

# Recruitment & Selection Policy for artists

January 2010

**Bolton**  
at **Home**

Member of  
**Homes for**  
**Bolton**

# Recruitment & Selection policy for artists

## 1. Introduction

- 1.1 Housing % for Art is a service located within Bolton at Home, the council controlled company managing the Council's Housing stock. The service also serves the organisations of Bolton Community Homes, an umbrella partnership of housing associations working in the Bolton Borough.

We work with communities to maximise the benefits of regeneration, facilitated by creative arts projects. The scheme objectives are:

- To help improve the physical and social fabrics of communities
- To develop opportunities with local cultural industries
- To encourage closer links between artists, residents and the professionals that shape the environment
- To work in partnership to develop borough-wide arts and culture projects

## 2. Housing percent for art projects

- 2.1 Each Housing Percent for Art project is different; projects will involve an artist working with different groups, communities, agencies and artforms, with different outcomes.
- 2.2 Projects can involve a diverse range of artform activities, such as environmental art, public art, video, drama, dance, photography, digital art and others as appropriate, but the projects fall broadly into four categories:
- Consultation
  - Personal and group development
  - Capacity building
  - Physical and environmental art
- 2.3 Housing Percent for Art recruits freelance artists on a project-by-project basis. Artists can register their interest in being considered for Housing Percent for Art commissions by sending in their up-to-date CV and examples of their work, which will be held on file and their contact details stored on the Housing Percent for Art artists database. Artists can also register their details on the [www.thenervecentre.org.uk](http://www.thenervecentre.org.uk) website - the web portal for Bolton's Arts and Creative Industries, managed in partnership by Bolton Council, Bolton at Home and the University of Bolton.

## 3. The brief

- 3.1 Once funding for a project is approved the Housing Arts Officer will draw up a brief, which will include project details, fees and timetable for application.
- 3.2 The brief will contain standard criteria set by Housing Percent for Art, the core competencies required to fulfil the specific commission and Bolton at Home organisational competencies.

## 4. Publicising the brief

- 4.1 If the commission is under £5,000 it is at the discretion of the Housing Arts Officer to determine whether the brief is advertised to a selected number of artists that meet the essential minimum criteria (see Appendix 1) or externally to a wider group of artists.
- 4.2 If the commission is between £5,000 and £15,000 it is at the discretion of the steering group to determine whether the brief is advertised to a selected number of artists that meet the essential minimum criteria (see Appendix 1) or externally to a wider group of artists.
- 4.3 Any commission costing over £15,000 must be offered out to competitive tender (in accordance with the local authority's standing orders with regards to contracts). It is at the discretion of the steering group as to whether the tender is taken to open competition (i.e. the brief advertised externally) or limited to no less than three artists that meet the essential minimum criteria (as listed in Appendix 1) who will be invited to submit an application.
- 4.4 When commissions are advertised externally this will be done in such a way as to ensure the widest possible pool of applicants:
  - by direct mailing to artists identified on the Housing Percent for Art artists database
  - by posting on the [www.thenervecentre.org.uk](http://www.thenervecentre.org.uk) website
  - via the ArtsJobs mailing list on the Arts Council England website
- 4.5 Artists will be shortlisted for interview from applications received by the Housing Percent for Art team on or before the advertised deadline.

## 5. Disclosure

- 5.1 Applicants will need to provide the following documentation at interview:
  - Enhanced Criminal Records Bureau disclosure
  - Evidence of eligibility to work in the UK
  - Public Liability Insurance (a minimum of £2m, preferably £5m)
- 5.2 As an organisation using the CRB service to assess applicants' suitability for certain positions of trust, Bolton at Home complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. Bolton at Home undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- 5.3 Having a criminal record will not necessarily bar you from working at Bolton at Home. This will depend on the nature of the position and the circumstances and background to the offence(s). Further details regarding disclosure of criminal records are available on request.
- 5.4 Artists requiring Enhanced CRB Disclosure can be signposted to Bolton & Bury Education Business Partnership - contact Heather Ogden on 01204 375793 or see [www.boltonburyebp.co.uk](http://www.boltonburyebp.co.uk) for more information. Bolton & Bury EBP can process Standard and Enhanced Disclosure Applications for artists. NB. Artists need not be residents of Bolton or Bury to apply.

- 5.5 Bolton at Home agrees to accept CRB disclosures that have been made through other local authorities so long as they are dated within the last 12 months. Housing Percent for Art will only accept artists that have obtained Enhanced Disclosures.

## Please note: The law is changing

From 12 October 2009, new measures will be introduced to help prevent unsuitable people from undertaking paid or volunteer work with children or vulnerable adults. This is called the Vetting and Barring Scheme (VBS). This means extra checks, over and above the ones we currently undertake.

### Who will help manage the Scheme?

To help implement the Scheme a new public body called the Independent Safeguarding Authority (ISA) has been created. Unlike the Criminal Records Bureau (CRB) who provide employers with checks using information from the police's National Computer System, the ISA make decisions over who should be barred from working with vulnerable people. These decisions are legally binding. Failing to comply could result in both the employer and the employee or volunteer being prosecuted and even going to prison. ISA-registration will not replace the CRB checking process, but represents an extra level of protection.

