



Fixing the big issues for disabled people in Buckinghamshire  
Charity No 1102511

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# Recruitment Policy

## Introduction

This policy ensures our Recruitment and Selection Policy will be:

- Fair and consistent;
- Non-discriminatory;
- Conforming to all statutory regulations and agreed best practice.

The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications. This Policy defines the principles that the Company considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the Company.

## Equality and Diversity / Equal Opportunities in Recruitment

It is against the Company's Equality and Diversity Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

The Company will treat all job applicants in the same way at each stage of the recruitment process, and any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

## Staffing Committee

1. The Trustee Board shall nominate Trustees (including ex officio Trustees) to a Staffing Subcommittee which will manage all HR issues relating to paid staff, including recruitment, retention and dismissal, on behalf of BuDS.
2. The Staffing Committee shall consist of three Trustees. It will follow the same procedural rules as the full Board and (while following good practice for respecting individual privacy) will report to the Board at every formal Trustee meeting. Written minutes or notes will be kept of all Staffing Committee meetings and decisions and these will be permanently retained.
3. In the event that the Staffing Committee cannot reach unanimous agreement, it shall refer to the Trustee Board the matter on which agreement cannot be reached.

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## Procedure to Create Salaried Posts

4. The Trustee Board will remain responsible for approving all grant applications and project plans which may lead to the creation of a salaried post or posts.

5. If it appears likely that funding may become available for a salaried post or posts, the Staffing Committee will produce a draft Staffing Plan for those prospective posts, based on the proposal put forward in the project plan or grant application. The draft Staffing Plan will set out, in relation to the posts proposed to be created:
  - a. The title, role purpose, line manager, and job description
  - b. The salary, terms and conditions and other legal issues
  - c. The timetable for recruitment, appointment and termination of the posts
  - d. A budget confirming how the salary, on-costs and other employment-related expenses will be met
6. The Staffing Committee will submit the draft Staffing plan to the Trustee Board for approval and no action shall be taken in relation to those posts until Trustee board approval is granted.
7. Once authorisation has been given, the person recruiting must request or produce a clear job description for the vacancy. This job description must accurately depict the role within the company and describe the duties and responsibilities of the post. It must also describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively.
8. A Job Description will be produced and should be given to all candidates prior to interview to enable them to prepare adequately for the interview which will improve the success of the interviewing process.

## Internal Recruitment Procedure

Recruitment of individuals to posts approved by a Staffing plan shall be as follows:

9. For each post, prior to any other activity, the Staffing Committee will consult with the role's line manager in order to prepare a written person specification including essential and desirable criteria. The person specification must give effect to the job description agreed by the Board and must be unanimously agreed by the Staffing Committee.
10. Once the person specification is agreed, save in exceptional circumstances, all current, active, BuDS staff and volunteers will be given the opportunity to express an interest in applying for the post. If one or more expressions of interest are received, the post will not be externally advertised until it has become clear that none of the internal candidates are suitable for the post. The Staffing Committee, with the agreement of the Board, will decide whether exceptional circumstances apply.
11. All internal candidates who express an interest will be invited to complete a self-assessment eligibility survey which gives them the opportunity (which must be clearly explained to the candidate) to indicate the extent to which they meet the essential and desirable criteria for the post. The survey form will take the place of an application form. Candidates who fail to fully complete the survey will not be considered for the role.
12. The Staffing Committee will shortlist for interview all candidates who indicate that they meet the essential criteria for the role. Those candidates who do not meet the essential criteria will not be considered for the role.
13. The Staffing Committee will nominate an Interview Panel for each role. The Panel will have voting members consisting of at least two members of the Staffing Committee and the line manager for the post, if different. The Panel may also include an independent member who may be from outside BuDS or a non-executive Trustee or Ambassador of BuDS. The Staffing Committee shall decide if the independent member has voting rights or has advisor status.

