

# Recruitment Policy and Procedure

<b>Author:</b>	<b>Hayley Cassidy, Head of HR</b>
<b>Creation Date:</b>	<b>July 2020</b>
<b>Revision Date:</b>	<b>September 2025</b>
<b>Next Review Date:</b>	<b>January 2026</b>

## 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.

### Disability Confident Employer

As a Disability Confident employer, we promote diversity and provide equal opportunities for all individuals. We prioritise inclusivity and ensure we have a supportive and accessible workplace for those with disabilities.

We are committed to ensuring our recruitment process is inclusive and accessible by;

- Ensuring against discrimination
- Making job adverts accessible
- Providing information in accessible formats
- Accepting applications in accessible formats

We will also offer an interview to a disabled applicant who declares they have a disability, if they meet the minimum criteria for the role. We hope this encourages applications from disabled people and provides the opportunity to demonstrate skills and experience at interview.

Please contact the HR team [HR@lightfoots.co.uk](mailto:HR@lightfoots.co.uk) if you are an applicant and wish to discuss with us confidentially and if you require adjustments to the recruitment process.

### Advertising

1. All recruitment must be approved 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%. Agency agreements are managed by the Head of HR.

### **Interview Selection**

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

The recruitment team will endeavor to respond to candidates within ten days.

### **Interview Process**

- Selection for interview by relevant line manager
- Initial Screening call will be initiated by Senior HR Administrator or line manager in order to obtain relevant information and suitability for position
- Telephone information will be reviewed and line manager will confirm whether to go ahead with a second face to face interview

- If necessary, a relevant recruitment test may be sent to the candidate to be completed ahead of their face to face interview or this will form part of the selection process after the interview. The requirement for a test to check level of knowledge and competence will usually be agreed between the Head of HR and the recruiting manager.
- Any other interview requirements (e.g. presentation by interviewee) will be decided on before and included on candidate's interview invite
- The face-to-face interview will be conducted by relevant line manager and one other (HR or senior colleague)
- If a second interview is to be conducted by Senior Partner or another partner in the firm and/or the Head of HR.
- The interview process will at a minimum include a telephone interview and a face to face interview with the recruiting manager and a second interviewer.

### **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 Statement, Privacy Notice & Health and Safety Policy
  - HMRC Form
  - Register of Interests Form
  - Health Questionnaire Form
- Once the employment contract is signed, a background checking process will begin through Vero and this will include a DBS check and reference checking.

### **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 hospitalization 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
- CIFAS Insider Threat Database - The personal information we have collected from you will be shared with Cifas who will use it to prevent fraud, other unlawful or dishonest conduct, Confidential malpractice, and other seriously improper conduct. If any of these are detected you could be refused certain services or employment. Your personal information will also be used to verify your identity. Further details of how your information will be used by us and Cifas, and your data protection rights, can be found by following this link [Fair Processing Notices for Cifas' Databases | Cifas](#)

#### 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.

#### Right to Work Checks

Our Right to Work checks are carried out at the same time as our background check through a digital identity service provider (IDSP), Vero.

HR will verify and confirm that the person is the same as the documents provided to Vero before starting.

#### **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)