



## Recruitment and Selection Policy

### Applicability Statement

This policy applies equally to all those undertaking work on behalf of both Sussex Cricket Limited and the wholly owned subsidiaries, the Sussex Cricket Foundation and Sussex Cricket Estates Limited, hereafter jointly referred to as the 'Organisation'.

### Policy Statement

The recruitment and selection decision is of prime importance to ensure that the Organisation selects the best possible person-to-job fit, which will ultimately contribute significantly towards the Organisation's success.

The Organisation is committed to applying its Equality, Diversity and Inclusion at all stages of recruitment and selection. Short-listing, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.<sup>1</sup>

The Organisation will adopt an anonymised selection process for senior roles.

### Purpose and Scope

The Recruitment and Selection Policy will outline the procedures for recruitment and selection in a way that is:

- Fair and consistent;
- Conforming to the Equality Act 2010 and agreed best practice.
- Bound by the ECB's Anti-Discrimination Code.
- Complaint with the ECB 'Safe Hands' policy.

### Safeguarding

The Organisation will follow safer recruitment practices as described in ECB's "Safe Hands" policy.

When the role applied for is in "regulated activity" \*\* employment will be subject to an enhanced DBS check and there will be safeguarding elements within the application & interview stages.

Successful applicants for all roles will be required to attend a 1:1 Safeguarding Induction with the County Safeguarding Officer and subsequent safeguarding training.

\*\*“Regulated activity” is defined in the Protection of Freedoms Act 2012.

## **Policy Details**

### ***Recruitment***

The Organisation’s policy is that Line Managers are responsible for recruitment in conjunction with the People Director. A Line Manager who wishes to recruit someone must first obtain approval from the Chief Executive. This approval must also be sought where recruitment is planned to fill a vacancy created by a leaver. If the Line Manager wishes to upgrade a post, or create a new post, justification for this must also be presented, particularly where the budget is impacted.

Before embarking on the process of recruitment, the Line Manager, in conjunction with the People Director, must ensure that there is an up-to-date job description for the post and a clearly drafted person specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, whilst the employee specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

The Organisation will advertise vacancies externally if the appointment has not been filled by an appropriately-skilled internal candidate. The proposed advertisement must be submitted to the People Director for approval. The People Director will action the advertising of a position as necessary.

Line Managers, in discussion with the People Director, will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview (all paperwork) must be retained by the People Director for a period of six months. On no account should any job offer be made during or at the end of an interview.

The Organisation aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the employee specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

### ***Selection***

Once a candidate has been selected and an offer has been made, both verbally and in writing, it is the Organisation’s practice to seek the successful candidate's consent to gain two written references. Any offer of employment will be conditional to satisfactory (to the Organisation) references and proof of the right to work in the UK.

The successful candidate must provide suitable evidence of their Right to Work in the UK in the form of one of the following:

- UK passport - out of date or in date; or
- In date passport with relevant visa-in date; or
- Full A4 birth certificate with National Insurance (NI) Card; or
- Valid Home Office Documents; or
- If applicable, workers’ registration scheme + NI card.

Failure to provide the appropriate documentation may result in the offer being withdrawn.

### **Breaches of Policy**

Please see the Organisation's Equality, Diversity and Inclusion Policy and the ECB's Anti-Discrimination Code. In line with the Equality Act 2010, all job applicants are protected against discrimination on the grounds of sex, race, age, religion, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, religion or belief and sexual orientation (protected characteristics).

Any candidate who is treated in a discriminatory way at a selection interview, or who is rejected for employment on grounds of any of the outlined protected characteristics, may bring a complaint of discrimination to an employment tribunal, provided that the claim is lodged within three months of the date of the alleged discriminatory act.