



Recruitment Policy

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1. Introduction

- 1.1 This policy should be read in conjunction with Age UK Sutton's **Confidentiality Policy**, **Privacy Standard** and **Disclosure and Barring Service (DBS) Policy**.
- 1.2 Age UK Sutton 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 mission and vision of Age UK Sutton, whilst also upholding its values.
- 1.3 This policy applies to all employees, workers, and consultants, whether permanent, fixed term, or on temporary contracts

2. Scope

- 2.1 This policy will act as the framework for any recruitment and selection processes that are undertaken.
- 2.2 All individuals in Age UK Sutton who are involved in the recruitment and selection of staff have a responsibility to ensure that they are familiar with the terms of this policy and ensure that both they, their staff, and any external parties involved in recruitment, adhere to it at all times.
- 2.3 Any decisions on selection will be made solely on merit and will not discriminate on the grounds of age, gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion, HIV status, unrelated criminal convictions or membership (or non-membership) of a trade union. Age UK Sutton opposes all forms of unlawful and unfair discrimination. Age UK Sutton intends to promote good practice carried out in a lawful, efficient and cost-effective manner.

3. Job Description

- 3.1 The job description will set out the responsibilities, accountabilities and scope of the job and itemises some of its main tasks. Where possible, an approximate percentage value is given to each main area to assist candidates in understanding how their time is likely to be spent if they secure the role.

4. Person Specification

- 4.1 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.

4.2 The **essential requirements** of the person specification should contain only requirements which are necessary to carry out the duties and responsibilities of the post (i.e. the duties and responsibilities contained in the job description).

4.3 The **desirable requirements** should also be included in the person specification but they should only be used to help the panel shortlist, if there are a large number of applicants meeting all the essential requirements. Desirable requirements must relate to the duties and responsibilities contained in the job description.

5. Advertising the job

5.1 All decisions to recruit must be approved by the CEO, or the Chair in the case of CEO recruitment.

5.2 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

5.3 Age UK Sutton will also make provision for the job information to be available in accessible formats

5.4 A comprehensive Job Pack will be made available in all locations where the job is advertised to inform potential applicants about the extent of content of the role

5.5 An informal conversation with the recruiting manager or an appropriate alternative will be offered during the recruitment period, to assist applicants in planning their application

5.6 All adverts will take account of legislation regarding discrimination and the DBS requirement

6. Enquiries and receiving applications

6.1 Informal enquiries about the post should be dealt with by a named contact who has knowledge of the post and access to the job description and person specification.

6.2 Informal enquiries will be handled carefully to ensure that all candidates have the same information and no unfair advantage is given to any candidate.

- 6.3 Arrangements will be made for one person to receive completed applications to ensure there is confidentiality.
- 6.4 All applications will be treated as confidential.
- 6.5 All applicants will be kept informed of any significant changes to the recruitment schedule.
- 6.6 The Equality Monitoring form will be detached prior to the application forms being sent to the recruitment panel. Equality Monitoring forms will allow Age UK Sutton to assess if a wide range of applicants have been reached and the success of the media used.

7. Recruitment panel

- 7.1 The recruitment panel will be established at the start of each recruitment process. A chairperson will be elected for the panel.
- 7.2 The members of the recruitment panel will be the only people who have responsibility for the selection process.
- 7.3 All members of the recruitment panel must adopt Age UK Sutton's recruitment policy and guidance.
- 7.4 All candidates should be interviewed by the same panel members.
- 7.5 Only the recruitment panel makes the final selection decision.
- 7.6 Members of the recruitment panel are obliged to declare an interest to the Chair of the recruitment 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 recruitment panel will decide whether the panel member should withdraw or continue to be involved in the selection process.

8. Shortlisting

- 8.1 All applications received before the closing date will be considered for shortlisting.
- 8.2 An applicant's disability, irrespective of any need to adapt the building or facilities should they be successful, will not disqualify nor 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.

- 8.3 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.
- 8.4 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.
- 8.5 Candidates shortlisted for interview will be notified in good time and will be asked if they have any special requirements for interview.

9. Interviewing

- 9.1 The aim of the interview will be to assess the applicant's suitability for the job in relation to the person specification.
- 9.2 All candidates will be asked about their commitment to equality and how they will ensure their work promotes this.
- 9.3 Any test will be relevant to the job description and justifiable against the criteria in the person specification.
- 9.4 The panel will aim to notify the successful candidate, usually by telephone, at the earliest opportunity. The telephone offer will be followed by a confirmation email outlining next steps.
- 9.5 Unsuccessful applicants will be notified by telephone where possible, or by email and given the opportunity to discuss their interview with the Chair of the panel if they so desire.

