



Recruitment Policy

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Recruitment

Policy Statement

To help deliver its mission and strategy effectively, UKRI is committed to valuing diversity and promoting equality for all applicants and employees during all stages of the recruitment and selection process.

The purpose of this Recruitment policy is to set out the principles and procedures governing the recruitment process.

In particular, the policy is designed to ensure that recruitment and selection decisions are based on a fair and objective assessment of the ability of the applicant to meet the requirements of the role.

Recruitment will normally be on the basis of fair and open competition, which will normally involve a properly constituted and trained appointment panel. The policy defines the exceptional circumstances in which appointments may be made without open competition and/or without assessment. It also sets out the arrangements for temporary promotion and level transfers within UKRI.

Management Statement

UKRI is committed to recruiting and retaining the people with the diverse skills and competencies to enable the delivery of the Strategic Prospective, to ensure everyone in society benefits from world-leading research and innovation.

UKRI therefore welcomes the opportunity to build upon this approach with the Recruitment Policy, which has been agreed with the Trade Union Side and complies with statutory legislation.

References

Ways of Working Policy
Ending Work Policy
Pay and Reward Policy

Version Number	Status	Revision Date	Summary of Changes
Version 1.0	Complete	January 2020	New policy created

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1. Principles

- 1.1 UKRI is committed to equality, diversity and inclusion and does not tolerate any form of discrimination during the recruitment and selection process.
- 1.2 Recruitment will normally be on the basis of fair and open competition and will usually involve the use of a selection panel in shortlisting and interviews or assessment.
- 1.3 Applicants will be assessed objectively on their suitability for the role and will be selected on merit.
- 1.4 Requests for flexible working will be considered for all vacancies (see the Ways of Working Policy).
- 1.5 No role will be advertised unless it has been considered for employees on the redeployment pool.
- 1.6 UKRI will consider ex-offenders for employment on their individual merits, depending on whether the role is or is not exempt from the provision of the Rehabilitation of Offenders Act 1974.
- 1.7 UKRI will on occasion make use of specialist recruitment agencies, for example when looking for specific or scarce skills, subject to approval in line with the HR Delegated Authority Framework.
- 1.8 Roles may be full-time or part-time, a role share, and may be filled internally and/or externally. This should be agreed at the point of agreeing the role, between the recruitment manager and the Resourcing Team.
- 1.9 UKRI recognises the advantages of appointing applicants on open ended contracts and will use such contracts as far as possible, consistent with business needs.
- 1.10 Appointments will be made subject to the relevant checks such as security, health screenings and right to work. For more information, please see [Appendix E](#).
- 1.11 UKRI is an adopter of the Guaranteed Interview Scheme and as such any candidate who shares details of a disability/long-term health condition and who meets the minimum criteria for the role, will be short-listed for interview.

2. Delegation

- 2.1 For information on the delegated authority, please refer to the UKRI HR Delegated Authority Framework.

3. New roles and vacancies

- 3.1 When a vacancy occurs, line management, in consultation with HR, will review the necessity for the role and its duties, responsibilities and grade.
- 3.2 Where the duties of a role have changed significantly a Job Evaluation Grading System (JEGS) or Job Evaluation for Senior Posts (JESP) assessment should be undertaken to ensure the appropriate grade for the role. For more information, please see Appendix P of the Pay and Reward Policy.
- 3.3 All new roles must be evaluated.

4. Application routes

- 4.1 Formal applications – an internal or external application in response to a role that has been advertised on the recruitment system and which normally would involve a fair and open competition and a formal assessment.
- 4.2 Redeployment - All vacancies must be advertised to employees being considered for redeployment for five working days before wider advertising. For further guidance on redeployment, please see [Appendix D](#).

5. Applying for roles

- 5.1 Applications will be considered if they have been submitted on or before the closing date via the recruitment system. If an applicant is unable to use the recruitment system, an alternative means of application will be provided.
- 5.2 Any applications that are submitted after the closing date will only be accepted on the discretion of the recruiting manager and only if there are mitigating circumstances or there are no suitable applicants who submit before the deadline.
- 5.3 All applicants will have the opportunity to request a reasonable adjustment at any stage in the recruitment process. Examples of reasonable adjustments could be requesting an alternative format such as large print or tape.

