



Recruitment Policy

1. Introduction

This policy outlines the approach of High Peak Borough Council and Staffordshire Moorlands District Council, "the Alliance", to recruitment and selection.

The document outlines:

- The approach and principles to recruitment at the Alliance
- Our commitment to offering an excellent candidate experience.
- The requirements of the Equality Act (2010) and how these apply to recruitment and selection processes.
- The Alliance's responsibilities for safeguarding and safer recruitment
- The stages of the recruitment process
- Expectations and responsibilities for those undertaking recruitment.

This policy applies to all employees of the Alliance, whether on a permanent or fixed term contract. It is further extended to third parties who may work with the Alliance to support recruitment and selection activity, such as councillors, partner organisations, external contractors and or agency workers.

Additional recruitment measures are required for recruitment at Head of Service level and above, but the spirit and principles of this policy should be applied consistently at all levels.

2. Why do we have a recruitment policy?

Through its councils, the Alliance is committed to creating and delivering high quality services which offer value to its customers and stakeholders. Maintaining its high performing reputation is a key priority and the success of this is predominantly due to our people.

We aspire to ensure that all employees see the Alliance as their employer of choice. Whether new to the organisation or an existing employee, the Alliance wants all individuals to have stimulating and rewarding job roles, where individual skills are developed and used to the best of their abilities. In return, all appointees should embody the Alliance's values and be committed to working with their follow colleagues to deliver our operational and strategic objectives.

Our recruitment policy is designed to ensure that robust and quality hiring decisions are made across all levels within the organisation. Making a new appointment is a commitment that should not be done lightly and taking reasonable time to make an informed decision is essential. The cost of a poor hiring decision is significant in terms of the impact upon the individual and the wider team, along with the time and actions required to address this. When making an appointment we want to set individuals up to succeed and thorough a measured and considered recruitment process we can achieve this.

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3. What principles do we apply to recruitment at the Alliance?

When commencing recruitment, it is important to be clear about why we are doing so and the approach that will inform our decisions. In practice this means we apply the following principles throughout the process:

- When hiring for a role we advertise explicitly for what we require and add nothing which is misleading or creates barriers for opportunity.
- We are transparent and open about the terms and conditions of any role, for example salary, hours of work, location; ensuring that all applicants can make an informed decision when applying and considering an offer of employment.
- We ensure our job descriptions and person specifications reflect the essential criteria to undertake the position, shortlisting and assessing candidates against this criteria only and nothing else.
- We ensure our assessment processes give individuals the opportunity to shine and demonstrate the range of their skillsets, taking steps to remove any barriers which may hinder them in being able to do so.
- We make appointment decisions based on who has demonstrated through assessment that they meet the requirements of the role and are the most suitable individual for the post.
- We apply our safeguarding duty throughout and where specific roles have responsibilities for adults at risk, we ensure that prospective appointees have been thoroughly assessed for suitability and that no individual commences in post until all pre-employment checks are satisfactorily completed.
- We demonstrate accountability and transparency throughout being able to articulate clearly and factually why recruitment decisions have been made.
- We declare any conflicts of interests as soon as we become aware of these to ensure integrity and impartiality within the process is maintained throughout.

4. Candidate experience

Whether an existing employee or somebody who is potentially new to the Alliance it is important that throughout the recruitment process applicants take away a positive impression of the organisation. Recruitment is the gateway through which an organisation can be seen and in a competitive job market candidates are empowered to choose where and with whom they want to commit their time and energies too.

As such we should never take for granted their decision to consider and/or choose The Alliance and that when acting as representatives recruiting managers and panel members should exemplify the Alliance and its people at its best. In practice this means:

- We treat every enquiry and application with due consideration and seriousness.
- We make fair assessments of candidates' abilities and performance using robust criteria and without prejudicial judgements.
- We encourage the best out of people through assessment and do not try to 'catch people out'.... we want them to do well.
- We are respectful of the time and energy candidates put into the recruitment process and only ask from them what we need to ensure we can make an informed decision.

- We own our decision making and can explain with evidence the outcomes we have chosen.
- When asked, we provide clear and robust feedback to candidates helping them to learn and develop.

