

## Recruitment Policy

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## A. Policy

### 1. Introduction

1.1. Lancashire Mind aims to provide a flexible systematic recruitment framework in which roles and responsibilities are clearly defined to ensure that the recruitment process is carried out in a fair, professional and lawful manner.

1.2. Lancashire Mind:

- Recognises that recruiting the right person can positively transform the organisation for the better.
- Is committed to ensuring that all applicants will only be assessed according to their capability to carry out a given job based on justifiable, objective criteria which are clearly related to the duties of the job description and the person specification and based on their skills, qualifications and experience.
- Is committed to the fair treatment of its staff, potential staff, volunteers, trustees and users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- Actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from anyone who meets the requirements of the role.
- Is committed to following safer recruitment guidelines.

This policy should be used in accordance with the Equality & Diversity Policy, Trustee Recruitment Policy, Performance Management Policy and system, Volunteer Policy and Recruitment of Ex-Offenders Policy.

### 2. Scope

**This policy applies to:**

- All prospective or existing employees, volunteers and trustees.
- Any employee or manager involved in the recruitment process.

This policy will define where it applies specifically to only employees or employees and volunteers where applicable.

### 3. Objectives

3.2. To ensure that all prospective and existing employees and volunteers are treated fairly and consistently and to eliminate unlawful discrimination of prospective or existing employees and volunteers during the recruitment process and/or during employment or volunteering.

3.3. To ensure that all prospective employees and volunteers have equal opportunity to employment and volunteering opportunities where appropriate.

3.4. To provide those with recruitment responsibilities with a framework and clear guidance on how to manage recruitment with safer recruitment at the forefront and in line with The Equality Act 2010 and The Rehabilitation of Offenders Act (ROA) 1974.

3.5. To ensure that roles and responsibilities at all stages of the recruitment process are clearly defined for all those involved.

3.6. To ensure a planned approach that is conducted on an objective basis and shows that candidates are measured against pre-determined, specific and relevant job requirements.

3.7 To ensure all new employees are adequately assessed for the position during their probationary period and in line with the Performance Management Policy and System.

3.8. To enable applicants, whatever the outcome, to feel that they have had a positive experience.

3.9. To enhance the reputation of Lancashire Mind as a positive employer.

## 4. Principles

- 4.1 The organisation will prioritise the importance of equal opportunities, both during the recruitment process and subsequently during employment. Lancashire Mind is committed to EO for all; the organisation will proactively remove barriers to employment for under-represented groups, for example, those with lived experience.
- 4.2 The organisation will ensure that recruitment is fair and transparent and based solely on the person's ability to meet the person specification for the post. Personal specifications, roles and job descriptions will be limited to those requirements that are necessary for the effective performance of the role.
- 4.3 The organisation anonymises candidate details at the recruitment shortlisting stage to ensure a fair and impartial selection process. Social media information will not be used at any stage of the recruitment process.
- 4.4 The organisation demonstrates safer recruitment practices to assess applicants' suitability for positions of trust, for example, by complying with the DBS Code of Practice. The organisation treats all applicants for positions fairly whilst ensuring that safer recruitment is prioritised due to the nature of the work of the organisation.
- 4.5 The organisation will ensure that reasonable adjustments are considered to fully support prospective and current employees to carry out their role as inline with the Equality Act 2010.
- 4.6 Lancashire Mind aims to recruit in a timely manner to ensure securing the best person for the role whilst limiting the impact on the service and existing employees and volunteers.
- 4.7 Lancashire Mind aims to retain and invest in existing staff and volunteers. The organisation will recruit for paid positions internally where possible to retain knowledge and skills and to ensure sustainability of employment.
- 4.8 The organisation wishes to provide all prospective employees and volunteers with a positive experience of interaction with Lancashire Mind, whether successfully recruited or not.
- 4.9 Lancashire Mind will treat all information that we gather during the recruitment process confidential in line with the UK General Data Protection Regulations.

## 5. Responsibilities

5.1. It is the responsibility of:

### 5.1.1. CEO

- a) To ensure the policy and procedures are readily available to all staff and prospective employees
- b) To provide support and guidance to managers on applying the policy
- c) To monitor and review the implementation and effectiveness of the policy
- d) To provide adequate resources for recruitment and ensure managers and staff are trained in the principles of safer and fair recruitment

### 5.1.2 Managers

- a) To implement the policy
- b) To support staff to understand and correctly follow the policy
- c) To recruit and manage staff in an appropriate, safe and fair manner

### 5.1.2. Staff

- a) To understand the Recruitment policy and follow procedural guidelines

**Related Policies:**

Recruitment of Ex-Offenders

Equality & Diversity policy

Recruitment Policy & Procedures

Performance Management Policy & procedures