

Recruitment and Selection Policy

Nov | 2021

Version	Author	Status / Comments	Date
3	Human Resources	Updated November 2021 Next review date November 2023	November 2021

Policy Statement

This policy covers all of the SELDOC Group of Companies – since known as SELDOC or the Company.

Recruitment and Selection is one of the most important management functions and forms the foundation of successfully achieving organisational strategy/mission

The aim of SELDOC is to:

- Promote non-discriminatory recruitment and selection activities
- Facilitate the appointment of the best person for the role based on individual merit
- Help SELDOC to recruit a diverse workforce reflective of the communities we serve
- Ensure recruitment and selection activities are fair, open and cost effective
- Ensure all aspects are legally compliant to protect both the organisation and the individual.

Scope of the Policy

This Policy applies to all internal and external applicants and potential applicants for vacancies in SELDOC.

Roles and Responsibilities

The HR team is responsible for keeping the provisions within this policy in line with employment legislation and best practice people management principles.

- Managers and HR Staff are responsible for providing advice and guidance to employees and external applicants on the application of this policy. They are also responsible for bringing any mutually beneficial improvements to this policy to the attention of SELDOC.
- Employees and external applicants are responsible for obtaining information and advice for providing such information and documentation as is necessary.
- The HR team is responsible for the provision of briefings and/or training to recruiting managers on equal opportunities and recruitment.
- The HR team is also responsible for providing recruitment and selection monitoring information to SELDOC Executive and for putting into practice any resulting SELDOC agreed recommendations.
- The HR team is responsible for working with operational teams to ensure all the required legal checks are made before any offers of employment or any staff start any work for SELDOC. This must be strictly adhered to in the interests of both the individual and the organisation.

Principles of the Policy

All vacant posts which are to be appointed on a substantive basis will be advertised through SELDOC. This may be supported by external advertising, where appropriate, through other media with the approval of the HR team. It is the responsibility of the recruiting manager to determine whether posts should be externally advertised seeking advice from the HR team where necessary. HR are responsible for the management of all recruitment advertising.

In circumstances where a disabled person requires assistance at any stage of the recruitment and selection process, support with the provision of any reasonable adjustments appropriate to their

particular disability will be provided by the HR team. For instance, in relation to the making of an electronic application, this may include allowing the submission of a paper-based application.

Under the “two tick” disability scheme which SELDOC has adopted, all applicants who indicate they have a disability and meet the essential criteria for a job are guaranteed an interview. Information regarding the scheme is available through the Disability Employment Adviser at Jobcentre Plus.

SELDOC’s policy is to work towards ensuring that all those taking part in shortlisting, selection and interviewing have been appropriately briefed or trained in equal opportunities and recruitment. With this in mind, at least one person, at all stages of the recruitment process, should have received such a briefing.

Legal Obligations

Under the Equality Act 2010 it is unlawful to discriminate directly or indirectly on the grounds of age, gender, marital status, sex, sexual orientation, race, religion or belief, disability or, pregnancy or maternity.

Under the Asylum and Immigration Act 1996 it is an offence to employ a person without an entitlement to work in the UK. The Rehabilitation of Offenders Act 1974 provides that if a convicted person completes a specific period without being convicted of further offences the conviction may be regarded as ‘spent’. These sentences do not have to be revealed and may not be used as grounds for exclusion from employment. However, in some SELDOC jobs (e.g. those involving work with children and vulnerable adults) are exempt from the provisions of the Act and therefore any applicants applying for posts would be required to disclose any conviction, caution, warning, reprimand, or bind over (See also SELDOC DBS Policy). The organisation has the right to cancel any offer of employment to anyone who has not disclosed any such conviction, warnings, reprimands or bind-overs or documentation or who has misled the organisation by false declaration if it is concerned over any aspect of safety or security for both patients and other employees.

New Vacancies

The Recruiting Manager has a responsibility before recruiting to ensure whether the post is still required or needed in its present form. It might be appropriate to distribute the workload, or change the duties of the post to meet with current service requirements. It is also their responsibility to ensure it has the appropriate budgetary approval.

Once the recruiting manager has confirmed they need to recruit, they should:

- Ensure the job role specification has been developed detailing the full requirements of the role and this should be endorsed by HR
- Consider what type of contract is required
- Complete a Recruitment Request detailing all information required and get approval for this before sending to HR with the job specification
- Be available to answer any questions HR may have about the Recruitment. Recruitment generally can take between 4-8 weeks depending on the number of vacancies and the specific role. More senior roles take longer and this should be borne in mind in advance of recruiting.