Remember, candidates will be assessing you as much as you will be assessing them!

5. What is the Equality Act?

The Equality Act was introduced in 2010 as a single piece of legislation which replaced individual anti-discrimination laws. It sets out the different ways in which it is unlawful to treat someone with the following protected characteristics:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin.
- Religion or belief
- Sex
- Sexual orientation

The Act is considered breached if individuals with protected characteristics are subject to harassment, direct or indirect discrimination, and victimisation. In some instances, conduct and behaviours which contravene the above may also be considered criminal acts under law. It is therefore important to note that the Alliance and its representatives will fully engage with any criminal investigation and subsequent proceedings if requested to do so.

6. How does the Equality Act apply to recruitment?

The Alliance is an equal opportunities employer, and proud to be recognised as Disability Confident employer. We advocate for and expect an environment free from bullying, harassment, discrimination, and victimisation. This means that we all take seriously our responsibilities under the Equality Act and do not make any recruitment decisions which contravene this.

The Alliance recognises that policies and practices inherently have biases and barriers within them which can place individuals at a disadvantage or against each other. As such we actively take steps to remove these from our recruitment processes by ensuring that:

- We advertise our vacancies externally and widely, for a minimum of a fortnight to ensure we can attract the widest pool of candidates.
- No sensitive information is available as part of the shortlisting process and forms no part of the decision-making process.
- We actively review the specifications for our roles removing any unnecessary criteria which are not essential to undertaking the post e.g. asking for qualifications where work experience can equally demonstrate capability.

- Where any candidate demonstrates that they meet the eligible criteria for a role as outlined within the person specification they will be invited to interview.
- Candidates are given a reasonable amount of time for interview and details of the assessment process being undertaken so they have time to prepare.
- Questions at interview are objective in their approach, for example using competency-based assessments where candidates are invited to demonstrate that they meet a criteria by providing a specific example from their career.
- Interview panels are made up of a minimum of two individuals and where possible with a balance that reflects the diversity of the organisation.
- All applicants are aware at the application and invite to interview stage that they can ask for reasonable adjustments to the process which best suits their needs and allows them to perform at their best.

The Alliance will always endeavour to meet requests for reasonable adjustments when asked. These can include:

- Allowing candidates to submit their applications in a format which allows them to demonstrate their skills and experience e.g. a voice recording or video format
- Allowing additional time for any in-tray and presentation exercises.
- Providing questions in advance of the interview, for example for individuals who
 identify as neurodiverse where a stressful and time pressured interview can
 create difficulties with concentration.
- Offering a remote interview rather than in-person were travelling at peak times could be challenging for somebody who identifies as having a physical disability.
- Allowing a signer to be present for applicants who identify as deaf.

The above are not exhaustive and the Alliance will always support an approach where the individual who identifies the need leads any discussions about what is in their best interests. In the event the requested adjustments cannot be met by the Alliance than alternatives should be considered, and advice always sought from the HR team before turning down any requests.

7. What is safer recruitment?

Many of the services the Alliance provides are to adults at risk with individuals across the organisation employed directly to work with these groups. The Alliance's overall commitment to safeguarding these individuals can be found in its Safeguarding Policy which is located on the intranet.

As a reminder the definition of an adult at risk is as follows:

Adult at risk - defined 'as a person aged 18 years and over who is or who may need community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help). (Care Act 2014)'

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When making appointments where there are safeguarding elements to a role it is essential that prospective appointees are thoroughly assessed for their suitability. The Alliance therefore requires:

- All recruiting managers who have responsibility for adults at risk to have completed Safer Recruitment training before hiring for a position where there is a safeguarding requirement.
- All job descriptions and person specifications to clearly state any safeguarding responsibilities and prior knowledge and experience required.
- Advertisements for Alliance roles to clearly state our commitment to safeguarding adults at risk, especially where this is pertinent to the role.
- Where a criminal records check is required for a role this will be clearly stipulated within the advertisement.
- All applicants to declare any unspent criminal convictions at the application stage.
- All applicants are required to complete our job application form. A CV won't be accepted on its own.
- Through shortlisting, applications to be closely assessed for their suitability to work with adults at risk.
- Through interviews and assessment an extensive exploration of the applicant's suitability for working with adults at risk including identifying their attitudes and motivations for applying for the role.
- Through interviews and assessment any gaps or anomalies identified within the application are probed and satisfactorily accounted for.
- That before progressing to an offer a recruiting panel should be confident that the proposed appointee can establish and maintain professional boundaries and relationships with adults at risk; can take action to protect an adult at risk and will always act with integrity.
- All offers of employment remain conditional until pre-employment checks are satisfactorily completed.

