



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.¹

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.

Recruitment Policy

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 and People Director. 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. In all cases, a New Starter Checklist (see appendix 1) must be completed to ensure that the relevant checks and approvals have been completed, including safeguarding.

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.

APPENDIX 1

Recruitment Checklist

Please complete this checklist for all new roles. This document needs to be sent from the departmental head to Sam Holder giving as much notice as possible.

Contracts must be issued ahead of the person starting.

	Details
Job Title (please attach job description)	
Will this role be advertised? If no, why not?	YES/NO
Please specify type of contract zero hours/permanent/fixed-term/self-employed** **this will need to be decided by Sussex Cricket payroll completing the online Government CEST tool)	
Has the budget for this role been agreed with the Chief Executive, Finance Director and departmental manager?	YES/NO
Does this role have any involvement with young people under the age of 18 or anyone with a disability or other vulnerability? If 'Yes': please contact Nick May, County Safeguarding Officer (nick.may@sussexcricket.co.uk) for safeguarding content in advert and interviews If you are unsure, please contact Nick May	YES/NO

Job Offer Checklist

This blue highlighted sections should be completed by the hiring manager and forwarded to Sam Holder once the successful candidate has been selected.

The red highlighted sections will be completed by the People Department and County Safeguarding Officer

	Details
Name of New Starter	
Home Address	
Personal email address	
Start Date	
End Date (if fixed term)	
Specific details of hours, days of the week	
Pay rate If hourly, day rate will need to break down holiday pay (discuss with the Finance department).	Salary/day rate/hourly
Does this role have any involvement with young people under the age of 18 or anyone with a disability or vulnerability? If you are unsure, please contact Nick May, County Safeguarding Officer	YES/NO

<p><u>Documents sent to new starter:</u></p> <p>Contract</p> <p>Data Protection policy</p> <p>GDPR policy</p> <p>Sussex Cricket starter form</p> <p>HMRC starter form</p> <p>Job description</p> <p>Drivers policy</p> <p>Anti Corruption document</p> <p>Confidentiality document</p>	<p>Date sent:</p> <p>Date documents returned:</p>
<p><u>References</u></p> <p>1st reference sent:</p> <p>1st reference returned:</p> <p>2nd reference sent:</p> <p>2nd reference returned:</p> <p>Confirmation all references satisfactory:</p>	
<p>Business insurance requested</p> <p>Business insurance document seen:</p>	
<p><u>Right To Work Checks</u></p>	

<p>Passport seen (need to see original on/before 1st date of employment):</p> <p>Copy taken, added to ID documents on Breathe & filed in personnel folder:</p> <p>Any visa/right to work document required?</p> <p>If so, add to Breathe & reminders set for expiry:</p>	
<p>Timesheet sent to individual, if appropriate</p>	
<p>Induction booklet sent to starter</p>	
<p><u>Breathe</u></p> <p>Starter added to Breathe</p> <p>Completed contract and all starter documents added to Documents on Breathe</p> <p>Reminder added to send welcome email on their 1st day</p> <p>Induction tasks added to Breathe:</p> <p>Safeguarding</p> <p>EDI</p> <p>Reminders set to check completion of induction tasks (2 weeks from start date)</p>	
<p>IT Starter form completed & sent:</p>	

Staff season ticket requested: (if applicable)	
<u>Policies sent via Breathe:</u> EDI Social Media Health and safety Code of Conduct Safeguarding Expenses Working from home risk assessment Office workstation assessment	

Checklist reviewed and signed off upon completion by:

Signed:

Nick May

County Safeguarding Officer

Signed:

Sam Holder

People Director