10. Recruitment of ex-offenders

- 10.1 Before an organisation considers asking a person to make an application for a DBS check, they are legally responsible for ensuring that they are entitled to ask a person to reveal their conviction history.
- 10.2 Age UK Sutton complies fully with the Code of Practice for Registered Persons and Other Recipients of Disclosure Information (Revised April 2009).

11. Records

- 11.1 The Information Commissioner's Employment Practice Code 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.

11.2 Any short listing notes, interview notes and the monitoring form will be kept for one 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.

12. References

12.1 All appointments (except for internal appointments) should be subject to satisfactory references before they are confirmed. Age UK Sutton will require satisfactory references from a minimum of two referees.

12.2 A reference should always be sought from the selected candidate's current employer (or most recent if not currently employed).

12.3 Referees for the individual will normally be contacted by Age UK Sutton in writing (usually by email) after the successful candidate has given their permission to do so. Sometimes it may be necessary to seek references on candidates short-listed for interview, prior to the interview, provided that the candidates' consent has been given.

12.4 If references are not satisfactory, a referee may be able to clarify information over the phone. If, after clarification, a reference gives cause for concern, a conditional offer can be withdrawn.

12.5 If, as a result of information provided by the candidate, there are health related issues that need to be considered, a risk assessment will be undertaken with the applicant. Medical advice from their GP, consultant or other specialist medical advisor may be obtained to assist this process.

12.6 No person should start working or volunteering, or have access to client data, without having completed appropriate checks as set out in the pre-employment checks procedure. Due to the sensitive nature of the work undertaken by Age UK Sutton, checks will be completed with the Disclosure and Barring service (DBS) for all staff members and for volunteers who meet the eligibility criteria whilst interacting directly with Age UK Sutton beneficiaries.

12.7 Where criminal convictions are revealed, a candidate will not automatically be rejected. The decision to appoint will be made on the nature of the offence and the identified risks attached to an appointment.

12.8 Section 8 of the Asylum and Immigration Act 1996 imposes an onus on employers to ensure that all employees are not in breach of the Immigration Rules. Age UK Sutton will undertake appropriate checks. To establish that successful candidates have a right to work in the UK, identification documents will be requested prior to commencement of work.

13. Commencing employment

13.1 Once all the necessary checks have been made and satisfactory references obtained:

13.1.1 A starting date will be agreed with the candidate

13.1.2 Arrangements will be made for them to be entered onto payroll and for their induction training;

13.1.3 Six month probationary period arrangements will be made.

13.1.4 The **Age UK Sutton Induction procedure** will be implemented

14. Career Progression

14.1 Age UK Sutton recognises that staff have different goals and ambitions regarding career progression. Their focus may be to develop further within their role, to achieve a more senior position, or to move into a different area of focus.

14.2 As a small charity, Age UK Sutton is committed to supporting the development of colleagues in their current roles, with progression opportunities, and also acknowledges that career progression may involve moving to a role in a new organisation. The charity also recognises that not everybody desires career progression, and aims therefore to offer in-role development and growth as a standard part of working with us

14.3 Career goals are discussed as part of the Age UK Sutton Annual review cycle (usually in the spring), and colleagues have the opportunity to set two personal development goals as part of their annual objectives. The achievement of these objectives and progression towards career goals is revisited as part of monthly or 1-2-1 meetings with the line manager

14.4 Colleagues are also offered learning and development opportunities related to their role and general development, as part of the Age UK Sutton Learning and Development Plan

14.5 All staff are also encouraged to seek career development advice, which can be provided informally by the SMT, or can be arranged with external contacts, via their line manager and/or SMT

14.6 Colleagues are encouraged to speak openly about their development and career goals in order that the charity can support them wherever possible

15. Complaints Procedure

15.1 An applicant who believes that their application for employment has not been dealt with in a fair and equitable manner is entitled to submit a complaint to the Chief Executive using the Age UK Sutton **Complaints Policy**.

This policy will be reviewed every year

Appendix 1

References

- <http://www.legislation.gov.uk/uksi/1975/1023/contents/made>
- <https://www.gov.uk/government/publications/dbs-code-of-practice>
- https://ico.org.uk/media/for-organisations/documents/1128/quick_guide_to_the_employment_practices_code.pdf
- <http://www.legislation.gov.uk/ukpga/1996/49/crossheading/persons-subject-to-immigration-control>