish to deter staff or volunteers who wish to make genuine complaints, the Authority believes that vindictive or deliberately false complaints will be viewed just as seriously and will be dealt with under the disciplinary procedure.
- 11.6 The Authority will provide appropriate learning and development opportunities to take place to ensure all employees are aware and understand the expectations of them during their employment. This begins during an employee's induction and is continued with ongoing learning from the Authority's e-Learning platform as well as face to face sessions. Learning & Development represents a vital part of the implementation and commitment to equality, diversity and inclusion within the Authority, and the completion of training on Equal Opportunities in the Authority is mandatory.
- 11.7 Individuals that do not show they have understood the Equality, Diversity and Inclusion training may be required to complete additional training or recomplete training.
- 11.8 The Authority will set up an Equality, Diversity and Inclusion steering group which will be made up of staff and volunteers from across the organisation.

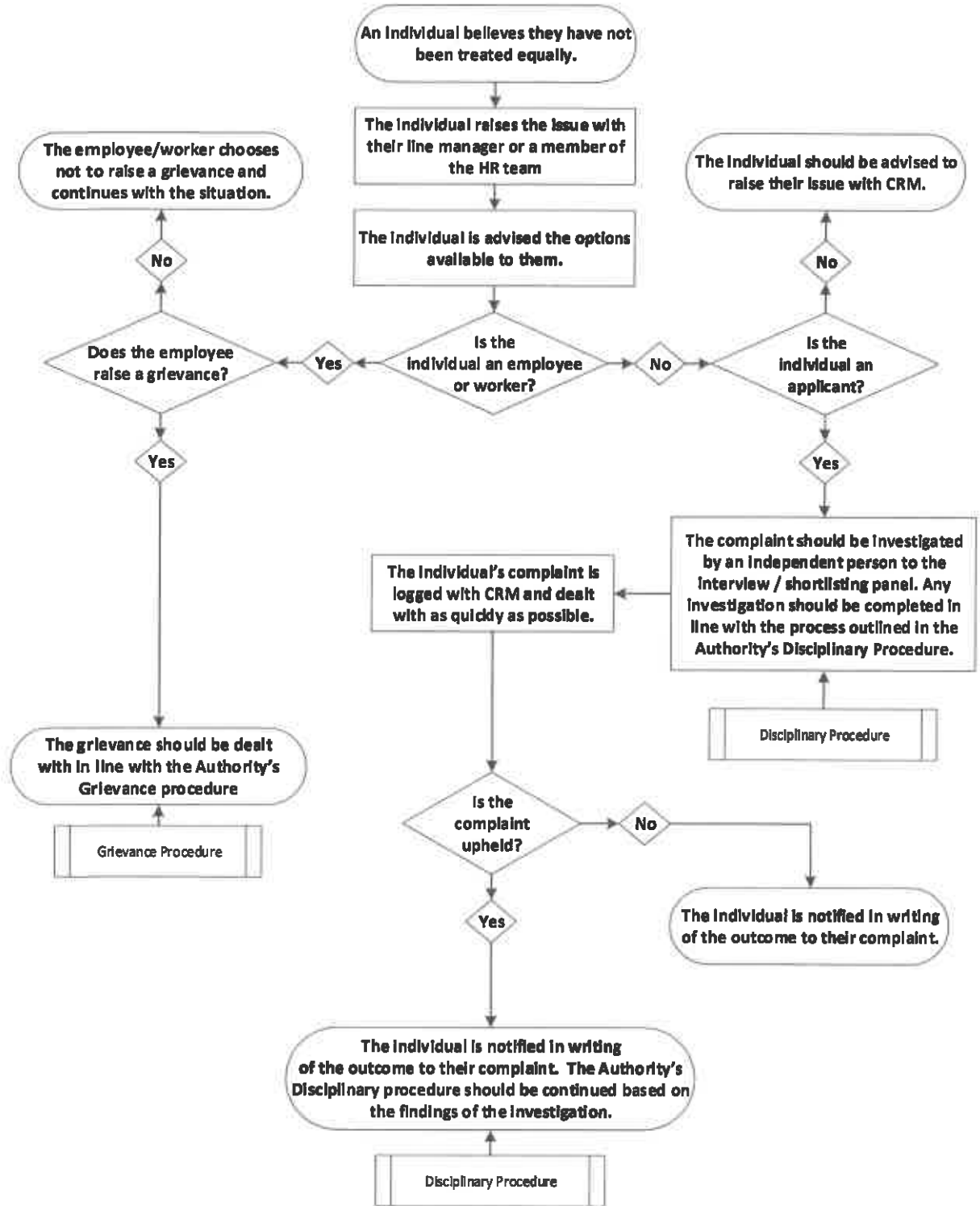
## 12 Review

- 12.1 This policy will be reviewed in light of any new legislation/regulations, every five years or whichever is the earlier.