14. Interviews of candidates will be carried out by the nominated Interview Panel. Interview questioning will be directed to assessing to what extent the candidate meets the essential and desirable criteria. This may be tested by practical exercises at the Interview Panel's discretion.
15. After interviews, the Interview Panel, stating their reasons, will recommend to the Staffing Committee:
  - a. That no candidate be appointed, or
  - b. That they have selected a preferred candidate for the role, and if possible
  - c. That they have selected a reserve candidate for the role
16. The recommendations may be decided by a majority of those voting.
17. If no candidate has demonstrated that they satisfactorily meet the essential criteria for the role, the Panel shall recommend that no candidate be appointed. The preferred candidate should be that candidate who has best demonstrated that they meet the essential and desirable criteria for the post, and the reserve candidate (if relevant) should be that candidate who next best demonstrated that they meet the essential and desirable criteria for the post. If, in the opinion of the Interview Panel, two or more candidates are equally suitable, the length and extent of the commitment of those candidates' prior service with BuDS shall be used to decide which is the preferred candidate.
18. The Staffing Committee shall unanimously agree or disagree with the Interview Panel's recommendation. In the event of lack of unanimity, the matter shall be referred to the Trustee Board for resolution.

## Shortlisting

In order to shortlist candidates for interviews, the Company will:

- Identify specific job-related criteria using the job description.
- Match these criteria with those detailed in the candidate's CV.
- Use this information to select which candidates will be invited for interview.

Candidates will be notified on the success or failure of their application in writing as soon as it is possible to do so.

## Recruitment Interviews

Interview Guidance Notes should be produced to ensure that the interview remains focussed and to the point. Questions should be aimed towards the needs of the job and the skills needed to perform it effectively and should not be discriminatory in any way. Records of the interview shall be retained for 6 years.

## Offer of Employment

The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary. An offer should be made verbally to the candidate and, once agreed, a contract of employment must be raised and sent out with the offer letter.

All unsuccessful candidates will be contacted by email or letter.

## Appointment Procedure

19. The preferred candidate selected by the Interview Panel and agreed by the Staffing Committee shall be offered the post on the agreed terms and conditions. If the candidate wishes at that stage to re-negotiate those terms and conditions, the Staffing Committee shall decide whether or not to enter into such negotiations or to offer the post to the reserve candidate. If the Staffing Committee decides to enter into negotiations, they must seek the approval of the Trustee board to any variation of the agreed terms and conditions before concluding any agreement.
20. If the preferred candidate declines the offer of the post, or negotiations with them break down, the reserve candidate if appropriate, shall be offered the post. If the reserve candidate wishes at that stage to re-negotiate the terms and conditions, the procedure above shall be followed.

## External Recruitment

21. If no internal candidates put themselves forward for a role, or no internal candidate has been found suitable for the role after interview, the Staffing Committee shall take such steps as are needed to advertise the role, ensuring that disabled people are given the opportunity to apply.
22. The process for external recruitment and appointment shall be the same as that for internal recruitment and appointment as set out above.

## Relatives, Friends and Conflicts of Interest

23. BuDS has always been an organisation with strong family and social involvement and the Staffing Committee should ensure that expressions of interest for salaried jobs make it clear that family members and friends of BuDS Trustees and volunteers are actively encouraged to apply, whether as internal or external candidates.
24. Relatives and friends of a Trustee or BuDS volunteer who express an interest in a salaried role have a conflict of interest in relation to that salaried role. People with a conflict of interest shall not be a member of an Interview Panel for the role in relation to which they are conflicted, and must formally declare their interest if a member of the Staffing Committee or Board of Trustees. Additionally, anyone with a conflict of interest shall not take part in any salary or terms and conditions negotiations in relation to a post where they are conflicted.

## Review

1. This policy will be reviewed by the Staffing Committee at least annually and referred to the Trustee Board if any amendments are required.

**Agreed: On 18<sup>th</sup> March 2023 by the Full Board of Trustees**