At any stage, where a concern arises the Alliance will review each case individually, reserving the right to decline or withdraw an offer of employment where there is clear evidence to indicate that they are unsuitable to work with adults at risk.

8. The stages of recruitment

There are multiple parts to the recruitment process which are designed to ensure a robust hiring decision is made. It is recognised that the gap between a vacancy arising and a new appointee commencing in post can be lengthy and to minimise the impact upon those delivering the service there is a balance to be struck between a quality hire and the overall efficiency required for the process.

A flow chart detailing the stages of the process can be found in **Appendix 1**. The key considerations which underpin this process are detailed below and are designed to ensure recruiting managers plan thoroughly and consider all available options in helping them to make an informed decision.

Vacancies

A recruitment campaign usually arises when there is a vacancy within a team, either through somebody leaving or where funding for a new role arises. The approval process to recruit is as follows:

- Requests to recruit to an established vacancy are subject to approval of the recruiting manager.
- Requests for new positions should be submitted via a business case to the Alliance Leadership Team (ALT).

In both above recruiting managers should always consider:

- What opportunities does this vacancy offer?
- Does the role need to be backfilled?
- Is it a like for like recruitment or can the work be done differently or reallocated?
- Thinking about the previous incumbent, what worked well with the role? What would different look like?
- Thinking longer term, what is on the horizon that should be factored into decisions about how this post could be recruited?
- Does filling this post support service and business plans?
- Have any savings commitments been made within the area which recruitment to this role would impact upon?

Job Descriptions & Person Specifications

The job description and person specification for all vacancies should be submitted to Alliance HR. As good practice job descriptions should be reviewed regularly to ensure these remain accurate and contemporaneous. They should offer a broad overview of the key roles and responsibilities for a position and not be exhaustive in detail.

Before advertising for a role recruiting managers should check job descriptions to ensure:

- The job title is clear, concise, and accurately reflects the position.
- The duties stipulated are what is required and will be undertaken day to day.
- It is clearly written and can be understood i.e. plain English.
- The use of jargon, acronyms and abbreviations is minimal.
- The language used throughout is inclusive e.g., avoiding reference to specific genders such as he/she.
- Person specifications reflect the minimum essential requirements for the role.
- Non-essential requirements or 'nice to haves' are removed.
- Any safeguarding requirements are clearly stated.

If in updating a job description it becomes clear that there are significant changes to a role then these should be evaluated through the Alliance's job evaluation scheme.

Advertisement

Recruiting managers should work with the Human Resources team to draft an advert. Using their knowledge of the role and their teams, recruiting managers should ensure the advert is:

- Clear and concise in describing the candidate they are looking for.
- Compelling about the role to generate interest in the position.
- Clear about any specific requirements e.g. working unsocial hours, location requirements, safeguarding.
- Reflective of the culture and environment the Alliance aspires to.

Once finalised the Human Resources team will:

- 1. The role will be advertised internally for 14 calendar days as part of the Alliance's commitment to supporting the progression and development of its employees.
- 2. If no appointment is made internally, the role will be advertised externally for a minimum of 14 calendar days.

In some instances, the Alliance will reserve the right to run stages one and two in parallel i.e. advertising the role internally and externally at the same time. This will usually occur when it is known that the skillset for a role does not already exist within the Alliance, it is therefore prudent to move to external advertisement sooner to reduce a vacancy gap.