## 13 Glossary of Terms

Term	Definition
LVRPA	Lee Valley Regional Park Authority
HR	Human Resources

# Appendix 1 - Flow Chart



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# Non-Smoking Policy

October 2022

Reference: [Version 1]



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## i Document Information

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<b>Version History</b>		
<b>Version</b>	<b>Date</b>	<b>Description</b>
1.00	June 2022	Initial draft, circulated to Policy/Procedure Review Group
1.00	June 2022	Added in a paragraph on designated smoking areas
1.00	June 2022	Clarification on breaks added
1.00	June 2022	Different types of tobacco products added in, such as e-cigarettes
1.00	October 2022	Added in a definition

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## **1. Introduction**

- 1.1 Lee Valley Regional Park Authority is required by the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, volunteers, visitors and contractors while on Lee Valley Regional Park Authority Premises (LVRPA).
- 1.2 Passive smoking causes cancer, coronary heart disease and respiratory disease and other health problems such as asthma, middle ear infections and migraine. Smoking also poses a fire risk and LVRPA has a duty to protect people from harm while on its premises.
- 1.3 The aim of the policy is to provide all employees with a smoke-free working environment. LVRPA has agreed the following statement of policy concerning smoking at work. This Policy applies to all employees, volunteers, visitors and contractors.

## **2. Policy Aims**

This policy is established to:

- 2.1 Minimise risks to the health and safety of our staff and establish a tobacco and nicotine smoke free working environment, where non-smoking is regarded as the norm.
- 2.2 Make staff aware of the adverse effects of smoking and passive smoke exposure and provide information and facilities to help staff to break the smoking habit.

## **3. Definition**

Smoking may include several different types which include smoking tobacco products such as cigarettes, cigars, pipes and hand rolled tobacco. Substitute cigarettes may include electronic cigarettes (e-cigarettes) and vapes (otherwise known as vaping).

## **4. No Smoking Areas**

- 4.1 Smoking is not permitted inside the buildings of LVRPA premises at any times. This will ensure employees, volunteers, visitors and contractors are protected from the dangers of passive smoking while on LVRPA premises.
- 4.2 Smoking is also prohibited:
  - within vehicles owned and operated by LVRPA

- within private or leased vehicles used during LVRPA business to transport any other employees or volunteers who does not smoke any tobacco products including electronic cigarettes.

**4.3 Smoking should only take place in designated areas which should be agreed by the Venue Manager. These areas should be out of sight of the general public**

## **5. Responsibilities**

- 5.1 Heads of Service, Section Managers, Facility Managers and Duty Managers are responsible for ensuring that employees, volunteers, visitors and contractors are made aware of this Policy, and that they comply with its requirements.
- 5.2 Managers must also ensure that any staff wishing to quit smoking will be allowed to access up to six stop smoking cessation sessions during work time. Adequate cover must be provided to allow staff time off to seek help quitting.

**5.3 Staff wishing to take breaks throughout the day for smoking may choose to do so however, this must be agreed with the line manager and be deducted from the overall time you receive each day for a break**

## **6. Enforcement**

- 6.1 All staff must comply with the policy. People found to be in breach of this policy will be subject to the normal disciplinary procedures.
- 6.2 People smoking tobacco products, electronic cigarettes or vaping products inside the buildings or on the grounds of LVRPA premises are required to give a civil and courteous response when asked to extinguish them. Abusive behaviour is unacceptable and will constitute a disciplinary offence.
- 6.3 Staff are encouraged to make people aware of the policy but should not put themselves at risk of physical or verbal abuse.

## **7. Complaint Procedure**

Staff wishing to register a complaint regarding non-compliance with this Policy should contact first their line Manager in an effort to settle the complaint informally. If the matter is not resolved, staff may pursue the matter formally via the Authorities Grievance and Problem Solving Procedure.

**8. Policy Implementation**

This policy will be available on the intranet (Compass) for all employees to access. Once the policy has been approved HR and line managers will be responsible for ensuring on behalf of the Authority's Senior Management Team that this is carried out.

**9. Monitoring & Evaluation**

The policy will be monitored and evaluated on effectiveness periodically.

**10. Review**

This policy will be reviewed in light of any new legislation/regulations, every five years or whichever is the earlier.

