

Recruitment Policy and Procedure

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Recruitment Policy and Procedure

Lightfoots LLP (the “**Firm**”) recognises that its staff are fundamental to its success and therefore needs to be able to attract and retain a high-calibre workforce. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based on its Equality, Diversity & Inclusion policy and all other relevant employment legislation.

The Firm’s Core Principles

- Open competition in its approach to recruitment.
- Recruiting the best candidate for the job based on merit, against objective criteria.
- Strictly uphold equality and diversity principles as outlined in our **Equality, Diversity & Inclusion Policy** located within our Staff Handbook.
- Comply with relevant employment legislation in the recruitment and selection of staff.
- Comply with the [General Data Protection Regulations](#) and [Data Protection Act 2018](#), and the Firm’s [Privacy Policy](#), in the collection, holding, and use of candidates’ personal data.
- Treat all candidates fairly, equitably, efficiently and with respect.

Advertising

1. Recruitment must be agreed by a Partner of the Firm.
2. All job postings must be posted by the HR Department. All advertising must be cost-effective and agreed in advance by a Partner of Lightfoots. The Firm will use direct recruitment as much as possible to avoid any agency fees.
3. Approved job descriptions provided by the manager and/or HR will be used for any vacant post and all posts will normally be advertised:
 - on the Firm’s Intranet and Website
 - On selected on-line job sites
 - Agencies to be used only where other routes unsuccessful and placement charges to be negotiated where possible (c15-20%). The Firm does not usually agree to rates higher than 20%.

Interview Selection

- Specific requirements e.g. law degree, PQE, ability to drive
- Fit to job description
- Previous experience
- Level of education
- Standard of English in application

Interview Process

- Selection for interview by relevant line manager
- Initial Screening call will be initiated by Senior HR Administrator in order to obtain relevant information and suitability for position
- First interview will be conducted by relevant line manager and one other
- Second interview to be conducted by Senior Partner or another partner in the firm and/or the HR Manager*

*The above interview process may be switched around depending upon the situation and how many candidates received – the HR Manager may conduct the initial first interview and

then provide feedback to line managers and then candidates are selected for second interview.

The Offer Stage / Process

- Standard offer email outlining terms of employment together with Employment Contract (sent electronically)
- Once employment contract is signed, new employee will be given access to PeopleHR, the Firm's HR system, where they will:-
 - Complete their details including bank details, address, email, phone numbers, etc.
 - Read and electronically sign the Confidentiality & IT Agreement
 - HMRC Form
 - Register of Interests Form
 - Health Questionnaire Form
- Once the employment contract is signed, a background checking process will begin and a basic DBS check done through this process.

Health Disclosure

Our aim is to support and maintain the physical and mental health of all people at work. Any health issues not previously disclosed but declared on the Health Questionnaire Form should be followed up with the new employee by the HR Department without delay e.g., disability, long term medical treatment, pending hospitalisation etc. so that any requirements or assistance can be discussed and reasonable adjustments made.

Background Checks

All employees are subject to a pre-employment background check and as noted in the employment contract, the employment is subject to the background check being 'successful', meaning no issues (i.e. unspent convictions, bankruptcy, etc.). Contractors are subject to a different background check which is more particularly described below.

What the background check covers for Employees

- Employment History check
- Compliance & Sanctions (AML) check
- Financial integrity check
- Basic DBS check carried out
- Legal Regulatory Body check
- Check with any other professional body as appropriate
- Adverse Media Search
- Passport and/or driving license or other document obtained showing current address
- Any concerns must be raised at Equity Partner level before proceeding

What the background check covers for Contractors

- Financial Integrity check (inside & outside of the UK as applicable)
- Compliance & Sanctions (AML) check
- Legal Regulatory Body check
- Basic Criminal record check

Unspent Convictions

If the employee has any unspent convictions that may show on their DBS check, the Firm reserves the right to withdraw the employment offer. The Firm also reserves the right to review any unspent convictions on a case-by-case basis, with the final decision being made at Equity Partner level as to whether employment will commence or be withdrawn.

Bankruptcy, Insolvency or CCJs

If the employee background check shows that there has been a previous bankruptcy or insolvency, the Firm will review the report and if necessary, request further information from the employee and review each matter on a case by case basis taking into consideration whether a bankruptcy or insolvency has any impact with regards to the role the employee is taking on. Any final decision being made at Equity Partner level as to whether employment will commence or be withdrawn.

Similarly, with CCJs, which can be less severe, the Firm will review on a case by case basis with any final decision being made at Equity Partner level.

Fraudulent Activity

Should something adverse come back on the background check which indicates fraudulent activity, including anti-money laundering, Firm reserves the right to review this on a case by case basis, requesting further information from the employee as necessary and any final decisions made at Equity Partner level as to whether employment will commence or be withdrawn.

On or before your First Day – please provide the following:

- Passport or driving license or other photographic form of identity
- Practising certificate for Qualified Fee Earners (copy is fine)
- Other Professionals/Graduates – a scan of relevant certificates
- P45 or other evidence of NI number
- Driving licence and vehicle insurance (if required for the role)