The Alliance will use the following forums to advertise roles to ensure these reach the widest possible audience:

- The Alliance's website
- Intranet / Job boards
- Specialist professional publications and websites, based on recruiting manager recommendation and available budget.
- The Alliance's social media channels

Applications

All applicants for a role are required to complete the Alliance's standard application form. Within this they should be able to demonstrate how they meet the essential criteria for the role. CVs are not accepted in place of the form but can be used to provide supplementary information.

Candidates who may struggle with completing an application form or CV can submit their details in an alternative format for example through a short video or audio recording. In these instances, the applicant should still be able to demonstrate how they meet the essential requirements.

Existing employees of the Alliance applying for a role should notify their line manager of their intention to do so once their application has been submitted.

The recruitment of ex-offenders is actively promoted and our policy statement on this can be found in **Appendix 2**. Only where a conviction is unspent, and this directly impacts the role being recruited to will an applicant be declined for employment.

Shortlisting

Following the conclusion of the advertising process the recruiting panel will be sent the applications and a shortlisting form from the Human Resources. For the purposes of maintaining candidate interest, recruiting managers should aim to complete shortlisting within reasonable amount of time of the advert closing.

When undertaking shortlisting recruiting managers should ensure:

- That applications are reviewed against the job description and person specification. This is the only the criteria that can be used for shortlisting.
- Where applicants demonstrate that they meet all the essential criteria for the position they should be invited to interview/assessment.
- Completed shortlisting form for all applicants along with draft interview questions should be submitted to Alliance HR.
- Where applicants are rejected at the shortlisting stage, a clear factual reason should be provided which confirms why the applicant has not met the minimum criteria.

Assessment

Following the conclusion of shortlisting, consideration should be given to the forms of assessment required for the next stages. Interviews are a traditional recruitment method which will be used in most instances, although it is widely recognised that these alone are not always the most effective method for testing individual capability.

The below are just some of the possible additional methods which can be used to determine the most suitable applicant for the role:

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- Presentation
- Psychometric testing
- In-tray exercise
- Stakeholder assessment
- Role play scenario
- An observed team exercise.
- Numeracy tests
- Values and behaviours

A combination of the above are encouraged and can be utilised for any recruitment activity with recruiting managers asked to consider the following when deciding the best assessment methods:

- What does the application form already tell me about the candidate?
- What do I not know that is critical to the role and which I need to probe further?
- What core competencies of the role have not been assessed yet?
- What are the most effective methods to ensure I get an overall picture of each candidate's skills and abilities?

A clear selection process with the most appropriate stakeholders involved will ensure that everybody's time is well spent. **Appendix 3** details further the minimum panel composition required at interviews for the Alliance along with some suggested approaches to questioning and the methods of scoring.

Outcomes

Following the conclusion of the assessment processes the recruiting manager will ideally be able to decide based upon how individuals have performed through assessment. This is the core evidence that will be used and should be the only factors drawn upon. For example, if a candidate has performed poorly due to nerves, although some allowances can be made for this, if ultimately, they have not been able to demonstrate that they meet the requirements for the role than they should not be appointed.

The decision-making process should be reasonably quick to ensure that in a competitive market we can recruit highly sought after candidates. If recruiting managers feel unable to appoint and can explain why than this is an acceptable outcome of the process. Ultimately the best hiring choices should be made, and this may mean deciding to recruit again if this better serves the longer-term interests of the team and service. If in doubt recruiting managers should seek advice from Human Resources.

When a decision has been made the recruiting manager will contact the successful candidate to confirm the outcome. The Human Resources team will issue a conditional offer letter of employment outlining the contractual terms of the role. This offer is subject to satisfactory completion of all pre-employment checks (see **Appendix 4**) and when these are finalised an unconditional offer will be made with an agreed start date. The Alliance's **Induction, Onboarding & Probation** policy confirms the procedure to follow once an employee commences.

Unsuccessful candidates will be notified of the outcomes by the Human Resources team by email. The only exception to this being where existing Alliance employees have applied for a role and have been unsuccessful. In these instances, the recruiting manager will contact the applicant as soon as possible following the decision making either in-person or via telephone to confirm they have been unsuccessful, the reasons why and to offer them the opportunity for some developmental feedback. As per the Alliance appraisal process we are committed to supporting employee's progression

and development and will always provide guidance to those who have put themselves forward for opportunities and offer them learning from the experience.

