



## **RECRUITMENT AND SELECTION POLICY**

**Policy Classification: Staff**

**Status: Approved**

<b>Policy Lead:</b>	Chief Executive Officer
<b>Date Approved:</b>	September 2019
<b>Last Review Date:</b>	March 2016
<b>Review Due Date:</b>	September 2022
<b>Review Period:</b>	3 years unless required earlier due to changes in the law, regulation, best practice or requirement of the Association

## REFERENCE PAGE

<b>Document Title:</b>	Recruitment and Selection Policy
<b>Aim:</b>	To ensure job opportunities are available to all and Eildon appoints the best candidate available through the recruitment process.
<b>Objective:</b>	6 The Eildon Group will further develop its organisational capacity by reviewing existing practices and investing in its people and the technical infrastructure
<b>Scope of Policy:</b>	Staff
<b>Nominated Officer:</b>	HR Manager
<b>Approval Source:</b>	Executive Team
<b>Legal and Regulatory References:</b>	<ul style="list-style-type: none"> <li>• The Equality Act 2010</li> <li>• Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002</li> <li>• Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000</li> <li>• Rehabilitation of Offenders Act 1974 (Exclusions &amp; Exceptions) (Scotland) Order 2003</li> <li>• The Police Act 1997</li> <li>• The Protection of Vulnerable Groups (Scotland) Act 2007</li> <li>• Disclosure Scotland Code of Practice 2011</li> <li>• The Regulation of Care (Requirements as the Care Services) (Scotland) Regulations 2002</li> <li>• Data Protection Act 1998</li> <li>• General Data Protection Regulation (EU) 2018</li> <li>• The Immigration, Asylum and Nationality Act 2006</li> <li>• Equality and Human Rights Commission Employment Statutory Code of Practice 2011</li> </ul>

<p><b>Procedural References:</b></p>	<ul style="list-style-type: none"> <li>• Recruitment Authorisation Procedure</li> <li>• Advertising Procedure</li> <li>• Shortlisting Procedure</li> <li>• Interview Procedure</li> <li>• Appointment Procedure</li> <li>• Disclosure/PVG Records Procedure</li> <li>• Work Placement Procedure</li> <li>• Volunteer Procedure</li> </ul>
<p><b>Consultation Completed:</b></p>	<p>N/A</p>
<p><b>Risk Implications:</b></p>	<p>1- Existing policy, minimal change</p>
<p><b>Equalities Assessment:</b></p>	<p>All Eildon policies and key documents are developed with the clear objective of ensuring that they do not discriminate against any person and have negative impacts for equality groups. We will always welcome comments on the impact of a policy on particular groups of people in respect of, but not limited to, age, disability, gender reassignment, race, religion, sex or sexual orientation, being pregnant or on maternity leave and children's rights and wellbeing.</p>
<p><b>Accessibility:</b></p>	<p>Accessible electronically/online and in print. All documents can be translated and made available in audio, braille and large print versions upon request.</p>

## INTRODUCTION

The aim of this policy is to ensure that job opportunities are available to all and that Eildon Housing Association appoints the best candidate, through the recruitment process.

The Association is committed to ensuring that people are selected on aptitude, skills and ability to carry out the requirements of a job and are not discriminated against on any other grounds. A decision to shortlist, interview or offer employment will, therefore, take no account of any factor which cannot be justified.

This Policy comprises the following Procedures and Guidance Notes to assist during the recruitment and selection process:

- Recruitment Authorisation Procedure
- Advertising Procedure
- Shortlisting Procedure
- Interview Procedure
- Appointment Procedure
- Disclosure/PVG Records Procedure
- Involving Service Users in Recruitment Guidance Note
- Equalities during Recruitment Guidance Note
- Conducting the Interview Guidance Note

This Policy also contains additional procedures and related documentation pertaining to Volunteers and Student Work Placements within the Association. Whilst these opportunities are not advertised or short listed for, elements of the recruitment and selection policy, procedures and guidance notes may be appropriate to use and refer to i.e. Interviewing students and involving service users to ensure a 'right fit' for placements.

