



Retention & Selection Policy

Policy and Procedure

Introduction & Context

Stanian Limited has a positive commitment to the principles and practice of equality and diversity in employment practice including recruitment and selection.

Employment Practice

Stanian Limited believe in best practice in equality and diversity on the grounds of good business practice as well as for moral and statutory reasons, and are working to ensure all our activities regarding employment of staff and relationships with Associate Consultants and employees are fair and inclusive, including:

- Recruitment and selection;
- Allocation of work;
- Communications;
- Access to training;
- Promotion;
- All other activities.

To ensure inclusivity, recruitment, training and promotion opportunities will be made as widely available as possible, selection criteria will be entirely related to the job and decisions will be made solely on the basis of merit.

Joining Stanian Limited as an Associate Consultant

Stanian Limited is a Learning and Development Consultancy specialising in assisting the public sector. Services offered include:

- Business and Information Technology Professional Services Consultancy; (Refer "What We Do" statement)
- Education and Training Sessions
- Vendor & product market assessments
- All aspects of sourcing and procurement

Associate Consultants are paramount in delivering the services. Their role can include:

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- Assisting in putting together tenders or proposals for new business;
- Delivering training or consultancy to clients;
- Delivering workshops at conferences;
- Writing research articles and advisory papers

The company prides itself on establishing a reputation based on quality, equality and relevance to the public sector. Therefore, every activity needs to embody these values.

Becoming an Associate Consultant:

Associate Consultants are the “face” of the company, and so the quality of the services they deliver on behalf of Stanian Limited is of paramount importance to the company. Therefore there is a quality assurance process which has to be completed before approval. The approval process is as follows:

- Applicant returns information below to Stanian Limited;
- Stanian Limited will take up references;
- Once satisfactory references have been received, we may negotiate an opportunity to meet with you and possibly observe an example of your delivery style and content;
- Stanian Limited will inform you of our decision regarding inclusion on our database of Associates;
- If both parties wish to proceed, a standard contract will be signed.

Information Required:

Please send the following information, either by email to Stephen.magraw@btconnect.com or info@sem.uk.com or by post to:

Stanian Limited
Daresbury Science & Innovation Campus,
Keckwick Lane,
Daresbury,
Cheshire,
WA4 4FS
UK

Tel: 01257 421166

Your contact details:

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- Name
- Address
- Home telephone number
- Mobile telephone number
- Email address

Experience and area(s) of expertise:

- Main area of specialisation (please be quite specific)
- Secondary area(s) of specialisation (other areas you could deliver if required)
- A description of how these services are relevant to the public sector
- Relevant work experience
- Relevant client list (preferably public sector or similar)
- Description of the kind of work you have successfully undertaken

Qualifications and CPD

- Relevant qualifications
- Membership of any professional organisations (e.g. CIPD, ITOL etc.)
- Please provide evidence of your own Continuous Professional Development

Commitment to equality and diversity

- Please describe how you have evidenced a commitment to equality of opportunity in your delivery practice (see Equality Policy)

Referees

- Contact details (name, job title, organisation, address, telephone number, email address) of two people who have seen you work in the main area of specialisation that you are happy to have contacted for references.

Area covered

- Would you prefer to only be offered work within a specific geographical area, or could you cover anywhere in UK or Europe?

Insurance requirements

- Please indicate whether you have Public Liability, Employee Liability and Professional Indemnity insurance cover and for each please state the

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level of cover in place. Minimum levels of each cover are mandated for any sub-contractors.

Monitoring information

This information is required by us to ensure that our recruitment processes are unbiased and that we select on merit alone. You don't have to answer these questions, but we would be grateful if you did.

- Gender (male or female)
- Age (20 – 35, 36 – 45, 46 – 55, 56 – 65, 66+)
- Do you consider yourself to have a disability (yes or no)? If yes, are there any special requirements you would need in order to attend interview/deliver training?
- How would you describe your ethnicity?
- How would you describe your sexuality?

Codes of Practice

We observe as far as possible the Commission Race Equality's code of practice for employment and welcome people from all sections of the community; we will use positive action where appropriate to encourage a diverse range of applicants. We monitor our activities (in relation to ethnicity, gender, disability and age group) to ensure the practices we use are working effectively. We will work, as a minimum standard, to the legal requirements laid out in the Sex Discrimination Acts 1975 & 1986, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995, Human Rights Act 1998, the Employment Equality (Sexual Orientation) Regulations 2003, the Gender Recognition Act 2004, Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Age) Regulations 2006, and future planned legislation regarding disability and gender.

Any form of harassment, victimisation or discrimination is considered a disciplinary offence and will be investigated following our procedures as detailed in our Harassment and Bullying Policy.

The Managing Director has overall responsibility for development, implementation and annual review of the Recruitment and Selection Policy.