9. Expectations

For the approach and principles of this policy to succeed it requires a collective responsibility.

Recruiting managers are expected to:

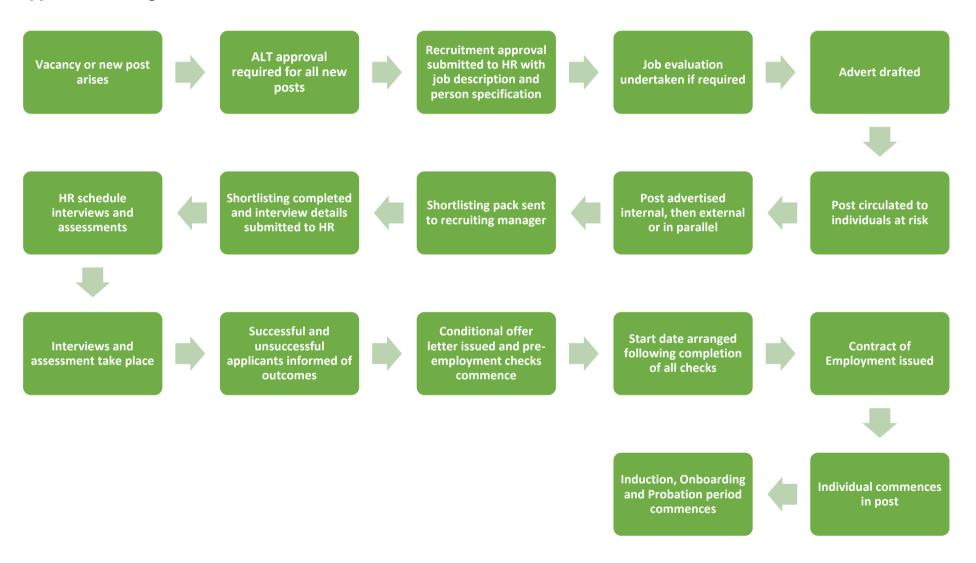
- Always follow the principles and procedures for recruitment outlined within this policy.
- Lead upon recruitment within their service areas working with the Human Resources team to provide all required documentation in a timely manner and make offers of employment.
- Ensure requests to recruit are robust and give due consideration to other factors or pressures within their service areas.
- Act in accordance with the Equality Act throughout
- Engage with any recruitment and safer recruitment training provided by the Human Resources team.
- Act with integrity throughout the process, declaring any conflicts of interest to the Human Resources team once known, for example any relationships with prospective applicants.
- Ensure those assisting with recruitment e.g. fellow panel members, are aware of this policy and the requirement to engage with this.

The HR & OD team will:

- Provide guidance to all employees, applicants, and line managers on the application of this policy.
- Attend interview panels as a representative of the Human Resource function.
- Provide insight, advice, and guidance to ensure all aspects of the recruitment process remain legally compliant throughout
- Lead pre-employment checks process, working in a timely and qualitycontrolled manner to clear new employees to start.
- Ensure effective implementation of this policy through briefings, training, and the monitoring of concerns.
- Update the policy and guidance in line with best practice and feedback.

The Alliance will also abide with all requirements in accordance with the General Data Protection Regulations (GDPR). Ensuring that information is treated confidentially and that data collection as part of the recruitment process is held securely. Information will only be accessed by, and disclosed to, individuals who are managing or partaking in the recruitment process and sensitive information only shared where this is critical to making a decision on whether to proceed with an offer employment.

Appendix 1 – Stages of Recruitment



Appendix 2 – Recruitment of Ex-Offenders (Policy Statement)

The aim of this policy statement is to state the Alliances approach towards employing people who have criminal convictions. It is also a requirement of the Disclosure and Barring Service (DBS) for registered bodies to have a policy on the recruitment of exoffenders.

As stated within this policy, the Alliance is committed to equality of opportunity for all job applicants and aims to select people for employment based on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The Alliance will therefore consider ex-offenders for employment on their individual merits. The approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Jobs covered by the Rehabilitation of Offenders Act 1974

The Alliance will not automatically refuse to employ a particular individual just because of a previous criminal conviction.

