Selsey Community Forum
HR Policy and Procedures

Statement

This Policy provides an overview of Selsey Community Forum's key HR arrangements and should be read alongside the relevant detailed policies and procedures referred to within it. Selsey Community Forum is committed to managing employment matters fairly, consistently and in accordance with applicable employment legislation and recognised good practice.

Recruitment

Advertising of vacancies:

Vacancies will normally be advertised using appropriate recruitment channels, which may include online recruitment platforms, social media, internal advertising or other suitable methods. Job adverts will provide clear information about the role, working hours, location and salary or rate of pay where appropriate. Where relevant, applicants may be offered the opportunity to have an informal discussion about the role before applying. Closing dates, interview arrangements and any other relevant recruitment information will be communicated clearly.

Job Description/Person Specification:

Each vacancy will normally have an appropriate job description setting out the main duties and responsibilities of the role and, where relevant, a person specification identifying the skills, knowledge, experience and other requirements needed to perform the role effectively. Job descriptions may be reviewed and reasonably amended from time to time to reflect changes in the Charity's needs, following appropriate consultation where required. Any essential training or qualification requirements will be identified as part of the recruitment process.

Applications:

Selsey Community Forum will collect and process personal information relating to job applicants only where there is an appropriate lawful basis and in accordance with applicable data protection legislation. Applicants will be provided with appropriate privacy information explaining how their personal information will be collected, used, retained and shared during the recruitment process.

Selsey Community Forum will seek to make its recruitment process accessible and will consider reasonable adjustments for disabled applicants where required. Recruitment information may be provided in an alternative format or through another appropriate arrangement where reasonably practicable.

Shortlisting:

Applications will be assessed fairly and consistently against the requirements of the role. Where reasonably practicable, shortlisting will be undertaken by more than one person. Those involved in shortlisting should avoid unlawful discrimination, declare any relevant conflict of interest and base decisions on objective job-related criteria. Unsuccessful applicants will normally be informed of the outcome of their application within a reasonable period.

Interviews:

Interviews will be structured so that applicants are assessed fairly and consistently against the requirements of the role. Interviewers should agree the key areas to be explored and use appropriate job-related questions and assessment criteria. Applicants applying for the same role should, so far as reasonably practicable, be assessed on a consistent basis.

Interviewers must not ask questions that are unlawfully discriminatory or seek information that is not relevant to the

requirements of the role. Questions relating to matters such as pregnancy, plans to have children, childcare arrangements, disability or health should only be asked where there is a lawful and legitimate reason for doing so.

Dates, times and location will be confirmed for the interview. Applicants will be given an appropriate opportunity to tell Selsey Community Forum if they require a reasonable adjustment to participate in the recruitment process. Information provided for this purpose will be handled sensitively and will not be used unlawfully in making the recruitment decision. The decision to employ will not be based on this disclosure. https://www.gov.uk/rights-disabled-person/employment

Selection:
Selection decisions will be based on the applicant's suitability for the role, assessed against the relevant job-related criteria. Appropriate records of the selection decision will be maintained in accordance with Selsey Community Forum's data protection and retention arrangements. References may be sought at an appropriate stage of the recruitment process and will normally only be taken up with the applicant's knowledge. Where an offer is conditional upon satisfactory references, this will be made clear to the applicant.

Conditional Offers of Employment:
An offer of employment may be made subject to satisfactory completion of appropriate pre-employment checks. Depending on the role, these may include evidence of the right to work in the UK, references, DBS checks where legally eligible, qualifications, professional registrations or other relevant checks. The conditions applying to the offer will be confirmed in writing.

Unconditional Offers of Employment:
Unconditional offers of employment are offers offered once all employment checks have been completed and are returned as satisfactory. The successful candidate will be asked to confirm acceptance of the unconditional offer.

Employment Documentation:
Employees and workers will be provided with the written particulars of employment required by law. The principal statement of employment particulars must be provided no later than the beginning of employment. Selsey Community Forum may provide these particulars within a wider contract of employment or other employment documentation.

