# Recruitment Policy

## 1. Introduction

1.1. This policy covers Somerset Cricket Foundation's internal and external recruitment process. It is designed to ensure that our recruitment is fair and lawful and that it leads to the right people being appointed to the right roles.

## 2. Purpose

2.1. Somerset Cricket Foundation are an inclusive organisation which encourages applications from across society. We are committed to building a workforce of capable and committed people from all walks of life.

2.2. Staff who are involved in our recruitment receive training, including in equality and diversity.

2.3. We do all we can during our recruitment process to make sure that job applicants (people who send us job applications), job candidates (those whose applications we take through to subsequent stages) and general job seekers are not disadvantaged in connection with a protected characteristic such as age, disability, sex, race, marital status, gender reassignment, pregnancy and maternity, sexual orientation, religion or belief.

2.4. Our recruitment decisions, including speculative approaches and internal promotions and transfers, are based on non-discriminatory and as far as possible, objective criteria.

## 3. Scope

3.1. This policy applies to all employees directly employed by Somerset Cricket Foundation and those people applying for jobs with us through our recruitment process set out in this policy.

## 4. Equal Opportunities

4.1. The Recruitment policy must always be applied fairly and in accordance with employment law, our Equal Opportunities Policy, and Data Protection Policy.

## 5. Responsibilities

5.1. The role of the Managing Director is to ensure that agreed staffing policies and systems of infrastructure are in place and operating effectively to ensure that the legal requirements of the Company are met.



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5.2. External advice may be sought regarding matters concerning this policy.

**The Recruitment Process**

## 6. Defining the role

6.1. When we need to recruit, we will carefully consider what the role involves. We will review and may update an existing job specification to make sure that it properly reflects the day-to-day duties and responsibilities involved.

6.2. We will list the qualifications, skills, attributes, knowledge, and expertise that we are looking for ('the person specification').

6.3. If we think that the role could work as a part-time, job-share or other type of flexible working arrangement, we will take that into account when we are recruiting.

## 7. Our job adverts

7.1. Job adverts are prepared by the relevant manager.

7.2. Our job adverts comply with equality law. In particular, we don't use wording that could discourage applications from some groups in society.

7.3. We may decide to advertise a vacancy internally and externally or both**.** When we advertise internally, we aim to ensure that employees who are absent because of long-term sickness or maternity leave (for example) are told about the vacancy and are given the same opportunity as their colleagues to apply.

7.4. Where we have employees who are "at risk" of redundancy we will ensure that they are made aware of all existing vacancies and keep them informed of any new vacancies that arise during consultation.

7.5. We also ensure that employees on fixed term contracts and agency workers engaged by us have access to any vacancies which become available with us.

7.6. We advertise vacancies in places that are accessible to as wide a pool of potentially interested job applicants as possible.

## 8. Your job application



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8.1. If you need information such as an application form, job specification or person specification in an accessible format (large print, for example), ask us. As long as your request is reasonable, we will do that.

8.2. We will not ask you to disclose details of criminal convictions unless that would be justified based on the role you are applying for. If we do ask for this disclosure, we will be clear about what you need to tell us.

8.3. We won't ask you about your health before making a job offer unless that is necessary and we:

- need to know about any reasonable adjustments that should be made to the recruitment process (that information is kept separate from the application form);
- need to establish if you would be able to carry out an intrinsic part of the job;
- need to check if you have a particular disability where that disability is an occupational requirement of the job;
- are monitoring diversity (see **8.4** below);
- want to take positive action in respect of disabled people; or
- have to ask health or disability-related questions because of a legal requirement.

8.4. As part of our equal opportunities monitoring, we may ask you to answer questions about yourself, including about your race, physical or mental health, and sexual orientation. This is for monitoring purposes only and to help us to identify any inequalities in our organisation. It's personal information, so we handle it very carefully and we store it separately from application forms. It is not taken into consideration when we are deciding whether to take an application forward in the recruitment process. That includes when we are deciding whether to offer you the job, and the terms of any offer.

8.5. You do not have to give us all or any of the information we collect for equal opportunities monitoring. Whether an applicant does or does not complete a monitoring form has no bearing whatsoever on our recruitment decisions.

## 9. Shortlisting

9.1. Our processes are fair and must be seen to be fair. If a member of staff involved in the recruitment process has a conflict of interest, they should immediately tell the recruiting manager or their manager. A conflict of interest could include a relationship or friendship with a job applicant.



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9.2. Shortlisting will be carried out by more than one person.

9.3. We treat all applications confidentially and assess each by applying a pre-agreed scoring system that is based on the job specification and the person specification.