### When does mandatory ISA-registration begin?

From **July 2010** all new employees, those moving jobs and volunteers who want to work with children or vulnerable adults can register with the ISA. From **November 2010**, all new employees and volunteers who want to work with children or vulnerable adults **must be** ISA-registered. Until they have obtained ISA-registration (and it is each employee's responsibility to do this) they cannot legally be employed. For employees the ISA-registration process is straightforward. For employers having to check a candidate's ISA-registration (a legal requirement) we have created a simple and free online service.

### How much does ISA-registration cost?

Registration will cost each new employee £64. For unpaid volunteers there is no charge. There are two areas of registration, one covering working with children and one for working with vulnerable adults. Once successfully ISA-registered, for either or both groups, an individual is registered for life, in most cases, and does not need to reapply.

For more information about the Vetting and Barring Scheme, the Independent Safeguarding Authority, the registration process, who is affected and how, please visit [www.isa-gov.org.uk](http://www.isa-gov.org.uk) or call **0300 123 1111\***. [\*Calls to 03 numbers should cost no more than geographic 01 or 02 calls, and may be part of inclusive minutes subject to your call provider and your call package.]

- 5.6 Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ and sets out the law on the prevention of illegal working. By making these checks, employers can be sure they will not break the law by employing illegal workers. Section 8 of the Act:

- indicates it is a criminal offence for us to employ someone, aged 16 or over, who has no right to work in the United Kingdom, or no right to do the work we are offering.

- gives us a statutory defence against conviction for employing an illegal worker. We get this by checking and copying certain original documents belonging to the candidate.
  - obliges us to ensure our recruitment practices do not discriminate against individuals on racial grounds.
- 5.7 Photocopies of documentation will be made by the Housing Arts Officer and originals returned to the applicant.

## 6. BH policies section

- 6.1 Applications will be shortlisted by the Housing Arts Officer, using the criteria set out in the brief.
- 6.2 Applications from disabled people are welcomed and a disability does not exclude you from full consideration. Reasonable adjustments will be made to the selection process for candidates notifying the organisation of their needs arising from disability.
- 6.3 The Housing Arts Officer will refer to Bolton at Home's code of conduct policy when recruiting artists that have a personal relationship with him/herself or any member of the Housing Percent for Art team.
- 6.4 Bolton at Home is committed to achieving fairness and equality in employment. We want to make sure that all job applicants and employees are treated fairly and are judged solely on their merits and abilities.
- 6.5 Equality and valuing diversity are central to our core values as an organisation. We aim to ensure that Bolton at Home is free of unfair and unlawful discrimination against any racial or social group, or any individual.

Copies of Bolton at Home's Equal Opportunities and Valuing Diversity policies are available by contacting a member of the Housing Percent for Art team.

## 7. Shortlisting

- 7.1 Once the advertised deadline has passed applications will be shortlisted and the Housing Arts Officer will arrange for suitable candidates to attend interview.
- 7.2 Representatives from the steering group will be involved in the recruitment process. The steering group will prepare and agree questions and a method of assessment, based on the requirements of the brief. The group will continue to be involved in the interview process.
- 7.3 In certain circumstances (such as outlined in 3.2 above), and in agreement with the steering group, the Housing Arts Officer will use his/her own experience, expertise and judgement to make a selection on behalf of the group.
- 7.4 Any material provided in support of an application will be returned to the artist on request with a covering note within 14 days of a decision being made.

- 7.5 Shortlisted applicants will be invited to attend an interview. We aim to contact candidates as far as possible in advance of the interview date

## 8. Selection process

- 8.1 The interview panel will normally comprise a local resident, a Housing Arts Officer, and a Bolton at Home Customer Involvement Officer or Housing Officer. The panel members will meet before interviews to agree and prepare a set of questions for candidates.
- 8.2 The aim of the recruitment process is to select the most appropriate artist for the project. Candidates must be able to evidence proven art and people skills. Candidates will also need to evidence an understanding of regeneration issues.
- 8.3 Artists will be expected to prepare a presentation and/or present examples of their work to the interview panel. An artist's portfolio and/or presentation should aim to evidence the requirements of the brief.

## 9. What happens after the interview

- 9.1 Successful candidates will be notified as soon as possible after a decision has been made.
- 9.2 Unsuccessful candidates will be notified by letter within 14 days of the date of the interview, offering feedback on request.
- 9.3 The Housing Arts Officer will draw up a contract for the successful candidate to sign.

## 10. References

- 10.1 Applicants may be asked to provide appropriate references. Referees should, where possible, be people who are able to give information about your ability to do the job for which you are applying.