6. Job descriptions

- 6.1 A job description must be drawn up for every role setting out the key objectives of the role and the essential and desirable criteria.
- 6.2 The job description forms the basis for the entire selection process.
- 6.3 Job descriptions should be clear and objective, and accurately reflect the duties and responsibilities of the role, highlighting the key knowledge, skills and experience required for the role.
- 6.4 They should be written in a concise and unambiguous way that ensures they are meaningful to external applicants.

7. Recruitment Advertising and Use of Employment Agencies

- 7.1 Vacancies will be advertised internally and will normally be placed on the recruitment system for a minimum of 10 working days.
- 7.2 Information regarding how to apply for a vacancy will be made available as part of the job advertisement along with details of any assessments that will be used to determine candidate suitability for the role.
- 7.3 If there are no suitable internal applicants, or the recruitment is unsuccessful, other potential sources including direct external advertising or employment agencies can be used, for example when looking for specific or scarce skills.
- 7.4 Internal and external advertising can run concurrently in situations where it can be shown that a broader advertising reach is required in order to provide a wider pool of applicants with relevant knowledge, skills and capabilities.
- 7.5 When using recruitment or search agencies, UKRI's expectations in terms of equality,



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diversity and inclusion will be made clear.

8. Shortlisting

- 8.1 All applicants will be shortlisted against the essential criteria of the job description.
- 8.2 Applicants who volunteer that they have a disability and meet all the essential criteria from the job description, must be shortlisted for an assessment.
- 8.3 All shortlisted applicants will be invited to an assessment.
- 8.4 For further guidance, see [Appendix B](#).

9. Assessment panels

- 9.1 Panels should typically be made up of a Chair and two other panel members, one being from outside the area advertising the vacancy. Two panel members can only be used in exceptional circumstances and subject to HR consultation.
- 9.2 Exceptionally, panel members external to UKRI may be used, subject to consultation with HR.
- 9.3 Panels should be as diverse as possible, drawing on a range of skills and experience. Single gender assessment panels should not be used unless no other option is practicable.
- 9.4 The Chair must be senior to the role being recruited.
- 9.5 All panel members will have been trained in assessment techniques and will attend refresher training on a regular basis.
- 9.6 For further guidance, see [Appendix C](#).

10. Invitations to Attend Assessments

- 10.1 Invitations to attend an assessment will normally be issued a minimum of five working days in advance of the assessment. Where practicable, dates of assessment will be included in the advert.
- 10.2 For further guidance, see [Appendix D](#).

11. Feedback

- 11.1 Feedback will be available on request for all shortlisted applicants.

12. Selection

- 12.1 Offers should be made to the highest scoring appointable applicant, subject to meeting home office immigration rules.
- 12.2 All applicants will be notified as soon as is reasonably possible of the outcome of their assessment.
- 12.3 All applicants will have the right of appeal against non-selection. See the HR Policy Framework.

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13. Offers

- 13.1 The selected applicant will, if not a current UKRI employee, be made a conditional offer subject to checks on right to work in the UK and pre-employment screenings.
- 13.2 Salaries must be offered in line with the Pay and Reward Policy and any exceptions must be agreed in line with the HR Delegated Authority Framework.

14. Pre-employment references and checks

- 14.1 Where appropriate, offers to selected applicants will be subject to pre-employment and reference checks.
- 14.2 The screening provider will inform the Resourcing Team of any findings that have been flagged as a cause for concern. The UKRI Resourcing Team will review the findings and escalate as appropriate. Please see [Appendix E](#) for more information.

15. Unspent Criminal Convictions

- 15.1 UKRI will consider applicants with unspent convictions under the terms of the Rehabilitation of Offenders Act 1974.
- 15.2 Applicants must declare any unspent convictions.
- 15.3 UKRI will perform a Disclosure and Barring Service (DBS) check on all selected applicants.

16. Confirmation of Relevant Professional Qualifications and Degrees

- 16.1 UKRI reserves the right to verify qualifications.

17. Medical Confirmation of Fitness for Work

- 17.1 Based on information provided by the successful applicant in the pre-employment health questionnaire, UKRI reserves the right to request an assessment of the applicant's fitness to work. This will be carried out by an Occupational Health Advisor.
- 17.2 UKRI has an obligation to ensure all employees are fit to perform the tasks they have been appointed to, without harm to themselves or others. UKRI will also consider recommendations made by the Occupational Health Advisor to ensure no employee is disadvantaged owing to a medical condition.
 - 17.2.1 This may include recommendations on reasonable adjustments that will enable the employee to perform their best.

