

# Selsey Community Forum

## HR Policy and Procedures



This Policy is guided by [Employing people - GOV.UK \(www.gov.uk\)](http://www.gov.uk) [Definition of disability under the Equality Act 2010 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Recruitment**

**Advertising of vacancies:** These are advertised using platforms such as Indeed and Social Media. Hours of working and approximate rate of pay will be disclosed. Informal conversations with the Chairman or the Leadership Team to expand on the role expectations. There will be a clear closing date and interview dates; method and location will be published.

**Job Description/Person Specification:** The role will be advertised based on the specific job description. There will be some flexibility of the role as the Charity evolves and to respond to need. The person specification will be clear as to most of the skills required to carry out the role effectively. Additional role specific training will be provided for some roles and will need to be completed within a timescale.

**Applications:** SCF gathers and processes the personal data of job applicants as part of the recruitment process. The job applicant privacy notice is made available to all job applicants and sets out how their data is gathered and used.

Recruitment documentation will also be available in large font and/or online and a statement advising applicants of this included in the adverts.

**Shortlisting:** Shortlisting will normally be undertaken by a minimum of two people. The shortlisting panel will appoint a chair or lead person. The chairperson will be responsible for making a final decision where the panel is unable to make a unanimous decision. The purpose of the shortlisting process is to identify applicants who meet the essential criteria for the job.

All applicants who are unsuccessful after shortlisting will receive an email confirming that they have been unsuccessful.

**Interviews:** The interview panel will appoint a chair or lead person who will be responsible for making a final decision where the panel is unable to make a unanimous decision. The panel should meet prior to the interview and plan the sequence of the interview questions and the structure of the interview.

All applicants will be assessed against the same criteria and standard questions will be asked to establish how well (or not) the applicants meet the criteria.

Discriminatory questions, e.g. questions in relation to childcare arrangements, future plans for a family and trade union duties, will not be asked.

Dates, times and location will be confirmed for the interview. The Charity has an inclusive ethos and would encourage applicants to disclose any learning needs or physical disabilities that may require reasonable adjustments to be made. The decision to employ will not be based on this disclosure. <https://www.gov.uk/rights-disabled-person/employment>

**Selection:** Each applicant will be scored against each selection criteria to which questions were asked during the interview. Each applicant will be scored against the same criteria. References will be sought after the interviews and will never be used as a means to shortlist.

**Conditional Offers of Employment:** Conditional offers of employment are offers offered after interview. The conditional offer makes it clear that the offer is subject to the relevant employment checks being satisfactory and met within a specified timescale.

**Unconditional Offers of Employment:** Unconditional offers of employment are offers offered once all employment checks have been completed and are returned as satisfactory. The successful candidate will be asked to confirm acceptance of the unconditional offer. From April 2020, employees and workers will be entitled to a written statement of employment particulars (referred to as “the contract of employment”) from day one of their employment.

**Employments Checks:** Confirmation that the person has the right to remain and work in the UK will be clarified during the interview. The correct permits will be shared with the Charity, should the candidate be successful. [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Two independent references will be followed up, and the job offer will be made subject to these. Clarify any additional support a person may require as an adjustment to support their employment; it would be useful to know of any adjustments or considerations required by the appointed person as soon as possible. Identify the line manager responsible for supporting and supervising the new person, and where they need to report.

**Contract of Employment/Statement of Employment:** Clarify basic duties as advertised, number of hours and rate of pay (at least the minimum wage).

Caveat duties may be adjusted to meet the demands of the Charity, in consultation with the employee. The legal parts of a Contract are known as “terms”. The Charity will make clear which parts of a contract are legally binding, for example there will be a 3-month probationary period. Additional details will be provided:

- sick pay and procedures
- other paid leave (eg. maternity leave, paternity leave, carers leave [etc](#) )
- notice period
- disciplinary period and grievance procedures

**Disclosure and Barring Service:** The new member of staff will require a clean new enhanced DBS. This will be applied for using the online application process [here](#); the cost of this will be refunded after 3 months induction period. If they currently hold an enhanced DBS with another organisation within 2 years, then this will be acceptable with a signed declaration. If the person has not disclosed any information that subsequently appears on a DBS, or they have disclosed but concerns of the offence recorded, then this will need to be shared with the Chairman and Trustee responsible for HR to decide what action to take. The person may be dismissed immediately.

