



RECRUITMENT POLICY

This Policy is Applicable for all D&S IFCA Employees

July 2021

Version 1.0

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Version Control

Date	Version	Comments
28 th June	Draft 0.1	Template Policy Provided by Devon County Council
1 st July 2021	1.0	Refined by D&S IFCA's Senior Management Team for presentation to Authority Members with supporting Officers' paper.

1. Policy Statement

It is D&S IFCA's (D&S IFCA) policy to ensure a consistent and fair approach to recruitment and selection of employees, apprentices and interns across the organisation, to integrate equality objectives into its work, to provide a framework to assist recruiters in meeting their legal obligations and to ensure as an employer of choice; D&S IFCA follows best practice.

D&S IFCA aims at all times to recruit the person who is most suited to the particular job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies and will follow the process set out in section 7.

2. Scope

This policy applies to the recruitment of all employees of D&S IFCA. Recruitment of apprentices and interns must be in line with the organisation's recruitment policies and procedures and all appropriate recruitment checks made including Baseline Personal Security Standard screening.

3. Principles

With increasing competition and the importance of retaining well qualified, motivated staff, it is vital that we aim for D&S IFCA to be an employer of choice.

As a consequence, D&S IFCA will:

- Strive to be a modern, improving, and inclusive organisation that enables us to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of the service and contribute to the organisation's success.
- Be open and transparent and appoint on merit.
- Value our existing employees and help them realise their potential.
- Give appropriate and proper consideration to all applicants.
- Work towards developing a team that in its diversity can provide an appropriate and professional service to all its stakeholders.
- Actively engage with all fishing sectors and relevant parts of the community.
- Use flexible working arrangements wherever possible.
- Ensure that assessment techniques and tests are free from any bias that might unlawfully discriminate.
- Enable applicants, whatever the outcome, to feel that they have had a positive experience and provide feedback to all short-listed candidates.
- Monitor and review our performance regularly, compare it with other employers, and update our procedures accordingly.
- Undertake exit interviews to capture and understand why members of staff are leaving D&S IFCA.

4. Equality and Diversity

D&S IFCA recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We aim at all times to recruit the person who is most suited to the job. D&S IFCA will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or any other irrelevant factor in any aspect of employment.

5. Legislation

Legislation specifying employment rights:

- Employment Rights Act 1996
- Employment Act 2002

- Equality Act 2010
- Fixed Term Employee Regulations 2002
- Part-time Workers Regulations 2000 (Amendment) 2002
- Immigration Act 2016, Part 7- Fluency Duty

The Equality Act is supported by a Code of Practice that sets out good employment practice and guidance on how to ensure compliance with legal requirements. Although not legally binding, the code will be considered by employment tribunals as evidence of good employment practice. The Code of Practice can be found on the Equality and Human Rights Commission website and will be amended from time to time.

Within the Equality Act 2010 there is provision for employers to take positive action in recruitment and promotion. Positive action provisions mean that it is not unlawful discrimination to take special measures aimed at alleviating disadvantage or under-representation experienced by those with any of the protected characteristics as stated in section 4 above.

For more information about Equality Legislation please see the Equality and Human Rights Commission website. The Immigration Act 2016, Part 7 - Fluency Duty was introduced in November 2016 and requires Public Sectors to ensure that its employees in customer facing roles speak fluent English language to the appropriate standard, so that a high-quality service can be provided to the public.

6. Commitments

D&S IFCA is committed to ensuring that:

- All applicants are treated fairly throughout the recruitment process to ensure that no applicant is discriminated against in line with Section 4 above.
- At least one person on the interview panel is experienced in Recruitment & Selection, to ensure consistency, equality and fairness.
- Each candidate will be scored across the same required specifications and will be asked the same questions by the interview panel.
- The Chair of the Authority, in discussions with the Chief Officer (where appropriate), will determine who sits on the interview panels.
- Interview panels for roles above Senior Officer Grade will consist of at least three people including at least one Elected or General Member.
- Interview panels for internal candidates (Senior Officer Grade and below) will normally consist of three people but with a minimum of two.
- Interview panel members for customer facing roles will ensure that the Fluency Duty regarding English language requirements are assessed strictly to the required standard for the role and ensure that they do not discriminate based on a worker's race, nationality, ethnic origin or disability.
- All pre-employment checks are carried out in a timely manner to ensure that the D&S IFCA, its stakeholders and staff are not at risk.

7. Recruitment Process

a. Fixed and Permanent Roles

D&S IFCA will encourage existing members of staff to apply for any vacancy that arises within the organisation. It is intended that this approach will motivate staff to improve their skills and knowledge by actively seeking Continuous Professional Development (CPD) opportunities.

At the same time D&S IFCA wants to ensure that it has the most dynamic, competent and forward-looking team that it can and will ensure that the opportunity to strengthen the team is taken by

advertising internally and externally for roles at Senior Officer Grade (National Joint Council's 2021 spinal point 28¹) and above.

Where a role, below Senior Officer Level, is offered internally, all candidates will be interviewed. If no internal candidate satisfies the panel that they are suitable for the role, D&S IFCA will offer the role externally.

b. Acting Roles

D&S IFCA will encourage existing members of staff to apply for any acting role vacancy that arises within the organisation. Generally acting positions are short term and therefore recruiting from within the organisation is likely to be less disruptive and more cost efficient for the Authority. It also provides an internal candidate valuable experience, which will enhance their CPD.

End.

¹ NJC Spinal point 28 represents the starting salary for Senior Officers in July 2021.