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## A. Policy

### 1. Introduction

- 1.1. Lancashire Mind aim 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.
- 1.3. Lancashire Mind 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.
- 1.4. Lancashire Mind 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. The organisation actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.
- 1.5. Due to the nature of the work of Lancashire Mind, the organisation is committed to following safer recruitment guidelines.
- 1.6. This policy should be used in accordance with the Equality & Diversity Policy and Recruitment of Ex-Offenders Policy.

### 2. Scope

#### **This policy applies to:**

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

### 3. Objectives

- 3.1. To demonstrate that recruitment has been conducted fairly through a consistent and uniform approach for all.
- 3.2. To ensure that all prospective and existing employees are treated fairly and consistently and to eliminate unlawful discrimination of prospective or existing employees during the recruitment process and/or during employment.
- 3.3. To ensure that all prospective employees have equal opportunity to employment 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 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 starters are adequately assessed for the position.
- 3.8. To enable applicants, whatever the outcome, to feel that they have had a positive experience.
- 3.9. To enhance the reputation of the 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. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job.
- 4.3. Lancashire Mind 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 organisation.
- 4.4. The organisation will ensure that reasonable adjustments are considered to fully support prospective and current employees to carry out their role.
- 4.5. Lancashire Mind aims to recruit in a timely manner to ensure securing the best person for the job whilst limiting the impact on the service and existing employees.
- 4.6. Lancashire Mind aims to retain and invest in existing staff. The organisation will recruit internally where possible to retain knowledge and skills and to ensure sustainability of employment.
- 4.7. The organisation wishes to provide all prospective employees with a positive experience of interaction with Lancashire Mind, whether successfully recruited or not.

## 5. Responsibilities

**5.1.** It is the responsibility of:

### **5.1.1. Lancashire Mind**

- 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

For related policies and procedures including the Recruitment of Ex-Offenders policy and Equality & Diversity policy, look in the Policies folder on Lancashire Mind's SharePoint site in Office 365.