

WITHAM AND HUMBER DRAINAGE BOARDS

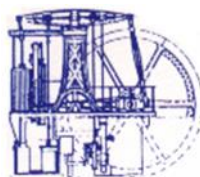
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Recruitment and selection policy

Background	Witham and Humber Drainage Boards recognise the ability to meet service objectives is dependent on the employment and retention of staff with the appropriate skills and abilities. This Policy is intended to act as a guide for all managers and staff involved in recruitment and selection at any level. It sets out a framework of good practice the Boards recruitment activities should be conducted.
Statement	Through this Policy, Witham and Humber Drainage Board actively seeks to ensure that the workforce recruited to at all levels in the Board reflect the best people to undertake the work whilst ensuring that all prospective and existing employees are treated on an equal basis and without discrimination.
Responsibilities	Human Resource Lead and recruitment manager
Training	Recruitment and Selection training to inform managers of the process for recruitment and selection must be completed before any recruitment is undertaken and is held on a regular basis for new and existing managers. In addition to this, any members of staff who will sit on an interview panel must have received the relevant training.
Dissemination	Website
Resource Implication	The finance/Human Resource Lead will be responsible for monitoring and controlling expenditure on the process including advertising.
Equality and Diversity	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership. As legally required by the Equality Act 2010, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee faces during the process.
Approval Date	
Review Date	To ensure this policy is kept up to date, it will be reviewed every third year or as necessary when new issues arise.

	Version 3 17.12.19

1. Introduction

- 1.1. This policy is intended to reinforce the standards agreed and act as a guide for all managers and staff involved in recruitment and selection at all levels, for all posts and promotes the most appropriate employee and/or job applicant in a fair and consistent manner free from discrimination.
- 1.2. Witham and Humber Drainage Boards are aware of the ability to meet agreed service objectives being dependent on the employment and retention of staff with the appropriate knowledge, skills, competences and behaviours. This policy offers a framework of good practice for recruitment activities.
- 1.3. All employees are required to comply with this policy and any records required by this policy will be kept on individuals’ personal files. The Policy is also to support staff by providing guidance and procedures to follow throughout the recruitment process.

2. Policy Statement

- 2.1 Through this policy, the Board’s actively seek to ensure that the workforce who are recruited throughout all posts within the Boards’, reflect the best people to undertake the work whilst ensuring that all prospective and existing employees are treated on an equal basis and without discrimination.
- 2.2. It is crucial to the Boards’ performance to ensure that Recruitment is the process of having the right person, in the right place, at the right time. Recruitment is a critical activity, not only for HR but also for line managers who are increasingly involved in the selection process. All those involved in recruitment activities should be equipped with the appropriate knowledge and skills. Recruitment and Selection training to inform managers of the content of this Policy is mandatory and is held on a regular basis for new and existing managers. In addition to this, any members of staff who will sit on an interview panel must have undergone the appropriate training.
- 2.3. Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with the Human Resource Lead.
- 2.4. The Board will monitor the composition of its workforce in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

3. Successful Recruitment

- 3.1 Success in recruiting and retaining the right staff is at the heart of improving the well-being of staff – as well as being the key to a flourishing business. Recruiting and selecting the right staff, at the right time, for the right roles, is fundamental to the success of business and the ability to deliver quality flood risk provision. Thus, the quality of staff and the range of skills, knowledge and qualifications can be taken as a direct indicator of the quality of the provision overall.
- 3.4. Recruitment will be open, fair, and include all checks that are necessary to ensure individuals are appointed who have the required level of qualifications, skills and experience.

4. Training

- 4.1. It is essential that all appointing managers have received the Recruitment & Selection Training provided by the Board before embarking on the Recruitment process. It is also important that interview panel members have undertaken the training, but if they have not, and intend to be part of an interview panel, this is acceptable under the proviso that they read the policy.
- 4.2. Refresher training must be undertaken at least every 3 years.

5. The legal context

- 5.1. The Rehabilitation of Offenders Act, 1974 gives individuals two basic rights in relation to recruitment: the right to not reveal a conviction after it is deemed to be 'spent' and protection from exclusion i.e. refusal to appoint. It is unlawful for an employer to question a prospective employee about a spent conviction – if an employer does this, the prospective employee can deny that the conviction ever occurred. A prospective employee should not be refused employment on the grounds of a spent conviction, but the Act does not allow for the individual to enforce this in any way. Recognition that obtaining employment is an important factor in reducing re-offending has led to a review of elements of the Rehabilitation of Offenders Act.
- 5.2. GDPR Act 2018 prevents the requirement of another person to supply a record of, for example, a spent conviction in connection with recruitment or continued employment.

6. Managers responsibilities

- 6.1. All managers are responsible for ensuring that they have realistic and achievable workforce plans that align to the 4 Boards business plans and are reviewed in line with the business planning cycle.