At the application stage of recruitment job applicants are asked to disclose any unspent convictions. At the interview stage job applicants will not be asked questions about spent convictions, nor will they be expected to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they applied for, the Alliance will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

Jobs exempt from the Rehabilitation of Offenders Act 1974

If the job into which the Alliance is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, it will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, the Alliance will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

If the job is exempt, the Alliance will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. Agreement will be sought from the applicant to make a joint application to the (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate).

Supporting your induction and onboarding

The cost of the check will be reimbursed by the individual for obtaining the appropriate criminal records check. Where the individual is member of the DBS updating service, the Alliance with permission will carry out a status check on any current certificate.

The Alliance is committed to ensuring all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly, and stored and handled appropriately and in accordance with the provisions of the General Data Protection Regulations. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

Appendix 3 – Preparing for Interview

Aims

The key purpose of the interview is to focus on the requirements of the job and skills needed to perform the role effectively. Some of this evidence will have been previously identified from the application form but may need to be explored in more detail at interview to gain specific information on skills and competencies to carry out the job effectively. Where there are anomalies or gaps identified on the job application form these should be scrutinised further to satisfy the recruiting panel, particularly where this is safeguarding criteria.

Panel Composition

The agreed interview panel composition at the Alliance is as follows:

Grade of Position	Interview Panel Composition
AG1 – AG6	 Head of Service/or Service Area representative (trained). Human Resources Representative.
AG7- AG9	 Head of Service and Service Area Representative (trained). Human Resources Representative

^{*}Chief Executive/Executive Directors/Heads of Service are subject to an agreed separate procedure.

Candidate & Panel Rapport

At the interview candidates should be provided with a favourable impression of the Alliance. The panel should offer further information about the post, the team they may be working with, key terms and conditions specific to the role and detail about the objectives and priorities for the Alliance. Opportunities for questions should be encouraged so that by the end of the process all parties feel clear, including confirming the timescales for outcomes.

Interview Structure

Planning and structuring the interview in advance will enable the interview panel to assess the competencies of the candidates against the skills for the job. It also ensures there is a fair and consistent approach for all candidates.

Prior to the interview recruiting managers should read the job applications of everyone along with the job description and person specification for the role to identify areas of further exploration or clarification.

Open interview questions should be used to:

- Explore facts and focus on the ability to perform the job.
- Elicit relevant information about each applicant's background, work experience, qualification, skills abilities, behaviours, ambitions and strengths and weaknesses.
- Determine 'what, which, why, how, where & when?' and to avoid yes or no answers
- Request specific examples of real situations, past experiences and behaviours and the candidate's values.

When considering applicant responses:

- Avoid making assumptions about applicants based on their subjective views and opinions, particularly where these differ to your own.
- Differences in approaches and thought processes are beneficial for creating diverse teams and to help avoid group think. Recognise and act upon any biases that may lead you to appoint the same person or somebody in your image.
- If unclear about a candidate's response to a question follow up with them and ask them to clarify, do not feel you need to move on to the next question if there is more to probe.

As a rule, do not:

- Ask hypothetical or speculative questions where there is no right or wrong answer. These are difficult to score and will often result in candidates providing answers they think you want to hear rather than demonstrating from experience what they have done.
- Ask questions which are personal, assumption based and could be interpreted as discriminatory. For example, asking a carer how they will balance full time work with caring responsibilities, when somebody without caring responsibilities would not be asked this.

Notes

Throughout the assessment process factual notes should be made which clearly detail the selection and decision-making process. These notes are legally required to be retained under GDPR legislation and are disclosable to applicants upon request.

Scoring at Interview

The essential and desirable criterion identified in the person specification is used to assess each candidate. A weighting for each criterion will be agreed by the interview panel in accordance with the relative importance of the job.