18. Failure to meet requirements

- 18.1 Any prospective employee failing to satisfy UKRI's pre-employment criteria will have their conditional offer of employment reviewed. This review will determine whether the conditional offer of employment can be supported, or whether it should be withdrawn.
- 18.2 In cases where an offer of employment is withdrawn a written explanation, stating the reasons, will be provided to the applicant.

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19. Temporary Promotion

- 19.1 Temporary promotion will normally be for a defined period agreed in advance and which will not be carried over into another role.
- 19.2 Temporary promotion will be considered only after other options have been looked at (e.g. use of allowances, secondments). It will not normally last for more than 12 months in total.
- 19.3 For short term service in the higher band (three months or less) a responsibility allowance, rather than temporary promotion, may be appropriate. For information on responsibility allowances refer to the Pay and Reward Policy and Guidance.
- 19.4 It is not normally appropriate to use temporary promotion to cover a new vacancy or a vacancy created by an employee permanently leaving UKRI. In these cases, a responsibility allowance should be used and the vacancy substantively filled, through an open and transparent process, ideally within three months.
- 19.5 Where temporary promotion is implemented, its use should be reviewed every three months with the intention of minimising the use of temporary promotion.
- 19.6 If the short-term need of a temporary promotion is extended beyond one year, consideration must be given to filling the role on a substantive basis.
- 19.7 Payment for temporary promotion will be made in accordance with the UKRI Pay and Reward Policy.
- 19.8 Should it become necessary to end the temporary promotion prematurely for any reason, no less than four weeks' notice will be given.

20. Temporary Promotion - Eligibility Criteria

- 20.1 Temporary promotions may be made where all the conditions below are met:
 - 20.1.1 There is a temporary role at the higher band, or the current role holder (in the higher band) is expected to be absent for more than three months.
 - 20.1.2 It is necessary in relation to wider management objectives for the work to be undertaken by one person rather than shared amongst other employees as part of their standard duties or left to await the absent employee's return.
 - 20.1.3 The employee is competent to take on the duties and responsibilities which would have been undertaken by the absent employee or expected of an employee occupying the vacant role.
 - 20.1.4 An open and transparent process should be in place to ensure all those eligible for temporary promotion have equal opportunity to apply.
- 20.2 Temporary promotions may also be appropriate where:
 - 20.2.1 an employee has been receiving a responsibility allowance for over three months for service in the higher band and this is expected to continue for up to one year, or
 - 20.2.2 an employee is serving overseas, and it is not possible to return to the UK for a promotion assessment. On the individual's return to the UK, the promotion will be subject to consideration by a panel.

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- 20.3 Temporary promotees remain eligible for substantive promotion and their promotability should therefore continue to be assessed in their substantive band.
- 20.4 Where an employee has been temporarily promoted for more than one year and the need for the role is ongoing, the employee should be made substantive in the band dependent on the criteria below being met:
 - 20.4.1 the role was applied for through a vacancy notice as a competitive process,
 - 20.4.2 there is an ongoing business need for the role,
 - 20.4.3 the employee is not currently subject to any formal performance management processes,
 - 20.4.4 the role is not the substantive role of another employee (e.g. maternity cover, secondment or temporary promotion in another role etc.).

21. Temporary Promotion and Pay

- 21.1 Employees on temporary promotion are entitled to the same terms and conditions as employees on substantive promotion. They are entitled to be considered for pay increases in both their temporary and substantive bands. This means that where a period of temporary promotion extends over the implementation of a pay award performance the line manager will make an assessment in respect of service at both band levels. If the employee has been on temporary promotion for the full reporting year, the employee will be assessed at the higher band.
- 21.2 Employees promoted substantively to a pay band in which they currently hold temporary promotion will retain their existing higher band pay and will not receive a further increase for the substantive promotion.
- 21.3 On reversion to a substantive band from temporary promotion the employee's salary will revert to the salary that was in place before the start of the temporary promotion, plus any pay award salary increases that would have been applied over the period of the temporary promotion had the employee been in their substantive band.

22. Level Transfers

- 22.1 Management may, at their discretion, move employees between jobs within a band (i.e. a level transfer) without open competition, giving due regard to relevant skills and experience. This will normally be in line with current local resourcing practices.
- 22.2 Where employees apply for a job against a vacancy which would result in a level transfer, open competition applies.

