

Recruitment and Employment Policy

Purpose

The purpose of this policy is to set out the principles and approach the Trust takes to recruiting and selecting staff to meet the ongoing needs of the organisation. It builds on our core values and reflects the nature of what we do, which relies totally on the skills and talents of our people to deliver continued success.

Scope

The Trust needs to have the right mix of skills and capabilities to meet our aims and objectives, and our recruitment process and activities supports this. All applicants are treated fairly regardless of age, gender, race, disability, sexual orientation and religion or belief. This policy applies to the recruitment of all employees into the Trust. Employees are defined as those individuals who have a Contract of Employment (Employment Agreement) and conditions of employment regulated by the Trusts employment policies and procedures.

Key Principles

The purpose of the Trust's approach to recruitment and selection is to provide the organisation with suitably qualified, experienced, and competent people to meet the needs of the organisation in the most efficient and cost-effective way. The Trust will take active efforts to recruit individuals from the communities we serve, valuing their lived experience in our work alongside other forms of human wisdom, and in line with our mission prioritising young people wherever possible.

The Trust is committed to the development of its employees and actively encourages career development, learning and progression and offering opportunities for internal progression wherever possible.

All recruitment activity is compliant with the prevailing legislative requirements and relevant codes of practice and the statutory responsibilities on employers to comply with the UK Border Agency and Immigration Regulations.

Our Safeguarding Policy sets out our high expectations of all who work with the Trust and ongoing employment is conditional on the ability to satisfy the appropriate DBS and reference requirements.

Commencement of Employment

At the commencement of employment, new employees will be asked to complete new starter documentation and hand in any other formal documents such as P45, bank details, together with verification sight of original documents such as Passport/Drivers Licence/Birth Certificate used for DBS/Reference Checks. The team will organise an appropriate induction.

Although the Trust does not apply a formal probationary period, to ensure that the new employee is settling in, after the individual has been with the Trust for approximately three months, the relevant manager will initiate an early appraisal of performance and competence to date. Any issues, further development or training not already underway can be agreed accordingly.

Related Links

The following links are related to this policy:

- Equality & Diversity Policy
- Safeguarding Policy
- UK Border Agency (UKBA) – <http://www.ukba.homeoffice.gov.uk/employers/>
- DBS Check – www.gov.uk

Pay Policy

Remuneration

- Your annual basic starting salary per year is set out in your Employment Agreement. One twelfth of this annual salary will be paid monthly in arrears on or about the last working day of each month directly into your bank or building society account, by our payroll provider. These payments are subject to normal statutory and employee authorised deductions.
- Part Time employment – where an employee is engaged to work less than 37.5 hours, 5 days per week, their employment is considered part time. Part time salaries are pro-rated as follows:
 - Full Time Equivalent Salary (FTE) / 5 x (number of days worked) = Actual Annual Salary
- Your salary will be reviewed annually, usually in November with a view to any changes starting from January 1st of the following year and may be increased at the Trust's discretion without affecting the other terms of your employment. There is no obligation to award an increase. There will be no review of salary after notice has been given by either party to terminate your employment.
- We shall be entitled to deduct from your salary or other payments due to you any money which you may owe to the Trust at any time. Before any non-statutory or previously agreed deductions are made the Trust will inform the employee and if necessary, seek their approval prior to making any deductions.

Expenses

The Trust shall reimburse all reasonable expenses, wholly, properly, and necessarily incurred by you in the course of your employment, subject to production of VAT receipts or other appropriate evidence of payment. You shall submit your expenses monthly, which are signed off by the Director.

The Trust shall reimburse you in respect of fuel costs for business miles at HMRC approved rates (currently 45p per mile for the first 10,000 miles in the financial year, 25p per mile thereafter). You shall notify the Trust immediately if you are disqualified from driving.