



Age UK Merton

Recruitment & Selection Policy

1. General Statement

This policy should be read in conjunction with Age UK Merton's policies on Confidentiality and Data Protection and on Disclosure and Barring Service (DBS)

Age UK Merton aims to attract, assess and appoint the best candidates for jobs, to promote equality of opportunity and to build a quality workforce to achieve the objectives of Age UK Merton.

2. Equal Opportunities

2.1. As demanded under Age UK enterprises Training and Competency scheme.

3. Person Specification

3.1. The person specification is a statement of the specific skills, knowledge, experience, qualifications (where required) and attributes required to undertake the tasks involved in the job. Distinction should be made about which of these are essential and which desirable. It will be used as a basis for selecting candidates to be short listed and for decision-making during the interview itself by providing known, appropriate, justifiable and agreed criteria.

4. Job Description

4.1. The job description will set out the responsibilities, accountabilities and scope of the job and itemises some of its main tasks.

5. Advertising the job

5.1. The advert will be designed and placed to attract as wide a group of suitable applicants as possible. Care will be taken to ensure the language used does not discriminate unintentionally.

5.2. Age UK Merton will also make provision for the job information to be available in accessible formats.

5.3. Age UK Merton will send out a comprehensive job information pack to applicants

6. Dealing with Applications

6.1. All applications will be treated as confidential. All applicants will be kept informed of any significant changes to the recruitment schedule.

6.2. The Equality Monitoring form will be detached prior to the application forms being sent to the recruitment panel. Monitoring of applications received will allow Age UK Merton to assess if a wide range of applicants have been reached and the success of the media used. It will also be useful to compare the number of completed applications received with the number of application packs requested as this may indicate that an encouraging advertisement has not been backed up by an equally encouraging application pack.

7. Shortlisting

- 7.1. All applications received before the closing date will be considered for short-listing
- 7.2. Members of the short listing panel are obliged to declare an interest to the Chair of the selection panel if they do business with, are related to or are a close friend or partner of any of the applicants. The Chair of the selection panel will decide whether the panel member should withdraw or continue to be involved in the selection process.
- 7.3. An applicant's disability, irrespective of any need to adapt the building or facilities should they be successful, will not disqualify not adversely affect the candidate's chances of being short listed or offered the post. This also applies where an existing employee has been newly disabled.
- 7.4. Each candidate's ability to meet the requirements of the job, as stated in the person specification, will be assessed using a simple scoring system.
- 7.5. Applicants not selected for shortlisting will be notified. Wherever possible this will be by email. If the candidate does not have an email address then they will be notified by letter.
- 7.6. Candidates short listed for interview will be notified in good time and will be asked if they have any special requirements for interview.

8. Interviewing

- 8.1. The aim of the interview will be to assess the applicant's suitability for the job in relation to the person specification.
- 8.2. All candidates will be asked about their commitment to equality and how they will ensure their work promotes this.
- 8.3. Any test will be relevant to the job description and justifiable against the criteria in the person specification.
- 8.4. The panel will aim to notify the successful candidate, usually by telephone, at the earliest opportunity
- 8.5. Unsuccessful applicants will be notified by email and given opportunity to discuss their interview with the chair of the panel if they so desire.

9. Recruitment of ex-offenders

- 9.1. There have recently been changes to the requirements for organisations to check applicants' convictions history. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).
- 9.2. Before an organisation considers asking a person to make an application for a DSB check they are legally responsible for ensuring that they are entitled to ask a person to reveal their conviction history.
- 9.3. While usually an applicant has no obligation to reveal spent convictions there are certain areas of employment that are exempt from this rule, under the ROA 1974 (Exceptions) Order 1975¹, for which employers may ask about spent convictions. This is known as asking an exempted question, which when answering, the applicant would have a legal obligation to reveal spent convictions.
- 9.4. There are 3 different levels of checks²
 - 9.4.1. A standard check is available for certain specified occupations, licences and entry into certain specified professions.

¹ <http://www.legislation.gov.uk/ukSI/1975/1023/contents/made>

² <https://www.gov.uk/government/publications/dbs-code-of-practice>

- 9.4.2. The enhanced check is available for those carrying out certain activities or working in regulated activity with children or adults; applicants for gaming and lottery licences; and judicial appointments
- 9.4.3. An enhanced check with barring lists is only available for those individuals who are in regulated activity.
- 9.5. Age UK Merton complies fully with the Code of Practice for Registered Persons and Other Recipients of Disclosure Information (Revised April 2009).
- 9.6. Disclosures do not have a specific expiry date as they are a check against records at a given time so technically become out of date as soon as they are issued. Rechecks should be carried out every 3 years under normal circumstances, but for specific posts where the employee makes sole visits to the vulnerable adult, or where their role involves ascertaining sensitive personal or financial information from the vulnerable adult then the rechecks should be carried out every 2 years.

10. Records

- 10.1. The Information Commissioner's Employment Practice Code³ makes no fixed rules in relation to data retention but advises that data should be kept for no longer than the purpose for which it is collected.
- 10.2. Any short listing notes, interview notes and the monitoring form should be kept for 1 year as they may need to be referred to if the panel's decision is challenged. An industrial Tribunal will request that all notes of all panel members are submitted to support any decision that was made.

11. References

- 11.1. Referees for the individual will normally be contacted in writing after the successful candidate has given their permission for the Age UK Merton to contact those people.
- 11.2. Section 8 of the Asylum and Immigration Act 1996⁴ imposes an onus on employers to ensure that all employees are not in breach of the Immigration Rules. Age UK Merton will undertake appropriate checks.

Date Implemented:	Future Review Dates					
	2018	2019	2020	2021	2022	2023
Date to be reviewed				√		
Date approved By Trustees	√					

³ https://ico.org.uk/media/for-organisations/documents/1128/quick_guide_to_the_employment_practices_code.pdf

⁴ <http://www.legislation.gov.uk/ukpga/1996/49/crossheading/persons-subject-to-immigration-control>