

# Recruitment & Suitability Policy

Policy Reference: CEC-Recruitment & Suitability

Effective Date: 01/Nov/25



Classic  
Elegance Cars

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## 1. Introduction

This Recruitment and Suitability Policy has been developed in line with the licensing conditions and policies of Bury Council, as the local licensing authority. It outlines the processes and standards that Classic Elegance Cars Ltd follows to ensure the suitability of all personnel involved in our private hire operations.

This includes, but is not limited to, company owners, directors, office staff, controllers, and any persons with access to booking information. The primary objective of this policy is to protect the public, particularly children and vulnerable adults, by confirming that all personnel meet the "fit and proper person" criteria as required by the Local Government (Miscellaneous Provisions) Act 1976.

## 2. Scope

This policy applies to all individuals working for Classic Elegance Cars Ltd who have access to booking records or vehicle dispatching, including operators, directors, office staff, controllers, and subcontracted personnel.

## 3. Recruitment Process

Classic Elegance Cars Ltd employs fair recruitment practices including an application and screening process, verification of identity and right to work, and criminal records checks. A Basic DBS check is required for all staff with access to booking records, while drivers require an Enhanced DBS check through the licensing process with [Bury Council](#). The operator will view and record Basic DBS check details but will not retain the certificate.

## 4. Suitability and Ongoing Monitoring

Suitability is continuously monitored in line with Bury Council policy. Staff must report any arrests, investigations, cautions, or convictions within 24 hours to the operator, who will then report it to Bury Council. A register of personnel with booking access is maintained, including personal details, DBS information, employment dates, and job title. Performance monitoring also contributes to suitability assessment.

## 5. Training and Awareness

Relevant staff receive mandatory training on licensing law, safeguarding, and data protection within one month of starting and refresher training every two years. A record of training is maintained.

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## 6. Drivers and Vehicles

Detailed records are kept for licensed drivers and vehicles, and regular checks are made against the Bury Council public register to confirm valid licences and insurance. Drivers are expected to adhere to Bury Council's standards of conduct.

## 7. Subcontracting

If bookings are subcontracted, the partner operator must have comparable protections and standards. Customers will be informed that their booking is subcontracted, and which authority licenses the driver and vehicle.

## 8. Policy Review

This policy will be reviewed regularly to ensure compliance with legislation and Bury Council requirements and is available for inspection by authorised officers.