23. Appointments without competition

- 23.1 UKRI reserves the right to appoint without competition, in line with local resourcing practices, in the following circumstances:
 - 23.1.1 **Provisional appointments:** these are fixed-term appointments made in advance of open competition. They allow UKRI to acquire the immediate services of an identified high-calibre candidate, prior to running a recruitment exercise.
 - 23.1.1.1 Such appointments can only be made in exceptional circumstances, to fill a recognised vacancy in an area of work where there is known to be a

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general shortage of suitably qualified candidates and where the urgency of the need makes a full competition impracticable on the required timescale.

- 23.1.1.2 This exception from normal 'fair and open' competition applies to external candidates who, if appointed provisionally, must compete in an open recruitment exercise to fill the vacancy within 12 months.
 - 23.1.1.3 Provisional appointees must fulfil the recruitment requirements for the vacant post. The provisional appointment cannot exceed 12 months and may not be extended or renewed.
 - 23.1.1.4 When a provisional appointee is successful in the recruitment exercise for the post, the appointment will be converted into an indefinite one or to a normal fixed-term appointment. If, however, the provisional appointee is unsuccessful the appointment will be terminated.
 - 23.1.1.5 To meet work needs, termination may be delayed until one month after the successful candidate takes up the post, subject to the period of the provisional appointment not exceeding the maximum twelve months.
 - 23.1.1.6 Because they have not been recruited through open competition, provisional appointees may not apply for vacancies advertised internally under UKRI's vacancy notice procedures.
- 23.1.2 **Appointments from UKRI's Talent Pool:** these appointments may be made where there have been no suitable applicants for an advertised vacancy and there is a potentially suitable candidate available in UKRI's Talent Pool. To ensure appointments are made fairly and on merit, any such candidate(s) must be formally assessed against the specified selection criteria for the relevant vacancy.
- 23.1.3 **Appointments from UKRI's Redeployment Pool:** In cases where staff in the Redeployment Pool have been considered for the vacancy and there is only one clearly suitable redeployee, that person should be appointed without competition with the reasons for doing so documented.
- 23.2 This same approach may also be applied for those employees who, within the last six months, were deemed appointable to the next Band at interview/assessment against an advertised vacancy and have the required skills for the subsequent vacant position which is at a higher band than their current role and for which there are no other suitable candidates.
- 23.3 Where no competition is held, HR must document:
- 23.3.1 the reasons why no competition will take place,
 - 23.3.2 the other individuals considered,
 - 23.3.3 the reasons why they were not seen as suitable.

24. Promotion without Interview

- 24.1 Promotion without Interview may be exceptionally considered where there is sufficient and comparable information available about the applicant to satisfy the panel that there will be no added value from conducting an interview. Examples of cases for using this process would be:

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- 24.1.1 there is one applicant for the role, who is demonstrably suited for the role, or
- 24.1.2 when filling a role which an individual has been carrying out successfully on a temporary promotion basis for a period of at least one year and where it is clear that running a competition would result in that individual being confirmed:
 - 24.1.2.1 In cases where promotion without interview is recommended, a panel report should be prepared on all applicants considered, setting out the panel's assessment of their suitability.
 - 24.1.2.2 The panel report should include a clear explanation of why promotion without interview is felt to be appropriate in these circumstances. The panel report should be referred to the appropriate Director and the Senior HR Business Partner who will review the panel's decision and may recommend an alternative course of action.

25. Re-employment

- 25.1 Previous UKRI experience will be considered, in the same way that any application and past experience is, when sourcing or considering applicants for roles. This includes the option to choose a selection methodology in line with the requirements for the role and the business needs of UKRI.
- 25.2 Former employees of UKRI or its constituents will not have their previous reckonable service counting towards redundancy compensation.
- 25.3 Former employees of Civil Service Departments, Agencies or Non-Departmental Public Bodies recruited to UKRI may, at management discretion, have their previous service recognised in the same way as former employees of UKRI and its constituents.
- 25.4 A previous employee of UKRI or its preceding organisations may be appointed to a vacancy without fair and open competition, at management discretion, provided that they join at the same band in a similar role as held previously (or a lower band), their original appointment to UKRI was on merit through fair and open competition and that no more than three years has elapsed since their previous employment.
- 25.5 Anyone re-employed is required to complete the probation period successfully.
- 25.6 Where employees have left UKRI with a compensation payment and wish to re-join, checks will be carried out to determine whether there is a need for repayment of part of the compensation payment.
- 25.7 UKRI will not re-employ any ex-employee who has been dismissed for misconduct or on capability grounds.
- 25.8 Where fair and open competition has not taken place, refer to 23.3.



