

Recruitment and Selection Policy and Procedure

Contents

1. Aim	1
2. Principles	1
3. Scope	2
4. Vision and Values	2
5. Recruitment Process	2
6. Right to Work/Pre-employment checks	3
7. Line Management Responsibilities	4
8. Data Protection	6
9. Appeals Procedure	6
10. Monitoring and Review	6

1. Aim

This document sets out Cambridgeshire and Peterborough Combined Authority's (CPCA) policy on recruitment and selection. CPCA is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation (protected characteristics).

The policy includes information about the process, job descriptions and employee specifications, assessment criteria, interviews (both remote and onsite), management responsibilities, employing people from abroad, equality and diversity, and data protection.

2. Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Selection tests, when used, should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- Selection tests should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- Interviews will assess candidates against job-related criteria only.
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the workplace/station/premises

Recruitment and Selection Policy and Procedure

as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.

- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

3. Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for CPCA, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment.

4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. Recruitment Process

We always aim to recruit the person who is most suited to the advertised role. We recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience, and skills are assessed at the level that is relevant to the job.

The recruitment process should be followed in accordance with the following steps:

Authority to recruit

A line manager who wishes to recruit someone must first complete a Change pro forma which should be approved by the Head of Department and finance and forwarded to HR. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically.

If the line manager wishes to upgrade a role, or create a new role, they must provide HR with justification, focusing on organisational needs.

Job Descriptions and Person Specifications

Job description should be produced with full details of the position, reporting line, duties and responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications, and competencies of the jobholder should be laid out in the person specification.

Political Restrictions

The post should be assessed as to whether it should be politically restricted before the advertisement is

Recruitment and Selection Policy and Procedure

placed and agreed by the hiring manager.

Job Advertisements

Hiring managers should send their proposed advertisement based on the job and person specifications and/or competency profile through to the HR Department. Internal vacancies will be posted on the website. For external positions, a variety of advertising mediums will be used. Positions may be simultaneously advertised internally and externally.

Applications

Applicants are encouraged to apply via the electronic application process.

Shortlisting

All application will be pre-screened by the HR department and applicants that meet the specified criteria will be sent to the relevant recruiting manager. Internal applicants' details will automatically be sent to the recruiting manager.

Interviews

Prior to the interview candidates will be provided with information about the organisation, role, and responsibilities.

The CPCA standard Behavioural questions template will be adapted by the recruiting manager and the HR department based on the job description and person specification/competency profile, and the outcome recorded on the template scoring sheet.

In some cases, interviews may be held remotely via online video call. Video interviews are conducted using Zoom/Microsoft Teams/Teams/another video conferencing platform. The responsible line manager should in advance provide the interviewee with details of how the interview will be conducted.

Line managers must make a record of every recruitment interview using the form. All interview documentation must be returned to the HR department for secure storage where it will be retained for six months. Only those that require access for specific and authorised purposes will be able to access this information.

Induction

HR will send out a copy of the employment terms and conditions and all related documents that need to be completed to the new joiners. All new starters will receive a timetable for their successful induction into the organisation. It is mandatory for all employees new to the CPCA to attend the induction within the first 3 months of employment.

6. Right to Work/Pre-employment checks

Upon selection of a suitable candidate the recruiting manager will consult with the HR department to identify the appropriate starting salary within the agreed grade range.

The HR department will manage all offers to successful candidates. The Departmental Director and Head of HR must approve all offers made to successful candidates. Under no circumstances should recruiting managers infer to a candidate the outcome of the selection process.

Recruitment and Selection Policy and Procedure

All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK and other relevant checks where applicable i.e., DBS.

The organisation will not employ an individual unless they have a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the organisation being able to carry out a check on the Home Office online right to work service confirming their right to do the work in question. For the organisation to be able to conduct an online check, the candidate must have shared their right to work details with the employer using the Home Office prove your right to work to an employer online service.

All pre-employment checks will be carried out by the HR Department.

In the event that an individual has time-limited permission to live and work in the UK, they will be required to provide evidence of their renewed right to live and work in the UK prior to the expiry of that time-limited permission. Alternatively, if applicable, the organisation will carry out a check via the Home Office online right to work service, on or before the expiry date of the relevant current permission.

If a successful job candidate is unable to provide evidence of their right to do the work in question, and a Home Office online check, if applicable, fails to confirm the right to do the work in question, the organisation will withdraw the job offer.

If it appears to the organisation during the course of an employee's employment that they do not have the right to work in the UK, the organisation will conduct an investigation into the circumstances. If it is established that the employee does not, or does not appear to, have the right to work in the UK, the organisation may terminate the employee's contract of employment.

Points-based system

The organisation will comply with the requirements of the Home Office's points-based system for employing foreign workers. Where a worker who is subject to immigration control and who does not already have the right to work in the UK, is to be recruited, the HR department/department manager will take steps to assess whether or not sponsorship is appropriate.

In relation to eligible foreign workers who are to be recruited into the organisation; the organisation will issue a certificate of sponsorship to such workers.

7. Line Management Responsibilities

Line managers are responsible for recruitment in conjunction with the HR department. Line Managers who wish to recruit must first complete the **Change Pro-forma** with sign-off from the relevant committee, HR and Finance. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically but approval must still be sought. If the line manager wishes to upgrade a role or create a new role, they must complete Change Pro-forma with justification focusing on organisational needs.

In the event that a department manager becomes concerned that an employee in their department is working in the UK illegally, they should report the matter to the HR department, giving reasons for the concern. The HR department will investigate the matter further.

Recruitment and Selection Policy and Procedure

Recruitment and Selection Policy and Procedure

8. Data Protection

We process all personal data collected during the recruitment process in accordance with our Data protection policy.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with the organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the organisation's Disciplinary procedure.

The organisation will ensure that individuals' personal data collected during the recruitment process, including information about racial or ethnic origin, is managed in accordance with the CPCA's Data Protection policy.

9. Appeals Procedure

Employees who have concerns about any aspect of this policy or its operation should use CPCA's Grievance Policy and Procedure.

10. Monitoring and Review

The CPCA HR team will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy, and effectiveness. Any improvements identified will be made as soon as possible.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved.

Comments, suggestions, and queries should be addressed to the CPCA HR Team.

This policy does not form part of any employee's contract of employment, and it may be amended from time to time.

Recruitment and Selection Policy and Procedure

Governance

Recruitment and selection policy and procedure

References:

Data Protection Act 2018
Immigration, Asylum and Nationality Act 2006.
Equality & Diversity Policy
Data Protection Policy

Issue date:	2023
Version number:	4
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy has been formulated to provide general guidance and policy advice to staff and managers about Recruitment and selection policy and procedure
Type of document:	Policy & Procedure
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document? (Job title):	HR Team
Why is this document being reviewed?	Review of existing Policies and Procedures
Mandatory Read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
4		Changes made in line with legislative references	2023