

## **Recruitment Procedure**

(Casual Employees)

### **Introduction**

### **Responsibilities**

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### **The Procedure – Casual Bar and Venues Staff**

### **The Procedure – Casual Sports Staff**

## **1. Introduction**

Trowbridge Town Council (“the Council”) recruits a number of casual staff to assist in the provision of its services. Due to the flexible nature of casual employment it can prove difficult to recruit to post in a timely and cost effective manner with vacancies often filled by “word of mouth”.

The purpose of this procedure is to ensure that all details relating to a new joiner are recorded and all necessary paperwork completed. It should be followed for the recruitment of any casual employee and used by all staff involved in the recruitment process.

## **2. Responsibilities**

### **2.1 Employees**

In line with the Council’s Employee Interests and Integrity Procedure all employees must declare an interest to the Town Clerk if they are related to, or have a close personal relationship with, a person who is applying for a position with the Council.

An employee having such an interest should not be involved in any area of recruitment for the vacancy.

### **2.2 Line Managers**

Line managers will have responsibility for the recruitment as detailed in Sections 4 / 5 of this procedure.

### **2.3 Head of Service for Resources and Venues / HR Officer**

The Head of Service for Resources and Venues / HR Officer will be responsible for the day to day administration of the recruitment process and the preparation, issuing and updating of application forms, job descriptions and information sheets. The Head of Service for Resources and Venues / HR Officer will also provide the Line Manager with a master casual staff member handbook to include policies and procedures which should be adhered to.

## **3. Advertising of Vacancies**

As already indicated it is not always practical to advertise vacancies for casual employees. However, wherever possible internal adverts will be issued and external adverts placed free of charge on the TTC website ([www.trowbridge.gov.uk](http://www.trowbridge.gov.uk)). Consideration can also be given to advertising free of charge on the Job Centreplus website.

In instances where external advertisements are a necessity they should be placed in accordance with the guidelines in the Recruitment Procedure relating to Permanent Employees (*reference PR\_PER1*)

The use of recruitment agencies is not generally encouraged due to costs, although in extreme circumstances and with the approval from the Head of Service for Resources and Venues, they may be considered.

## **4. The Procedure – Casual Bar and Venues Staff / Casual Sports Coaches**

### **4.1 Applications**

On receipt of an enquiry regarding casual employment the line manager will issue a Casual application form and job description and request completion of the form.

### **4.2 Interviews**

On receipt of a completed application form the **line manager** will

- Arrange informal interviews (Appendix 5 provides guidance if required)
- Advise the individual directly whether they have been successful
- Issue a joiners pack (See 4.3.1) to successful candidates
- Remind individuals that any employment is subject to satisfactory medical, references, Disclosure and Baring Services check (if required) and proof of their right to work in the UK (*details previously supplied within information sheet see 4.1*)
- Request that original “right to work” documents are brought when they return the completed paperwork (See 4.3.2)

- Advise that paperwork should be returned to the Head of Service for Resources and Venues / HR Officer.

#### 4.3 Administration & Paperwork

4.3.1 The **Joiners Pack** will consist of all documents related to the terms of the employment i.e List of Acceptable Documents to prove Right to Work, New Starter Form, P46, DBS Self Certification, Emergency Contact Information and Medical Assessment Form.

The **Line Manager** will

- Request the return of the completed documents as soon as possible
- Advise that employment cannot commence until its receipt

#### 4.3.2 Proof of Right to Work in the UK

Appendix 2 provides information on appropriate documentation to prove an individual right to work.

Documentation should be checked, copied and returned to the Head of Service for Resources and Venues / HR Officer along with the associated joiner's paperwork.

Under no circumstances should anyone undertake any work before proof of right to work has been obtained.

#### 4.3.3 Disclosure and Baring Service Self Certification (DBS)

On receipt of a DBS Self Certificate no further action is necessary unless responses give cause for concern. In such cases the Head of Service for Resources and Venues / HR Officer will, in consultation with the line manager, request a full DBS disclosure is obtained.

#### 4.3.4 Receipt of Completed Paperwork

On receipt of completed paperwork

The **Line Manager** will

- forward it to the Head of Service for Resources and Venues / HR Officer as soon as possible

The **Head of Service for Resources and Venues / HR Officer** will

- take responsibility for the remaining processes indicated in Appendix 4, keeping the line manager fully advised throughout.

#### 4.3.5 Induction

The **Line Manager** will

- Arrange a suitable induction and any training the new joiners require

### APPENDICES

**Appendix 1** Acceptable Documents to prove Right to Work in the UK

**Appendix 2** Casual Staff Recruitment Checklist (Head of Service for Resources and Venues / HR Officer use only)

**Appendix 3** Interview Guidance Notes

**Lance Allan – Town Clerk & Proper Officer**

**Signed:**..... **Date:**.....

*Approved at the meeting of the Policy & Resources Committee on 5<sup>th</sup> March 2019. This procedure will be amended and reviewed as and when the size and nature of the council changes or when new legislation is introduced. Otherwise date of next review is March 2023*

## **Recruitment Procedure (Casual Employees): - Appendix I**

### **PROVIDING PROOF OF YOUR RIGHT TO WORK IN THE U.K.**

#### **PLEASE PROVIDE DOCUMENTATION AS FOLLOWS:**

##### **ONE of the ORIGINAL documents below**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay

#### **OR**

##### **TWO of the ORIGINAL documents from the combinations below**

###### First combination

- A document giving the person's name and permanent National Insurance Number, e.g.
  - P45
  - P60
  - National Insurance card

##### **PLUS one of the following documents**

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation stating that the holder is a British citizen
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay

###### Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK.

##### **PLUS**

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question

**NOTE: Driving licenses, although providing proof of your identity, do not meet the requirements of proving your right to work and are therefore not acceptable.**

**If you are unable to provide the documentation listed please contact us for a more extensive list which gives further options.**

<b>VACANCY:</b>	<b>CASUAL STAFF NAME:</b>
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<b>ACTION REQUIRED:</b>	<b>ACTION REQUIRED BY:</b>	<b>ACTION DATE:</b>
If practical: Internal Advertisement to be prepared and distributed	HR Officer <i>with input from Line Manager</i>	
If practical: External Advertisement to be placed on: <ul style="list-style-type: none"> <li>• Employment Opportunities page of community website</li> <li>• Job Centreplus website</li> </ul>	HR Officer <i>with input from Line Manager</i>	
Issue Casual Staff application form and job description on receipt of enquiry	Line Manager	
Interview candidates & agree outcome	Line Manager	
<b>If interview is unsuccessful no further action necessary</b>		
<b>If interview successful continue with actions below</b>		
Issue "Joiners Pack" requesting completion of documentation as soon as possible	Line Manager	
Return completed paperwork, including application form, to Head of Resources	Line Manager / new joiner	
Update Casual Staff Records, Check DBS self cert (if required), check medical questionnaire, obtain references and issue casual agreement	HR Officer	
Arrange induction / training as required	Line Manager	
Check references when returned	HR Officer	
File all paperwork, by employee, in appropriate Casual Staff file	HR Officer	