Appendix A – Selection Panel Roles and Responsibilities

A1. Role of panel members:

A1.1 Recruiting manager

A1.1.1 The recruiting manager is responsible for the recruitment and selection process. They are responsible for putting together selection activities and a panel, managing the shortlisting process and agreeing dates. They will be lead contact for the UKRI Resourcing Team and may or may not be involved in the process.

A1.2 Panel Chair

A1.2.1 The panel chair is responsible for facilitating the selection activities and the decision-making process. They will collate the feedback from panel members and summarise this on the board reports. If an applicant requests feedback, the panel chair will be responsible for providing this.

A1.3 Panel Member

A1.3.1 The panel member is responsible for playing an active role in the selection process. The panel member will participate in the shortlisting and the selection activities. They should make notes and use these to contribute to the final decision making.

Appendix B - Shortlisting

- B1.** After the closing date for completed applications, the recruiting manager will arrange the shortlisting of suitable candidates.
- B2.** The shortlisting panel should normally comprise those who will be on the assessment panel.
- B3.** When shortlisting, the panel must refer to the skills, knowledge and experience of the candidate and score the applicants against the essential criteria as set out in the job description.
- B4.** The panel may decide to retain reserve applicants in case any shortlisted applicants withdraw subsequently.
- B5.** It is essential to record the reasons why applicants have not been shortlisted.

Appendix C – Assessment Activity

C1. Recruiting managers and panels should ensure that the assessment activity is designed to test the criteria that are essential to the role. Activities should not be designed in such a way that they are discriminatory or create any barriers to participation.

C2. Assessment methods

C2.1 Relevant and appropriate methods and activities include:

C2.1.1 Interview, the purpose of an interview is twofold. It shows the employer what the applicant can do for the organisation, and it gives you an opportunity to assess whether your qualifications and career ambitions align with the position being advertised.

C2.1.2 Assessment centres, which could include any of the examples listed below.

C2.1.3 Psychometric testing. They can also include:

C2.1.3.1 Ability Tests, which are standardised methods of assessing an individual's performance in different work-related tasks or situations. Examples include administration, mechanical, computer programmer, verbal reasoning, numerical reasoning, creativity.

C2.1.3.2 Personality Tests, which normally help measure an applicant's character traits, interpersonal skills and thought processes, to give an indication of how they might perform in the role. It can be sent to an applicant online to complete before an assessment.

C2.1.3.3 Work Sample Tests, which are methods used for the purpose of judging an applicant's ability to perform in the role, and as such are exercises that simulate the work typically undertaken in that role.

C2.1.3.4 Group Exercises and Role Plays, which assess behaviours in a simulated environment, for example decision making, teamwork, communication, influencing, negotiation and interpersonal skills.

C2.1.3.5 Case Studies and Example Work, which provide the applicant with an example case study of an actual or simulated problem that would be typical of the role. Applicants will be required to explain the action they would take and why.

C2.1.3.6 Presentations, which are often used as part of the assessment to test the applicant's written and communications skills and their ability to present a scenario in response to a question. The presentation topic is determined by the panel. Applicants should be informed in advance of the presentation question, length and method of delivery which can be flexible to suit the role and panel. This can also test an applicant's communication skills if this is part of the criteria.

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- C2.2 The UKRI Resourcing Partner can support and advise the recruiting manager on the range of assessment activities.

C3. Types of assessment

- C3.1 A combination of the following methods can be used for all applicants:

- C3.2.1 Competency based assessments - these should use a standard template and be based, where possible, on a standard question bank.
- C3.2.2 The resourcing partner will provide support, as required, to recruiting managers who wish to use competency-based assessments.
- C3.2.3 Strength based assessments - this type of assessment is designed to provide the applicants with an opportunity to demonstrate their natural strengths, ability and aptitude, as opposed to their skills and competency, which is usually assessed during a competency-based assessment.
- C3.2.4 Scenario based assessments - to identify potential and are based on “what would you do...” Information can be added to the scenario and the assessor can probe the responses further, providing an indication of the applicant’s ability to think beyond the scenario.