HR will ensure:

- The role advert is placed appropriately both internally and externally giving full details and information about the role.
- Choose the right external media, which may include search agencies and they will negotiate preferred suppliers as required.
- They collate and coordinate the sifting of applicants against their agreed criteria and work with managers through the recruitment process. HR will ensure all checks are completed prior to any offers of employment, HR will issue any offers of employment only.
- If at any point during the recruitment process, any issues arise then you should report your concerns to the HR who will review then review your concerns.

Redeployment and Ringfencing

In cases of restructure or organisational change, SELDOC is committed to minimising compulsory redundancies where this is a possibility. Where practicable, employees at risk will be assisted to secure suitable alternative employment within the Company.

In some situations, ring-fencing of vacancies to a defined applicant(s) may be appropriate, for instance where an existing fixed term contract is expiring. Before making any ring-fencing decisions, managers should seek advice from HR.

Time Limit for meeting Role Specification requirements

For all role specifications, the application submission date of the advertisement should be considered as the date by which the criteria must be met unless otherwise stipulated. However, where there is a requirement for the post holder to hold a full C1 driving license, the applicant must be in possession of a provisional C1 license on the date they submit their application and obtain a full C1 license at a date specified by SELDOC. This date will always be prior to the commencement of the training programme.

Employment Checks

All permanent, fixed term, voluntary and casual/bank appointments and consultancy contracts agreed with SELDOC (including those carried out by all external agencies) are subject to the receipt of:

- 2 references minimum which are satisfactory to SELDOC
- Photographic proof of identity (original document to be shown)
- Proof of entitlement to work in the UK
- Evidence of relevant qualifications
- Proof of membership of any professional bodies applicable to the post
- An appropriate driving licence (where applicable) together with details of any endorsements
- DBS checks at the appropriate level
- Completion of a Medical Questionnaire

Other checks may also be required relating to specific positions. For advice and guidance on these HR will state and ensure all requirements are met.

If an applicant fails to satisfy the checking requirements, the HR team will advise the recruiting manager, and steps will be taken to withdraw any Offer of Employment or cease their work with SELDOC.

Storage and Retention of Recruitment and Selection information

Under GDPR regulations all applicants are asked to sign a Privacy Statement Notice about the information collected during the recruitment process. All recruitment documentation will be stored for 6 months unless applicants are successful. For successful applicants the documentation will be moved onto their HR file and stored in accordance with GDPR and Records Management Policy.

PERSONAL DEVELOPMENT REVIEW POLICY

Policy Statement

SELDOC is committed to developing its employees as investing in our people enhances the skills of individual members of staff, thereby improving the quality of care provided.

SELDOC recognises that every employee has a contribution to make towards its overall success. To develop this contribution, SELDOC is committed to a process of reviewing individual's progress, setting objectives, and providing development opportunities. SELDOC also recognises that each employee, as part of their employment contract is entitled to receive a Personal Development Review (PDR) to enable them to develop their knowledge and skills and progress within their pay band.

Staff who are on probation will also have regular performance reviews during their probation period with a final meeting in advance of their probation end date to confirm their appointment in post or extend the probation with a performance improvement plan. Any training and development during this period will be clearly linked to the role and any external training, development will only be approved once the probation period has elapsed unless this has been agreed with HR in writing for a specific reason in advance to allow for equality of opportunity.

Objectives of Personal Development Reviews

The objectives of SELDOC's Personal Development Review policy are as follows:

- To ensure the employee is clear about their role, responsibilities and accountabilities
- To provide an opportunity to jointly review the employee's past experiences and achievements, by facilitating a constructive discussion between the employee and their line manager
- To jointly review progress made against agreed objectives.
- To jointly agree future work related objectives, clearly linked to the Strategic Business Plans

- To jointly prepare a Personal Development Plan (PDP) to assist the employee to meet agreed work objectives
- To increase mutual understanding between managers and employees and have clearly defined roles and responsibilities that can alleviate stress and lead to better working practices.

Reviewing managers are responsible for the personal development of their teams and individuals.

Principles of a Personal Development Review

Underpinning the PDR process there are some key principles which managers are required to adhere to:

- Openness
- Confidentiality
- Simplicity
- Ownership
- Objectivity

Managers should enable individuals to have their say and listen to their views. All discussions around performance must be deemed on fact and evidence and be supportive, constructive and objective.