

POLICY**Bars and Venues**Ref No: **BaV-02**

Right to Work Policy

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DOCUMENT CONTROL

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Revision History

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Revision Version	Previous Revision Date	Summary of Changes	Changes Marked
V01-JB	10Apr23	Reformatting	Update
V02-JB	30Apr24	Changes to Principles of Hiring	Update

Introduction

It is our legal obligation to comply with the various pieces of legislation covering such issues as, the Right to Work Checks, Recruitment and Selection, Casual Workers' Payment etc.

Despite its separate Charitable status, the UCL Students' Union sometimes acts as if it were a "department" of the main University. Where appropriate Policies and Best Practices are shared between UCL and the Students' Union which results in greater consistency across the campus.

The Right to Work Policy is an example of this sharing practice.

In the UK the law regarding the sale of alcohol as a minor is as follows:

"You can serve alcohol in a restaurant if you're 16 or 17 as long as the licence holder or bar manager has approved the sale. You may be restricted to selling alcohol in sealed containers (such as cans or bottles) in some areas."

However, premises can determine their own rules if they are as strict or stricter than the law.

The Students' Union require that all student staff 'casual workers' at the Union Bars, must be over the age of 18, in accordance with the Entry Policy.

Expected Standards

There are 4 licensing objectives of equal importance:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Associated Policies

UCL's Casual Worker Payments – Guide for Departments policy can be found here:

- <https://www.ucl.ac.uk/human-resources/casual-worker-payments-guide-departments>

UCL's Casual Worker Payments – Guide for Workers policy can be found here:

- <https://www.ucl.ac.uk/human-resources/casual-worker-payments-guide-workers>
- UCL's Guide to right to work checks can be found here:
- <https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/guide-right-work-checks>
- UCL's Recruitment and Selection Procedure can be found here:
<https://www.ucl.ac.uk/human-resources/recruitment-and-selection-procedure>

Further Information:

The UK Government has wide-reaching information on the right to work, especially the documentary proof that is needed to onboard staff members, no matter their grade or employment reason.

An employer's guide can be found here:

- <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

Principles of Hiring

The Union bars management should adhere to the following principles when hiring student staff:

1. Job advert to be placed on Students' Union UCL's JobShop.
 - a. Job Description and guidance on how to apply to be available within.
2. Prospective applicants to be given a determined period for application.
 - a. The timeframe should be determined by the demand of student staff – need lots of staff, then open applications for longer, etc.
3. Applications to be downloaded from the system by HR and provided to the venue management team without bias.
 - a. Names and protected characteristics should be removed from applications prior.
 - b. Applicants must be assigned an applicant number and be referred to as such throughout the first round of matrixing,
4. Applicants must then be matrixed by a panel of at least two managers – where those managers remain on the panel throughout the application process. The panel should be made up of managers relevant to the role, however, where appropriate, the panel should envelope a wide spectrum of protected characteristics. I.e., not same sex.
 - a. The matrixing must be carried out against prearrange questions that relate to the job description and that remain as such throughout the whole academic year, to ensure fairness throughout the current staff pool.
 - b. The panel should mark each applicants' response that aligns with the statements using the numbers 0-3, where the numbers denote the following:
 - i. 0 – failed to meet the standards of the statement.
 - ii. 1 – unclear
 - iii. 2 – partly met
 - iv. 3 – met
 - c. Each member of the panel must both read and score the applications independently. The panel will take a mean average of each applicant's total score.
 - d. Applicants that score above a predetermined threshold will make the next round – interviews.
5. The applicant numbers of those successful will be returned to HR and on receipt of this, HR will send contact information and names to the panel. A nominated individual from the panel will offer interviews to the successful candidates.
6. Interviews must be attended by the same panellists.
 - a. The interview questions must be predetermined and remain throughout the whole interview process, to ensure fairness throughout the current staff pool.
 - b. The panel should mark each applicants' response that aligns with the statements using the numbers 0-3, where the numbers denote the following:
 - i. 0 – failed to meet the standards of the statement.
 - ii. 1 – unclear
 - iii. 2 – partly met
 - iv. 3 – met
 - c. Each member of the panel must both read and score the applications independently. The panel will take a mean average of each applicant's total score.
 - d. Applicants that score above a predetermined threshold will make the next round – right to work and employment.