C4. Assessment planning

- C4.1 An assessment plan will include elements of the following:

- C4.1.1 Questions to be asked during an assessment which are aligned to the criteria. These should avoid repetition and the same questions should be asked to all applicants.
- C4.1.2 Assessment activity and any preparation that is required from the applicants,
- C4.1.3 Who will introduce the panel and the structure of the assessment to the applicant,
- C4.1.4 Time for candidates to ask questions,
- C4.1.5 Sufficient time throughout the day for the panel to take regular breaks and have panel discussions about each applicant’s suitability for the role.

C5. Recording the outcomes of the assessment

- C5.1 Applicant assessment forms and board reports should be completed. These will record the evidence provided at the assessment against the rating scale.
- C5.2 The record of assessment will be used if an applicant requests feedback. This should be objectively written and referenced back to the evidence.
- C5.3 Personal Data recorded in the assessment process is covered under UK Data Protection legislation (please refer to the HR Policy Framework). All hard copies of the documents used in the process should be destroyed.

D1. Principles

- D1.1 Redeployment is used in order to retain valuable skills, knowledge and experience thereby also reducing the cost and time required to fill vacancies.
- D1.2 Redeployment may be used only in the following circumstances:
 - D1.2.1 As a formal pre-redundancy measure (refer to Ending Work Policy);
 - D1.2.2 On the expiry of an employee's fixed term contract;
 - D1.2.3 Where an employee is returning to work after an absence of one year or more (e.g. following career break, sabbatical, external secondment, international assignment, long-term sickness absence etc.);
 - D1.2.4 As a reasonable adjustment for an employee with a disability that prevents them from continuing in their current role (following a recommendation from the Occupational Health Advisor); or
 - D1.2.5 Where an employee's current role has been re-evaluated at a higher band (and they have either not applied for the higher banded role or having applied, have been unsuccessful through fair and open competition).
- D1.3 Every effort will be made to retain employment and employees facing redeployment will be actively considered for all appropriate vacancies. However, employees have a shared responsibility to actively pursue opportunities and roles within UKRI.
- D1.4 Employees will be kept informed at all times of developments whilst efforts to redeploy them are being made.
- D1.5 Vacancies will only be advertised more widely after the Redeployment Process has been completed.
- D1.6 Employees who are on a Tier 2 visa cannot automatically be redeployed into another role unless the new role falls under the same Standard Occupational Classification as their current role. In this circumstance advice must be sought from the UK SBS Immigration team before any redeployment commitments are made.

D2. Definitions

- D2.1 Redeployment refers to seeking to support an employee in moving to a different role within the organisation in accordance with the provisions of this guidance.
- D2.2 'Similar role' refers to a role at the same band, terms and conditions of employment, hours of work, location and current skills and abilities, along with experience.
- D2.3 'Replacement role' refers to a role at the same band or a band lower, with the same terms and conditions of employment, working hours and location but where the individual may require support / training to develop some of the skills required for the role.