## 11. Your information

- 11.1 It is Bolton at Home policy that paperwork relating interviews will be kept on file for no longer than six months.
- 11.2 CVs and examples of work sent in support of an application for a Housing Percent for Art commission will be kept on file for 12 months. Applicants can request this information be held on file for consideration with regard to other appropriate commissions for a maximum of three months.
- 11.3 Housing Percent for Art maintains a database. Contact details of project applicants will be kept on file and electronically on the Housing Percent for Art artists database. We will contact you on a regular basis to confirm you still wish your details to be held by us and for you to inform us of any changes.

11.4 Your contact details and details regarding your skills and experience will be kept on the Housing Percent for Art artists database and as a paper record. The information may be subject to disclosure by transmission, dissemination or otherwise making available to other officers within Bolton at Home and Bolton Council and may be used for monitoring and audit purposes. We will keep your information for a reasonable period to contact you with regard to commissions, events, other information we think may be of interest to you, and to inform you about the services we provide. Bolton at Home has taken out a Notification under the DPA 1998 which lists all the information it processes – see [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk) for more information.

# Appendix 1

## Eligibility of Employment checks under the Asylum & Immigration Act, Section 8

### Procedure to be followed

This procedure applies to every potential new employee. **Steps 1-3** must be carried out by the Interview Panel with all candidates before any offer of employment is made.

#### Step 1

All potential employees should be sent a list with the interview letter detailing the documents required to be able to carry out checks. This will ask them to provide either:

- **one** of the original documents included in [List 1](#) or,
- **two** of the original documents included in [List 2](#) and [List 3](#) (for work permit holders)
- Please [click here](#) regarding eligibility of employment for European nationals

#### Step 2

Reasonable steps should be taken to check the documentation belongs to the employee. You will need to:

- Check photographs to ensure you are satisfied they are consistent with the employee, eg. passport photograph
- Check the dates of birth to ensure they are consistent
- Check expiry dates have not passed
- Check UK Government stamps / endorsements to see if the employee is able to do the type of work offered
- If the employee provides two documents from **List 2** that have different names you will need further documentation to substantiate this; eg. marriage certificate, divorce document, deed poll, adoption certificates or statutory declaration.

#### Step 3

**Photocopy the following:**

- Front cover of the document, all the pages that give personal details and the photograph page
- Any page containing a UK Government stamp or endorsement allowing the person to do the type of work on offer

Photocopies of documents for the successful candidate(s) must be returned to Personnel with the Vac1a, Appoint 1 and original application form. These will be held on the employee's personnel file. All other photocopies must be retained on file with the related recruitment documents for 6 months.

## List 1

**Any one** of these documents will provide proof that the candidate is eligible to work in the UK. Once you have checked any one of these documents, you do not need to ask for further documents contained in list 2.

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national from a European Economic Area (EEA) country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

## List 2

The candidate must provide one of the documents listed in A **and** one of the documents listed in B-H.

- A. A document giving the person's permanent National Insurance Number and name or a P45, P60, National Insurance card or a letter from a Government Agency

**And one of the following:**

- B. A full birth certificate issued in the UK, which includes the names of the holder's parents; **or**
- C. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **or**
- D. A certificate of registration or naturalisation stating that the holder is a British Citizen; **or**
- E. A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has not time limit on their stay; **or**
- F. An immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has not time limit on their stay; **or**
- G. A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, and this allows them to do the type of work you are offering; **or**
- H. An immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, and this allows them to do the type of work you are offering

### List 3

The candidate must provide the document listed in section A **and** one of the documents in B or C.

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.
- and**
- B. A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; **or**
- C. A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question

### European Nationals

European Community law gives European Economic Area (EEA) nationals a right to live and work in the United Kingdom without requiring work permits for employment.

Individuals from the following countries are recognised as EEA nationals:

Austria	<b>Hungary*</b>	<b>Poland*</b>
Belgium	Iceland	Portugal
Cyprus	Italy	<b>Slovakia*</b>
<b>Czech Republic*</b>	<b>Latvia*</b>	<b>Slovenia*</b>
Denmark	Liechtenstein	Spain
<b>Estonia*</b>	<b>Lithuania*</b>	Sweden
Finland	Luxembourg	Switzerland
France	Malta	United Kingdom
Germany	Netherlands	
Greece	Norway	

Even if you know that an individual is an EEA national, you will still need to **verify their eligibility to work in the UK** to comply with Bolton at Home's legal obligations.

\* Members of the eight countries identified in bold above must also register with the Home Office, under the [New Workers Registration Scheme](#) unless one or more of the following applies to them:

- They are self-employed
- They have been working legally in the UK for 12 months or more in the job they held on 1 May 2004
- They have been working legally in the UK and they stay in the same job after 1 May 2004
- They were issued with leave to enter in the UK before 1 May 2004 as a seasonal agricultural worker and took up employment on the Seasonal Agricultural Workers Scheme on or after 1 May 2004
- They are providing services in the UK on behalf of an employer who is not established in the UK
- They are also a citizen of the UK, another EEA state (other than the 8 new Member States) or Switzerland
- They are the family member of a Swiss or EEA national (other than one of the 8 new Member States) who is working in the UK
- They are the family member of a Swiss or EEA national who is living in the UK as a student, a retired or self-sufficient person.