Right to Work:
Selsey Community Forum will carry out the prescribed right-to-work check before an individual starts work, in accordance with current Home Office requirements. Checks will be applied consistently and without unlawful discrimination. Where an individual has time-limited permission to work, follow-up checks will be carried out where required. Appropriate evidence of the check will be retained in accordance with the applicable statutory requirements and data protection legislation.

References and Pre-Employment Information:
Selsey Community Forum may seek appropriate references having regard to the nature and responsibilities of the role. Any concerns arising from references or other pre-employment checks will be considered fairly and in the context of the role before a final decision is made.

Before employment begins, responsibility for line management and supervision should be identified, together with any agreed reasonable adjustments or support arrangements required for the individual to undertake the role.

Contract of Employment/Statement of Employment:
The employee's employment documentation will set out the principal terms and conditions applying to their employment, including the role, working hours, pay, place of work, holiday entitlement, notice arrangements and other particulars required by law. Relevant employment policies and procedures will be made available separately and may be amended from time to time where appropriate.

Disclosure and Barring Service Checks:
Where a role is eligible for a DBS check, Selsey Community Forum will determine the appropriate level of check by reference to the duties of the role and current DBS eligibility requirements. Selsey Community Forum will not request a higher level of DBS check than the role is legally eligible for.

Where a DBS check is required, an offer of employment or volunteering may be made conditional upon the outcome

of that check and any other relevant safeguarding requirements. Information disclosed through a DBS check will be considered fairly, confidentially and in the context of the role. The existence of a criminal record will not automatically prevent appointment unless the individual is legally barred from the work or the information gives rise to concerns that cannot reasonably be managed. Where appropriate, Selsey Community Forum may use the DBS Update Service in accordance with current DBS requirements and with the individual's consent.

Induction:
New employees will receive an appropriate induction relevant to their role. This may include introductions to colleagues and key contacts, an overview of Selsey Community Forum's services and activities, health and safety information, safeguarding requirements where applicable, relevant policies and procedures, IT and data-security requirements and any mandatory or role-specific training.

The line manager will be responsible for ensuring that appropriate induction arrangements are completed and any outstanding actions or training needs are identified.

Supervision Contract:
This will be drawn up and agreed; both parties can bring agenda items to the meeting. If a meeting needs to be cancelled, that party needs to actively reschedule the meeting. If something is urgent for either party, then a date needs to be identified as soon as possible and not wait until supervision.

Contractual Terms

Sick Pay and Sickness Absence:
Employees will receive Statutory Sick Pay (SSP) where eligible, in accordance with the statutory rules in force at the relevant time and any applicable contractual sick pay arrangements. Employees should follow Selsey Community Forum's Sickness Policy and absence reporting procedure. Self-certification may be required for sickness absence of up to seven calendar days. For absences lasting more than seven calendar days, employees will normally be required to provide a fit note issued by an authorised healthcare professional. Return-to-work discussions may be held following sickness absence to confirm fitness to return, identify any support required and consider any appropriate reasonable adjustments.

Pension:
Selsey Community Forum will comply with its workplace pension and automatic enrolment duties. Eligible employees and workers will be automatically enrolled into the Charity's qualifying pension scheme in accordance with applicable legislation. Other employees and workers may have the right to opt in or join the scheme depending on their circumstances. Relevant information about pension arrangements and individual rights will be provided within the applicable statutory timescales. Selsey Community Forum currently uses NEST as its workplace pension provider.

Redundancy:
Where a potential redundancy situation arises, Selsey Community Forum will follow a fair and reasonable process and comply with applicable statutory consultation requirements. The Charity will consult affected employees, consider appropriate ways of avoiding or reducing redundancies where reasonably possible and apply fair selection arrangements where selection is required. Further details are set out in Selsey Community Forum's Redundancy Policy.

Exit Interview:
Selsey Community Forum may invite employees who are leaving the Charity to participate in an exit interview or provide exit feedback. The purpose is to understand their experience of working for the Charity, identify any learning or areas for improvement and provide an opportunity to raise any relevant final feedback. Participation in an exit interview is voluntary.

Capability and Performance

Capability and performance concerns will be managed fairly and consistently in accordance with Selsey Community Forum's Capability and Performance Policy. Managers should seek to identify concerns promptly, explain the standards or expectations required and consider any appropriate support, training, guidance or reasonable adjustments. Where concerns cannot be resolved informally, or where the circumstances warrant formal action, the matter may be managed under the formal capability procedure.