**11. Glossary of Terms**

<b>Term</b>	<b>Definition</b>
LVRPA	Lee Valley Regional Park Authority
HR	Human Resources

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# Recruitment Policy

**July 2022**

Reference: [Version 2.0]



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## i Document Information

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Version History		
Version	Date	Description
1.0	16 February 2006	Agreed at HR Panel Paper HR49
1.0	23 February 2006	Signed off at Finance & Audit Committee paper FA82
2.0	July 2022	Put into new policy template
2.0	July 2022	Update job titles and names
2.0	July 2022	Inserted section on equality, diversity and inclusion
2.0	July 2022	Inserted section on Job descriptions and person specifications
2.0	July 2022	Updated responsibilities section
2.0	July 2022	Reviewed against current legislation and best practice
2.0	July 2022	Inserted right to work checks section

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## 1 Background

- 1.1 The Authority recognises that its employees are fundamental to its success. A strategic and professional approach to the recruitment process helps enable the Authority to attract and appoint employees with the necessary skills and attributes to fulfil its strategic aims.
- 1.2 The Authority is committed to ensuring that the recruitment and selection of employees is conducted in a manner that is systematic, efficient and effective and promotes equality, diversity and inclusion and aims to establish a workforce that reflects the communities we serve.
- 1.3 Recruitment should be treated as a key public relations exercise as the way it is managed affects the Authority's image and consequently its ability to attract and appoint high calibre employees.
- 1.4 Professional advice and support is available at all stages of the recruitment process from the HR Team.

## 2 Policy Aims

- 2.1 To appoint the best person for each post
- 2.2 Represent the Authority professionally at all stages of the process
- 2.3 To meet the Authority's operational requirements
- 2.4 Ensure the Authority's Equality, Diversity and Inclusion Policy is adhered to
- 2.2 To comply with all relevant legislation

## 3 Job Descriptions & Person Specifications

- 3.1 Before initiating the recruitment process, the responsible line manager must ensure that there is an up-to-date job description for the role.
- 3.2 The job description will describe the duties, responsibilities, level of seniority associated with the role and pay and benefits, while the person specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes, competencies and personal qualities required for effective performance of the job.
- 3.3 The line manager should consult with Human Resources when reviewing the job description and person specification to ensure consistency.

## 4 Advertisement of Vacancies

- All vacancies will be advertised within the Authority. Internal advertising may be undertaken prior to, or at the same time as external advertising (should external advertising be deemed necessary). This will help maximise equality of opportunity and provide employees with opportunities for career development, thus maintaining the skills and expertise of existing employees.

- In exceptional circumstances the Senior Management Team, in consultation with Human Resources, may waive the need to advertise. This is likely to include the following circumstances:
  - Where positions may provide suitable alternative employment for existing employees whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise.
  - Where an individual has been performing the vacant position already as an agency worker, casual worker or fixed term employee
  - Where the vacancy is a casual position
- Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.

## 5 Equality, Diversity and Inclusion

The Authority is committed to applying our equality, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Line managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview/adapting psychometric tests/replacing psychometric tests with an alternative option/providing an alternative to a telephone interview for a deaf candidate/providing a suitable chair for an interview with a candidate suffering from back problems.

Human Resources are always available to provide guidance on reasonable adjustments.

## 6 Interviews

Interview panels should have a minimum of two officers and no more than four. The officer who will be line-managing the person appointed will normally be the panel chair.

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

Line managers must make a record of every recruitment interview and score each candidate on set criteria and forward this to Human Resources to be retained for a

suitable period of time. To ensure fairness, the line manager should ensure that questions asked are consistent in all interviews for a particular job.

In some cases, we will hold interviews remotely. The responsible line manager should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

## 7 Medical Examinations

Successful applicants will be required to complete a pre-employment medical questionnaire. Any offer of employment will be conditional on the result of this medical examination meeting the specific requirements for the role.

Applicants will never be asked to complete a health questionnaire prior to making them a conditional or unconditional job offer.

## 8 References

At least two references covering the last 5 years of employment

All successful candidates are asked to give their consent for the Authority to obtain at least two written references (covering the last 5 years of employment) and to provide proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory.

## 9 Right to Work Checks

The Authority only recruits individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the Authority being able to carry out a check on the Home Office online [right to work checking service](#) confirming their right to do the work in question.

The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins.

An offer of employment is also conditional on DBS clearance if applicable to the role.

## 10 Responsibilities

When recruiting, managers are required to follow the Authority's Recruitment Policy and procedure.

Managers must also ensure that all employees are able to readily access copies of the Recruitment Policy and procedure, when the employee does not have access to the Authority's intranet.

The Senior Management Team are accountable for ensuring that this policy is implemented across the Authority, ensuring it is communicated and understood, translated into practice and enforcing its contents.

The Human Resources Team are responsible for implementing this policy across the Authority.

## **11 Legal Considerations**

The primary legislation that influences this policy is the Employment Act 2008 and the Equality Act 2010.

## **12 Relevant Policy & Procedures**

This policy operates in conjunction with the following policies, procedures and statements:

- Equality, Diversity & Inclusion Policy
- Recruitment Procedure

## **13 Monitoring & Evaluation**

The policy will be monitored and evaluated on effectiveness periodically.

## **14 Review**

This policy will be reviewed in light of any new legislation/regulation or every five years, whichever is the earlier.