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D3. Redeployment Pool

- D3.1 Employees who are covered in the circumstances outlined in paragraph D1.2, where a similar role has not been immediately identified for them to take up, will join the Redeployment Pool.
- D3.2 The Redeployment Pool is notional, and the employee should be able to continue working throughout, with clear line management and clear objectives and deliverables.
- D3.3 In the event of redeployment being utilised as a formal pre-redundancy measure during a reorganisation, whilst the re-organisation is in process, the employee will be expected to continue in their current role.
- D3.4 Once the re-organisation has been completed the employee will no longer continue with their existing role and will be asked to fulfil other meaningful work, aligned to their current skills and experience e.g. project work.
- D3.5 When used as a formal pre-redundancy measure the normal maximum period that an employee can be in the Redeployment Pool is three months unless there is an evidence-based probability of redeployment within a further three months.
- D3.6 Employees approaching the expiry of a fixed term contract will not have the time that they are in the Redeployment Pool extended beyond the expiry date of their contract.
- D3.7 When used in the circumstances outlined in paragraphs D1.2.3, D1.2.4 or D1.2.5, employees will normally be in the Redeployment Pool for up to three months. Following a review of the situation and circumstances with the employee, their line-manager and HR, this period will normally be extended for a further three months if redeployment has been unsuccessful. If, at the end of six months, the employee has not been redeployed a further full review of the situation and circumstances will be undertaken in order to determine if other options are appropriate.
- D3.8 All employees moving into the Redeployment Pool will be invited to a meeting with the UKRI Resourcing Team in order to discuss next steps, and the completion of a skills and experience template.
- D3.9 HR will also arrange regular review meetings (at least monthly) to ensure ongoing support. Additional support is available from the UKRI Resourcing Team.
- D3.10 A redeployee's skills and experience template will be reviewed by the UKRI Resourcing Team against all vacancies.
- D3.11 Where a redeployee meets the minimum essential criteria or is assessed as having at least 50% of the skills/experience required and the potential to fully meet requirements with additional training, they will be invited to meet with the recruiting manager to discuss the role in more detail. HR will provide additional guidance/advice should the recruiting manager should they require it.
- D3.12 Where the recruiting manager is content that the redeployee does meet the minimum essential criteria or has at least 50% of the skills/experience required and the potential to fully meet requirements with additional training, the redeployee will be appointed to the vacant role for a trial period. If more than one redeployee is identified as suitable for a vacant role, a closed assessment process will be held.

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D3.13 Trial periods will last a minimum of four weeks, but may be extended by up to a further eight weeks where extensive training or familiarisation is required or if the new role is unusually complex in nature.

D3.14 Redeployees should receive any necessary training irrespective of whether the role is similar or a replacement to ensure that they have best opportunity to undertake the new role.

D4. If redeployment is unsuccessful

D4.1 An employee who has completed their term in the Redeployment Pool but has not been successfully redeployed will be managed under the terms of the Ending Work Policy and will be “at risk” of redundancy.

D4.2 In addition, the employee will continue to be alerted to vacancies for which they may wish to apply.

Appendix E – Pre-Employment Screenings

- E1.** All prospective employees will undergo pre-employment screening, via the Baseline Personal Security Standard (BPSS) process, which consists of verification made up of the following four parts:
- E1.1 Right to work– Nationality and Immigration Status (including an entitlement to undertake the work in question).
 - E1.2 Identity– ID Data check (electronic identity authentication- name, address, aliases, links, accounts, etc.).
 - E1.3 Criminal Records– Search for unspent convictions only (Basic Disclosure).
 - E1.4 Employment history check– Confirmation of past three years employment (minimum) history / activity.
- E2.** Pre-employment screening measures also include:
- E2.1 Disclosure and Barring Service (DBS) check**
 - E2.1.1 A basic DBS check is a criminal record check that candidates may be asked by UKRI to request.
 - E2.1.2 A basic check will contain details of convictions and conditional cautions considered to be ‘unspent’ under the terms of the Rehabilitation of Offenders Act 1974.
 - E2.2 Extreme Organisation Affiliation Check (EOAC)**
 - E2.2.1 All new employees, including contractors and agency staff and those joining on secondment, will be subject to a Level A (or equivalent) check. Exceptions will be made where no system access is required e.g. work experience students.
 - E2.2.2 Checks at Level B (Advanced disclosure) and C (Credit) will continue for specific roles.
 - E2.2.3 Existing UKRI employees will not be subject to any of the checks with the following exceptions:
 - E2.2.3.1 Any new activity or change of role which means they meet the requirements for Level B or C screening.
 - E2.2.3.2 The employee moves to work in a part of UKRI that works directly with animals.
 - E2.2.3.3 The employee’s role will allow them access to HR data and no previous EOAC has been undertaken.
 - E2.2.4 Where an EOAC has not been conducted the employee will be required to undertake Level E screening for these roles.
 - E2.2.5 New employees previously from either a UK Government Department, UK Public Body or UK SBS are not required to undertake a further check on the condition that the previous employer provides confirmation in writing that a BPSS check has been carried out.

Recruitment

E2.2.6 UK SBS is responsible for checking the status of the EOAC and will flag any issues to the UKRI Resourcing Team.

E2.3 Foreign Police Checks

E2.3.1 UK SBS will inform the UKRI Resourcing Team if a candidate has lived and worked in a foreign country. In these circumstances, a foreign police check will be undertaken. Appointments can be made while awaiting the outcome of police checks, subject to the agreed exception authorisation protocol.