Grievances

Employees may raise concerns, problems or complaints relating to their employment in accordance with Selsey Community Forum's Grievance Policy. Concerns will be handles fairly, promptly and sensitively, with appropriate regard to confidentiality. Where appropriate employees are encouraged to seek informal resolution; however, a formal grievance may be raised where informal resolution is not appropriate or has not resolved the matter. Where the concern relates the employee's manager, an alternative appropriate manager, Trustee or nominated person may be approached in accordance with the Grievance Policy.

Complaints

Complaints received from service users; members of the public or other external parties will be managed in accordance with Selsey Community Forum's Complaints Policy. Employees and volunteers who receive a complaint should ensure that it is passed promptly to the appropriate manager, project lead or other nominated person so that it can be considered and responded to appropriately. Employment-related concerns raised by an employee should normally be managed under the Grievance Policy rather than the external Complaints Policy.

Whistleblowing

Selsey Community Forum encourages employees, workers and volunteers to raise genuine concerns about suspected wrongdoing. Concerns that may amount to a protected disclosure should be raised and managed in accordance with Selsey Community Forum's Whistleblowing Policy rather than through the normal grievance procedure, unless the concern is primarily a personal employment complaint. Employees and workers who make a protected disclosure will not be subjected to unlawful detriment or dismissal because they have raised an appropriate concern in accordance with applicable whistleblowing legislation.

Data Protection and Confidentiality

To be read in conjunction with Selsey Community Forum's Data Protection Policy and applicable privacy information and retention arrangements. All recruitment documentation including short-listing and interview notes are to be fully recorded and retained for a period of at least 12 months after which time the documentation will be confidentially destroyed.

Information relating to an applicant's medical condition, verification of identity or right to work documentation should be confidentially destroyed (shredded) for those applicants who were unsuccessful at the interview stage unless the reason for not employing the applicant was related to this documentation in which case it will be necessary to retain this documentation with the shortlisting and interview notes in accordance with the Charity's data retention protocol.

Recruitment records, including applications, shortlisting records, interview notes and information relating to recruitment decisions, will be retained securely for an appropriate period in accordance with Selsey Community Forum's data protection and record retention arrangements. Records will not be retained for longer than is reasonably necessary for the purpose for which they were collected or where continued retention is otherwise legally required.

Information relating to health, disability, identity, Right to Work checks, DBS checks and other pre-employment information will be handled confidentially and retained only where there is an appropriate lawful reason to do so. Access to such information will be restricted to those who reasonably need it. Records relating to successful applicants will be retained in accordance with applicable legal and employment record-retention requirements. Records relating to unsuccessful applicants will be securely deleted or destroyed when they are no longer required.

Other Matters

This Policy should be read alongside Selsey Community Forum's Staff and Volunteer Handbook and other relevant policies and procedures.

This Policy will be reviewed at least annually and sooner where appropriate, including where there are relevant changes in legislation, statutory guidance, ACAS guidance, organisational arrangements or working practices.

Selsey Community Forum Policies and Documents to be Read in Conjunction with this Policy:

- Bullying, Harassment and Sexual Harassment Policy
- Capability and Performance Policy
- Complaints Policy
- Conflict of Interest Policy
- Data Protection Policy
- Disciplinary Policy
- Equality, Diversity and Inclusion Policy
- Grievance Policy
- Health and Safety Policy
- Sickness Policy
- Whistleblowing Policy
- Staff and Volunteer Handbook
- Relevant family leave and other employment policies, where applicable

Legislation and Guidance

This Policy will be applied in accordance with applicable UK employment legislation and relevant statutory guidance in force at the time. Selsey Community Forum will have regard to relevant guidance issued by GOV.UK, ACAS, the Disclosure and Barring Service, the Home Office and other appropriate regulatory or statutory bodies where applicable.

Version Control

Version Number	Date of Update	Amendments
1.0	October 2025	Annual Review
2.0	October 2026	Reviewed and updated in line with current UK employment legislation and guidance