The Alliance uses the following weighting system:

Weighting	Score
High	3
Medium	2
Low	1

A record of each candidate needs to be kept on how they have been assessed against the criteria for the role. At the end of each interview panel members will mark each candidate against each criterion using the following scoring matrix:

Weighting	Score
Strong Evidence	4
Acceptable Evidence	3
Poor Evidence	2
No Evidence	1

Each criterion is multiplied by the weighting factor and added up to give the total score for each candidate. The candidate with the highest score most closely matching the person specification should be the successful applicant. The overall scoring will then be authorised by the interview panel.

The assessment form identifies the interview questions to ensure they focus on the key competences and skills that have been identified in the person specification.

Appendix 4 – Pre-Employment Checks

An offer of employment with the Alliance is conditional and subject to the satisfactory completion of pre-employment checks. As such no individual can commence in post until these are complete.

Pre-Employment Checks are in place to support and enhance the decision a panel has made. Most of the time these will be passed satisfactorily and where questions or areas of concern arise prospective new hires will be given the opportunity to offer feedback before a final decision is made to progress further.

The required checks are:

Identity and right to work in the UK verification.

Verification of identity and the right to work in the UK are the most fundamental employment checks. Undertaking this verification ensures the Alliance remains compliant with obligations set out by the Home Office and that we do not employ an individual who is unable to evidence that they have the Right to Work in the UK.

Furthermore, ID checks ensure we reduce the risk of employing:

- An impersonator
- Individuals avoiding the detection of a criminal offence.
- Individuals using illegal means to obtain genuine documents to gain employment.

Right to work in the UK checks will be undertaken for all prospective employees. Documents that are acceptable evidence of someone's right to work in the UK and are split into two lists and **original documentation** must be provided using one or a combination of documents from List A or List B:

List A	Documents showing ongoing right to work in the UK
List B	Documents showing right to work in the UK for up to 12 months

List of acceptable documentation contained in List A and List B are contained in the Home Office Guidance.

Identity verification will be undertaken by the Post Office (ID checking service). Guidance on how to do this can be found at the <u>Post Office ID Service</u>. Applicants will pay the initial fee and will be reimbursed once roof of ID verification has been received from the post office.

Please note, that where individuals only have a temporary or limited time to work in the UK, they are responsible for updating the Alliance as soon as possible should there be any changes to their Right to Work status.

References x 2

A minimum of two references are required and should cover the current or most recent employment or education history. Where there are gaps which cannot be account for or verified by reference this should be further explored.

References must be from authorised individuals such as:

- The individual's current line manager
- A HR Service if the individual's employer only provides factual references.
- A representative from the Department of Works & Pensions if the individual has been receiving Job Seekers Allowance
- A teacher or lecturer if the individual is still in or has only recently left education.

Verbal references are not acceptable.

Occupational Health Clearance

All applicants will be required to complete a pre-employment questionnaire to verify medical fitness based against the requirements of the job role they have been appointed to. The check is also a mandatory requirement for entry into the Local Government Pension Scheme.

The assessment will take into consideration any pre-existing health conditions and make recommendations to the Alliance about adjustments that may be required in line with the Equality Act (2010). The Alliance takes this responsibility seriously and will only ever withdraw an offer of employment if in discussion with the new appointee the required reasonable adjustment cannot be met and where alternatives have been considered, including trial periods and exhausted.

Disclosure and Barring Checks (DBS) - for select roles.

The level of DBS check is determined by the activities and the type of access to all service users the employee will have when carrying out their role. There is a legal responsibility to ensure positions that are eligible in accordance with the Rehabilitation of Offenders Act (1974) (Exemptions) Order 1975 (ROA) undergo a relevant check. Where a post is not exempt from the (ROA) it is illegal to carry out a DBS check.

DBS checks for the Alliance are undertaken by Personnel Checks and the Alliance's DBS policy can be found on the intranet.

Qualification/Professional Membership verification

Where an applicant has stated on their application form, they have achieved qualifications and/or professional memberships, **and** these are a requirement of the role they must provide original documentation to verify these.

Supporting your induction and onboarding

Professional memberships, where these are a requirement of the role, will be checked with relevant professional bodies registers. Individuals are required to maintain the requirements of their professional registration throughout their employment with the Alliance offering financial support for this. In the event their registration or membership lapses, or if they are suspended or under investigation by their professional body, they are immediately required to notify their line manager of this.

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