**Induction:** This needs to take place during the probationary period by the line manager using the latest SCF template. This will include meeting the team, Trustees, group facilitators and services provided by SCF. There will be an expectation to read and sign all key Policies and Procedures relevant to the role. Ongoing training will be provided and a Handbook will be given to the new member of staff.

**Support/Supervision/Line Management:** All staff will have an identified supervisor and/or line manager. After the induction, a date will be set to carry out and finalise the induction and agree supervision dates. This will be a time to go through any issues that either party may need to raise, any support needed by the new staff member and identify any other training needs.

- Support
- Management

- Training

All supervision notes will be recorded and both parties agree, sign and date. Any action points will have a clear date and the responsible person identified.

**Supervision Contract:** This will be drawn up and agreed; both parties can bring agenda items to the meeting. If a meeting needs to be cancelled, that party needs to actively reschedule the meeting. If something is urgent for either party, then a date needs to be identified as soon as possible and not wait until supervision.

## **Contractual Terms**

**Sick Pay:** Staff members will receive statutory sick pay [Statutory Sick Pay \(SSP\) : Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk) as per contract – this is for up to 28 weeks and after 3 days of absence. Self-referral sick note. After 7 days your line manager will request you to provide a sick note from your GP. A formal discussion will take place to ensure that you are fit to return to work.

**Pension:** SCF has a legal obligation to auto enrol all eligible staff into a pension. SCF uses NEST. Full details will be provided to employees within 1 month of their start date. Any individual circumstances will be discussed by the Leadership Team.

**Redundancy:** If necessary, redundancy will follow legal and government legislation found [here](#). The Charity will be fair and transparent in this regard.

**Exit Interview:** SCF encourages an exit interview to understand the employees experience working for the Charity. This can be completed in writing and in some situations a follow up conversation.

## **Capabilities**

To be read in conjunction with the Capability and Performance Policy

Clear expectations of the role and responsibilities of that role will ensure that the staff member knows what is expected of them, and they can work effectively within the role. Any changes to the expected duties will have been identified and agreed in a supervision meeting. If the member of staff is not able to complete the tasks required of the role, then a discussion in supervision will be had.

## **Grievances**

To be read in conjunction with the Grievances Policy

Raising a grievance: see [Handling an employee's grievance: Grievance procedure - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Grievances are treated very seriously by Selsey Community Forum. Any member of staff or volunteer wishing to raise a grievance should refer it to the appropriate manager or project leader.

## **Complaints:**

To be read in conjunction with the Complaints Policy

Complaints are treated very seriously by Selsey Community Forum. Any member of staff or volunteer receiving a complaint from any service user or other external source should refer it promptly to the appropriate manager or project leader.

## **Whistleblowing:**

To be read in conjunction with the Whistleblowing Policy  
The law is clear about this and can be found [here](#).

Selsey Community Forum encourages staff and volunteers to be alert to any wrong-doing and to report any matter that they believe to be seriously wrong or even illegal. If they choose to do so internally, they should use the Grievances Formal Notification procedure. Provided the allegation is made in good faith and with reasonable suspicion that the alleged malpractice has occurred, is occurring, or is likely to occur, they will not normally be penalised in any way as a result of having reported the matter.

### **Confidentiality and Data Protection**

To be read in conjunction with the Confidentiality and Data Protection Policy

All recruitment documentation including short-listing and interview notes are to be fully recorded and retained for a period of at least 12 months after which time the documentation will be confidentially destroyed.

Information relating to an applicant's medical condition, verification of identity or right to work documentation should be confidentially destroyed (shredded) for those applicants who were unsuccessful at the interview stage unless the reason for not employing the applicant was related to this documentation in which case it will be necessary to retain this documentation with the shortlisting and interview notes in accordance with the Charity's data retention protocol.

### **Other Matters**

This policy is to be read in conjunction with the Staff and Volunteers Handbook and is applicable to all the activities in which Selsey Community Forum is or becomes involved; it is to be reviewed and updated as necessary at least annually.

### **SCF Policies to refer to in conjunction with this Policy:**

Capability and Performance  
Complaints  
Confidentiality and Data Protection  
Conflict of Interest  
Equality Inclusion and Diversity  
Grievances  
Staff Policy and Code of Conduct  
Whistleblowing

### **Government Legislation referred to:**

[Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Redundancy: your rights: Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Disability rights: Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Handling an employee's grievance: Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Statutory Sick Pay \(SSP\): employer guide: Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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Mike Nicholls, Chair, Selsey Community Forum