9.4. We may use one, or any combination, of the following as part of our shortlisting process, with reasonable adjustments for disabled applicants where necessary:

- Selection tests
- Presentation skills assessment
- Assessment centres
- Telephone interview
- In person interviews

9.5. We will contact the successful and unsuccessful applicants as soon as possible after making our decision about who to take forward to interview.

## 10. Interviewing

10.1. If we interview you, we will give you as much notice as possible of the date for your interview.

10.2. We will try to accommodate your needs around the timing and format of interview(s) and will make reasonable adjustments for disabled candidates.

10.3. Interviews will be carried out by the relevant manager. If a second round of interviews is needed, we may decide to include a member of senior management on the interview panel.

10.4. Interview questions will be based on the job specification, person specification, your application form and (where relevant) your selection test results. Questions will be as objective as possible, and you will be scored objectively based on your answers.

10.5. If we do not identify a suitable candidate, we may decide to re-advertise the vacancy or a different version of the vacancy.

## 11. Managing unconscious bias in the recruitment process.

11.1. Our brains make judgements every day by processing information at a rapid speed, we interpret the information that we receive to make judgements and



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influence actions. This is not a conscious activity, but it can cause us to treat people differently. This is what is meant by unconscious bias.

11.2. We recognise that unconscious bias is not something that can be prevented; it is human nature. However, we can ensure that those involved in the recruitment process are aware of it and we can assist them to step back and assess their decisions for the presence of any unconscious bias. To assist with this, we will:

- Provide Equal Opportunities training to those involved in recruitment, which will include training on unconscious bias and how to avoid it.
- Ensure that recruitment decisions, where possible, are not made by one individual.
- Standardise aspects of our recruitment processes to ensure that candidates are judged on objective criteria and standards.

## 12. Making a job offer

12.1. We will write to the successful candidate with an offer. That offer will include details of the terms and conditions of employment. We will explain how to accept our offer, including the timescale for that response.

12.2. A job offer will usually be made subject to certain conditions. These include one or more satisfactory references, proof of professional qualifications, and confirmation of the right to work in the UK. We may also decide to make an offer conditional on a satisfactory medical examination and/or the results of any other specific checks that it is reasonable, necessary, and proportionate for us to carry out.

12.3. When it comes to seeking references, we will decide whom we wish to contact for a reference, although we will only contact them with your consent.

12.4. We will give feedback to unsuccessful candidates who ask for it.

## 13. Starting a new job

13.1. We aim to introduce you to your new role as smoothly as possible. Your manager will give you all the necessary information and guidance for that to happen.

13.2. You will usually have to complete a probationary period. It's to make sure that you and we are happy for the employment to continue.



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## 14. Data protection

14.1. During the recruitment process we will need to collect, handle and store various data about you as explained in our **Applicant Privacy Notice**. This is likely to come from different sources including:

- your application form and covering letter.
- your CV.
- your assessments.
- notes of your interview.
- employer references.
- results of pre-employment checks.

14.2. We will only collect data that is relevant to the recruitment decisions we need to make.

14.3. We will only take up references on you with your consent, and if that consent is not provided the offer will be withdrawn.

14.4. Relevant data will be held confidentially, stored securely, and retained for only as long as necessary, in line with our Data Protection and GDPR Policy.

14.5. Only information that has a bearing on the employment relationship will be transferred to your personnel file.

14.6. In accordance with our Privacy Notice for applicants**,** external unsuccessful applicants will be asked if they wish us to retain their personal details on file for consideration against future vacancies.

## 15. Complaints and enforcing this policy

15.1. If you are an employee of ours and believe that you have been discriminated against in breach of this policy, you should speak with your manager. You may want to take the formal step of raising a grievance, in which case you should follow our Grievance Policy.

15.2. External candidates who are unhappy with the way we have handled their application can raise this with the Managing Director.

15.3. If you are found to have breached this policy by unlawfully discriminating against someone during the recruitment process, we may consider that to be misconduct.



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We might deal with it by providing (additional) training, issuing a warning or, in serious cases, considering dismissal.

16. **Review**

16.1. This policy does not form part of an employee's contract of employment and the Company may amend it at any time.

16.2. Should you have any feedback on this policy, please contact management.

16.3. History of Policy Changes

| Date | Page | Details of the change | Agreed by |
|---|---|---|---|
| **February 2021** | All | New Policy | |
| **October 2024** | All | 2024 Policy Refresh – Additional wording inserted at 2.3, 7.4 and 7.5. New section Unconscious Bias added at Section 11. | Jon Bendle |



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