

## **Recruitment Procedure**

*(Casual Employees)*

### **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 Head of Resources (HOR) 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 Resources Manager**

The Resources Manager 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 Resources Manager 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)) and via indeed.com. Consideration can also be given to advertising free of charge on the Job Centre plus 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, with the exception of the Civic for service operation, although in extreme circumstances and with the approval from the HOR, 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 Resources Manager.

#### **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 Resources Manager 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, and where a full DBS is a requirement of the job, the Resources Manager 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 Resources Manager as soon as possible

The **Resources Manager** 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 (Resources Manager use only)

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

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

Approved at the meeting of the Policy & Resources Committee on **11<sup>th</sup> January 2022**.

*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 January 2026*

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

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

You must **provide original documents** from either **List A** or **List B** of acceptable documents for the manual right to work check.

#### **List A**

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

1. A passport (**current or expired**) showing the holder is a British citizen, or a person named in the passport as the child of the holder, is British citizen or a citizen of the UK and Colonies having the right of abode in the United Kingdom
2. A passport or passport card (**current or expired**) showing that the holder is a national of the Republic of Ireland.
3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
  - a.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A **current** Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. 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
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**OR**

## List B Group 1

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A **current** immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

## List B Group 2

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work 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.**

**Recruitment Procedure (Casual Employees): - Appendix 2**

**Recruitment Checklist**

<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	Resources Manager/ 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 Centre plus / indeed website</li> </ul>	Resources Manager/ 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 Resources Manager	Line Manager / new joiner	
Update Casual Staff Records, Check DBS self cert (if required), check medical questionnaire, obtain references and issue casual agreement	Resources Manager / Officer	
Arrange induction / training as required	Resources Manager / Officer and Line Manager	
Check references when returned	Resources Manager	
File all paperwork, by employee, in appropriate Casual Staff file	Resources Manager / Officer	

