



# ANGEL COMMUNITY CANAL BOAT TRUST



<b>Policy:</b>	Recruitment and Selection Policy
<b>Effective Date:</b>	November 2022
<b>Related Policy:</b>	Equality, Diversity and Inclusion Policy Volunteer Policy
<b>Relevant Legislation:</b>	Employment Rights Act 1996 (amended 2010) Equality Act 2010

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## **1. Purpose**

Our Recruitment Policy is designed to ensure we appoint people who are a great fit for success in our roles and apply a fair and equitable recruitment process.

We are committed to equality, diversity and inclusion in all that we do. We will not tolerate discrimination or harassment in any part of our operations. We will ensure that employees are treated equally and as individuals regardless of protected characteristics of age, disability, race (including colour, nationality, and ethnic or national origin), gender, sexual orientation, gender reassignment, marital or civil partnership, pregnancy, maternity or parental status, religion or political belief.

## **2. Policy Scope**

This policy applies to the appointment of ACCT paid employees only. Our Management Committee is responsible for ensuring that this policy is implemented effectively, monitored and reviewed.

## **3. Policy**

We are committed to:

- Carrying out a fair, equitable and consistent recruitment and selection process which reflects best practice.
- Adhering to all relevant employment legislation.
- Encouraging equality, diversity and inclusion in all aspects of our operations.
- Attracting people who are representative of the communities in which we operate and our user groups. We particularly welcome applications from people from ethnically diverse backgrounds.
- Selecting candidates for our role who have the right skills and strengths to perform well.

## **4. Policy Implementation**

### **4.1 Approving Vacancies**

Where a vacancy arises, the decision to recruit will be subject to the agreement of the Management Committee. It will:

- Review whether there is a need to fill the role;
- Determine the responsibilities of the role and update the role description and person specification as required;
- Agree salary guidelines based on market rates and ACCT budget; and
- Approve appointment decisions.

### **4.2 Advertising Opportunities**

Our aim is to ensure that our employees are competent and qualified to undertake the roles we recruit for as safe operation of our activities is of paramount importance. Subject to this requirement, we seek to appointment people who are representative of our service users and wider community.

We will advertise all vacancies in appropriate media and within the community we serve. Adverts will be worded to encourage, as far as possible and reasonable,

applications from people representing protected characteristics to apply, and particularly people who reflect the diversity of our user groups and the community we operate in.

#### **4.3 Candidate Information Pack**

We will provide an information pack to interested candidates. This will contain:

- The role description and person specification;
- Information on ACCT; and
- Terms and conditions of employment including salary.

#### **4.4 Applications**

Interested candidates will be invited to complete a written application form, which may be submitted in hard copy or email.

#### **4.5 Shortlisting**

We will short-list applicants against their fit with the person specification for the role. As part of the short-listing process, we may conduct a screening interview by Zoom or another remote video platform.

Candidates who meet our minimum essential requirements will be invited to the next stage of the selection process.

Where possible, we will take up two references after shortlisting but before interviews. See *4.8 References* for more details.

#### **4.6 Interviewing and Selection Process**

We will decide on the appropriate selection process based on the duties of the vacant position.

##### **Interviews**

The final selection stage will include, as a minimum, a face-to-face interview with ACCT's Chair and at least one member of the Management Committee. This may take the form of a joint interview or separate interviews. In this case, the interviews will cover different elements to assess suitability.

We will make notes of the interview and the reason for selection (or rejection). Where a candidate joins us, we will retain these on file. For candidates who are not successful we will retain the interview notes for a year.

##### **Practical Assessment**

We will also conduct a practical assessment with the preferred candidate(s) for critical roles to further assess suitability. For example, for the role of skipper candidates may be required to undertake boat steering and handling activities as well as interactions with user groups.

#### **4.7 Offer of Employment**

Any offer of employment will be subject to satisfactory pre-employment checks (see *4.8 References and 4.9. Pre-employment Checks*). The offer of employment will set out the terms and conditions of employment and contractual requirements.

Permanent appointment in the role will also be subject to satisfactory completion of the probation period (see *5.2 Probation Period*).

## 4.8 References

Any offer of employment will be subject to obtaining satisfactory references as well as completion of pre-employment checks (see 4.9. *Pre-employment Checks*).

The following will apply to references:

- We will require two references, ideally from different employers, including one from the current employer. Where the candidate is not currently in employment this will be the last employer.
- Where it is not possible to obtain two employment references, the second may be a character reference.
- To amplify any written reference, we will endeavour to also obtain a verbal reference from each referee.
- We will obtain references directly from the referee. References provided by the candidate will not suffice.
- Where there are any discrepancies, we will speak to the referee to clarify any anomalies or missing employment details and retain a written note of clarification points.
- We will aim to seek references as part of the shortlisting process, where practicable. If it is not appropriate to take up a reference from the current employer at this stage, we will do so should we make an offer of employment which is accepted.

We will always ask referees specific questions about:

- The candidate's suitability for working with children, young people, adults at risk, the elderly and any other vulnerable groups;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, adults at risk and the elderly; and
- The candidate's performance and suitability for the post.

## 4.9 Pre-employment Checks

The successful applicant will be required to:

- Provide proof of identity;
- Complete a DSB (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate;
- Provide actual certificates of required qualifications or certifications, including but not limited, where appropriate, to a Certificate of Community Boat Management (CCBM) and First Aid.
- Complete a confidential health questionnaire;
- Provide proof of eligibility to live and work in the UK.

In the event of any of these checks being unsatisfactory we reserve the right to withdraw our offer of employment.

## 5. Employment

### 5.1 Onboarding

All new employees will take part in our onboarding process, which includes pre- and

post-joining activities to help them settle in and make their best contribution quickly. The onboarding content will be tailored to the role and is likely to include:

**Pre-joining:**

- Meeting members of the Management Committee, including attending one of their meetings;
- Meeting other key stakeholders or contacts in our user groups.

**Post-joining:**

- Day one readiness including access to and training in ACCT systems, e.g., booking, finance;
- Induction to include safe working practices and identification of any training needs;
- Familiarisation with all ACCT's policies. Employees will be required to sign that they have read and understood their responsibilities as set out in the policies;
- Regular meetings with the employee's line manager. This will be the Chair of ACCT or another nominated member of the Management Committee;
- Assignment of a 'buddy' to help the person become familiar with ACCT's ways of working.

**5.2 Probation Period**

Permanent appointment will be subject to employees satisfactorily completing a three-month probation period. During this period, we will hold a monthly review and provide feedback on the employee's performance, indicating areas of strength and highlighting any areas where an improvement is required.

At the end of three months, we will hold a final probation review meeting to confirm the employee's permanent appointment or otherwise.

**6. Policy Review**

We will review this policy and procedure every year and update it as appropriate.

Date policy approved by ACCT Management Committee:

Signed: Giles Eyre

Date: 10<sup>th</sup> January 2023