7. Human Resource Lead/ Appointing Managers responsibilities

- 7.1. Responsibility for selecting candidates of the right calibre rests with the HR Lead or Appointing Manager and panel, who are responsible for ensuring any recruitment and selection process is carried out in accordance with this policy at all times, who must set and establish the required standards of qualifications, skills and experience.
- 7.2. Line Managers are responsible for ensuring all documentation is completed and returned to HR Lead within the agreed timescales. The HR Lead will ensure:
 - all selection panel members understand their roles, the rules that apply and conduct themselves in a professional and appropriate manner at all times.
 - no conflicts of interests with the selection panel and candidates i.e. through personal relationships/family members etc.
 - no start date is given before pre-employment checks have been completed.
- 7.3. Responsibility for identifying best professional recruitment practice, including techniques of attracting and selecting suitable candidates, observing relevant legislation and providing procedures that are open, timely and fair, rest with the HR Lead in liaison with the Chief Executive and Senior Managers.
- 7.4 The HR Lead will facilitate the recruitment process, in addition to activities such as

appropriate training for line managers and advice on advertising and selection methods.

7.5. The HR Lead will keep relevant records of the recruitment process with the support of the line managers or appropriate individuals. The Board will retain all records arising through the recruitment process for the period of one year.

7.6. The HR Lead is also responsible for creating and maintaining recording systems, monitoring adherence to policy and providing the senior management with relevant information.

8. The Recruitment Process.

8.1. The Boards will plan their workforce and match existing staff numbers with forecasted current and future demands of the Board.

8.2. When vacancies occur and during recruitment stages it is an ideal time to identify development opportunities, new ways of working, supporting career potential and succession planning.

8.3. As vacancies or new posts arise, the HR Lead will review the job description and person specification in consultation with the line manager to ensure they are not discriminatory and that they comply with the requirements of the Equality & Diversity Policy. The HR Lead will work with the line manager to ensure all requirements of the vacant position are agreed. This will determine whether a new or replacement post is needed, followed by interview planning including the content of the questions, assessment, presentation or tests, the length of the interviews, dates for shortlisting and interviews, venue and panel members.

8.4. As a Board we encourage managers, when reviewing their vacancies, to consider whether this post could be suitable as a development or training role.

8.6. The determination of hours of work should not contravene the Working Time Regulations and consideration should always be given to flexible working arrangements see relevant policies.

9. Advertising

9.1. Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment. Notification will be given in a variety of ways from posted on the staff notice board, meeting with line manager, internal Newsletter update and website.

9.2. Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding advertisements to employees on long-term leave including maternity leave, paternity and parental leave.

9.3. All advertisements will carry the statement "This Board is an equal opportunities employer".

9.4. All vacancies will automatically be placed on the Board's website and all vacancies forwarded to our partners for advertising on their website.

9.5. No post should be advertised without discussion with and involvement of the HR Lead and senior team. The key to a successful advertising campaign is accuracy and simplicity. The aim of advertising is to communicate a clear message that not only encourages potential candidates but also draws attention from either a wide variety or particular group of people. A good advert will: -

- Elicit a good response at the lowest cost
- Attract a good selection of quality candidates
- Encourage a diverse pool of suitable candidates to apply
- Present a favorable image of the Board

10. Application

10.1. Applications will be accepted in writing, including evidence of employment and training history.

11. Screening

11.1 Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of one year.

11.2 If you are on shortlisting / interview panels and you know at this stage that someone you are related to, or whom you know personally, is considering applying for the job you must declare this. No one is permitted to shortlist or interview a member of their own family or a known friend and any panel member who feels that their knowledge of a candidate would compromise their objectivity must withdraw from the selection process. Any breach of this policy will be investigated and may result in disciplinary proceedings being commenced.

12. Assessment

12.1 If it is necessary to use selection tests for a role, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of one year.

13. Interviewing

13.1 The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as set out in the job description and person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders, wherever possible

- applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete an interview assessment form for each candidate
- records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.

14. Career Opportunities

14.1 All employees will be aware of the promotional and career opportunities available to them from details circulated through their line manager, Newsletter and notice boards. Training and job experience needed for promotional opportunities if available, will be available to all employees. Promotion will be determined by merit and performance against objective criteria.

14.2. Unsuccessful internal candidates will be given feedback to facilitate improvement. Managers who are responsible for giving feedback will be trained appropriately.

14.3. No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

15. References

15.1. All external candidates will be required to provide two satisfactory references prior to appointment. References must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, this should be discussed with the HR Lead.

16. Right to work in the UK

16.1 The Board will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide the Board with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

17. Duty of confidentiality

17.1 The Boards stress the importance it attaches to confidentiality and no information obtained during the course of recruitment and employment relating to staff or the Board should be divulged to unauthorised persons or agencies without the required consent. Any misuse of, failure to properly safeguard confidential data or unauthorised disclosure of confidential data or unauthorised disclosure of confidential information will be regarded as a disciplinary offence and may result in disciplinary action being taken against you, which could result in dismissal.

18. Concerns with the recruitment process

18.1 Any employee who is concerned with this recruitment and selection policy or with its operation within the Board should follow the normal grievance policy and procedure.