- Work Placement Procedure
- Volunteer Procedure
- Work Placement Quality Charter
- Volunteer and Work Placement Code of Conduct

## CONTEXT

This policy complies with the following legislation, regulations and codes of practice:

- The Equality Act 2010
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Rehabilitation of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003
- The Police Act 1997
- The Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure Scotland Code of Practice 2011
- The Regulation of Care (Requirements as the Care Services) (Scotland) Regulations 2002
- Data Protection Act 1998
- General Data Protection Regulation (EU) 2018
- The Immigration, Asylum and Nationality Act 2006
- Equality and Human Rights Commission Employment Statutory Code of Practice 2011

## GENERAL PRINCIPLES

The Association recognises that its success and performance depend on the quality and commitment of its people.

Successful recruitment depends on attracting applicants with the appropriate level of skills and qualifications, who identify with the Association's objectives and values and who can make a positive and innovative contribution towards them. When the emphasis is placed on the careful and objective assessment of skills, abilities and other characteristics, including future potential of the individual, which are relevant to the performance of the job, then the most suitable and satisfactory candidate is most likely to be appointed.

Time and effort taken at this stage to ensure the right candidates are matched to the right jobs will help avoid future difficulties which may arise for employees and the Association from unsatisfactory appointments.

The recruitment process also plays a key role in supporting the Association's Equality and Diversity Policy. Recruiters need to understand and avoid the pitfalls of unlawful discrimination and be fully conversant with the Association's Equality and Diversity Policy.

For Chief Executive and Director posts, Board members will participate in the recruitment and selection process. Recruitment to all other posts is the responsibility of the Chief Executive and Directors, who may delegate responsibility for the various stages in this process to an appropriate person in their department.

Staff and Board members who are involved in the recruitment and selection process will receive appropriate training and be supported at all stages by HR.

Recruiting the right people for the job is vital to the service users we support as it directly affects their lives. It therefore makes sense that our service users have a say in who we employ. The Association supports and encourages service users to take up the opportunity to become involved in the recruitment of care and support staff. Guidance has been produced that provides practical suggestions that will assist service users who wish to participate and suggest ways this can be accommodated.

It is the role of HR to administer recruitment campaigns and procedures and to provide information, advice and practical help in undertaking all forms of recruitment selection activity. Managers are required to discuss their particular needs with HR in advance of any planned activity.

Confidentiality is an important aspect in all the stages of recruitment and selection. The privacy of all job enquiries and job applications must be respected and maintained. All information will be processed, archived and destroyed in accordance with Data Protection and GDPR Codes of Practice and Guidance.

HR routinely monitors the recruitment and selection process. This includes recording, reporting and analysing data such as advertising media used, advertising costs, source of enquires and applications received, composition of candidates (ethnic group, disability) and time frames throughout the recruitment process.

## **COMPLIANCE**

This Policy and associated Procedures and Guidance notes are aimed at those responsible for, or involved in, selecting people. Responsibility for implementing this policy rests with the Executive Team and HR.

Failure to comply with the Policy and Procedures will be viewed as misconduct and will be dealt with in accordance with the Association's Resolution of Difficulties Policy and Procedures.

## **FURTHER INFORMATION**

Information regarding recruitment and selection can be found on the ACAS website.  
<http://www.acas.org.uk/>

Further advice and Codes of Practice can be obtained from the Equality and Human Rights Commission at [www.equalityhumanrights.com/](http://www.equalityhumanrights.com/)

Guidance from the Care Inspectorate ‘*Safer Recruitment through Better Recruitment*’  
<https://hub.careinspectorate.com/knowledge/safer-recruitment/>

## **COMMUNICATION & TRAINING**

This Policy and Procedures will be included in the Eildon Staff Handbook, which is accessible to all employees on the Association’s Intranet. If an employee has a query with regards to this policy and procedures, they are to contact their Line Manager or HR for further information.

## **EQUALITIES**

In operating this policy, Eildon Housing Association will not discriminate between persons or groups of persons on the grounds of: sex, sexual orientation or marital status, race, nationality, language or social/ethnic origin, disability, age, or other personal attributes, including religious belief or political opinions.

## **REVIEW**

This policy should be reviewed within three years unless required earlier due to changes in the law, regulation, best practice or requirements of the Association.