



Recruitment Policy

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1. Introduction

- 1.1 This policy outlines the Association's approach to the selection and recruitment of staff.
- 1.2 The Association is committed to fair and transparent recruitment processes and will strive to achieve equality of opportunity and treatment for all. Our recruitment practices will, therefore, not be influenced by factors such as :
 - Gender
 - Marital status
 - Race
 - Disability
 - Age
 - Sexual orientation
 - Language
 - Social origin
 - Religious beliefs
 - Political opinions
- 1.3 The Association is also committed to recruitment processes which ensure the sensitive treatment of personal and confidential information in line with our Privacy Policy.
- 1.4 In line with the Group Standing Orders, Part 4 (Committee Remits and Scheme of Delegations), the Director and the Management Team has authority to advertise and recruit for job vacancies for established posts and temporary posts of one year or less. Before advertising job vacancies for posts which are not part of the approved establishment approval will be sought from the Finance and General Purposes Sub Committee. The Management Committee will be responsible for the recruitment and selection of the Director and Management Team.

2. Aims of the Policy

- 2.1 To establish clear and consistent recruitment processes which are transparent to applicants and to which staff and committee adhere.
- 2.2 To ensure the best possible match between the candidates and Job Description whilst achieving an ability-based workforce which reflects a diverse and multi-cultural community.
- 2.3 To ensure we meet legislative requirements, demonstrate statutory compliance and implement best practice as an employer.

3. Job analysis

- 3.1 Where an established post within the organisation becomes vacant or when we are considering the creation of a new post, we will conduct a job analysis prior to recruiting to determine a business case regarding whether or not the post should be

filled; any adverse effects of not filling it; and whether the work could be redistributed amongst existing staff.

- 3.2 Vacant posts will normally be advertised both internally and externally. In cases of restructuring or redundancy it may be necessary in the first instance to consider any existing staff under threat prior to opening the post up to others.
- 3.3 Short term appointments of one year or less, e.g. maternity leave cover or where the post holder is providing temporary cover for another post, may be advertised internally and filled by internal candidate transfer, or by candidates engaged from a suitable employment agency.
- 3.4 Where one postholder of a job share post indicates they intend to leave, an internal recruitment process will follow. This will consist of all staff being asked to indicate whether they wish to express an interest in being considered for the post. If there are several expressions of interest, a full recruitment process will follow. If only the other post holder for the job share applies, then they will be offered the post without any further process.

4. Job Description and Person Specification

- 4.1 The Job Description contains information relating to the section, title and grade of the post and outlines the main objectives of the post listing the principle duties and responsibilities. The Job description and person specification will be based on the EVH Grading Guidelines.
- 4.2 The Person Specification lists those attributes that are essential and those that are desirable under the following headings :
 - Education/Qualifications
 - Skills/Knowledge
 - Experience
 - Personal Qualities
- 4.3 The Job Description and Person Specification are accompanied by a Summary of Principle Terms and Conditions of Employment which provides information relating to:
 - Salary
 - Hours of work
 - Holiday leave
 - Pension
 - Notice period

5. Advertising of Vacancies

- 5.1 Wherever possible, all vacancies will be advertised simultaneously, internally and externally.
- 5.2 Advertisements will contain a short introduction to the Association along with:

- Post title
- Grade and salary
- Brief description of job
- Details of how to apply
- Details of the Association' s contact details
- Closing date
- Date of interviews

5.3 Positive steps will be taken to ensure that under-represented groups are made aware of vacancies and advertisements will include a short statement on equal opportunity along with the 'Positive about Disabled People' symbol.

5.4 All existing staff will be notified of permanent and long term temporary vacancies, especially if on sick leave, maternity leave or holidays and will be eligible to apply for any post.

6. **Job Applications**

6.1 The Association will provide potential applicants with an application pack which includes:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Privacy Notice
- Declaration of Interests Form
- Summary of Terms and Conditions of Employment
- Staff Structure/Group Structure
- Details of the Association's web-site
- Details of contact person within the Association

6.2 Applicants should complete the Association's own Job Application Form. Curriculum Vitae will not be considered.

7. **Supplementary Information**

7.1 All applicants will be requested to complete an Equal Opportunities Monitoring Form which seeks information relating to the ethnic origin, sex and disability (if any) of the applicant.

7.2 All applicants will be required to complete a Declaration of Interests Form which seeks information relating to any relationship that they may have to Committee Members or staff of Govanhill Housing Association, its Sub Committees and Subsidiaries.

7.3 The Association's Job Application asks candidates to state whether or not they have had any criminal convictions within the terms of the Rehabilitation of Offenders Act.

- 7.4 Where the post advertised requires the post-holder to have frequent contact with vulnerable people, as described by Disclosure Scotland, short-listed candidates will be required to disclose their criminal history in a manner consistent with the Rehabilitation of Offenders Act.
- 7.5 Applicants who are invited to attend an interview may, therefore, be asked to complete a Criminal Convictions form which they must bring to the interview in a sealed envelope. This will be returned to unsuccessful candidates unopened.
- 7.6 All successful candidates will be appointed subject to satisfactory references and verification of relevant qualifications and identity.
- 7.7 All supplementary information provided will remain confidential and will not form part of the information provided to the interview panel.

8. Short-listing and Interview Panels

- 8.1 At the time of advertising, an interview panel will be established. At least two members from this panel will shortlist applicants.
- 8.2 The interview panel will consist as, a minimum, of the line manager for the post and the Corporate Services & HR Manager or another senior manager. The panel for posts of Grade 9 and above will consist of senior staff and Management Committee members.
- 8.3 At least one panel member must possess skills or experience most closely related to the post for which candidates are to be short listed and interviewed. Panel members who short list will also participate as interviewers to ensure consistency in recruitment.
- 8.4 Should any conflict of interest exist, the panel member will stand down from the recruitment process allowing a replacement to be found.
- 8.5 All participants in the recruitment process will have received training in recruitment and equal opportunities.

9. Short-listing of Applicants

- 9.1 To ensure compliance with the Association's policies on 'Equal Opportunities' and 'Openness and Confidentiality' an anonymous short-listing process will take place and the short-listing panel will consider Job Application forms with the identification of the applicant and the Declaration of Interests and Equal Opportunities Monitoring forms removed.
- 9.2 To comply with the requirements of the Equality Act 2010, the Association's Job Application does not require candidates to provide information relating to their sickness absence record. Relevant information will be sought as part of the reference process.
- 9.3 The Association will use selection criteria based on the Person Specification to shortlist for the post.

- 9.4 Essential criteria will be applied in the first instance to shortlist candidates. Candidates who match all the essential criteria will normally be called for interview. In the event of a large number of candidates meeting the essential criteria, we may then use the desirable criteria to fairly reduce the number of candidates called to interview.
- 9.5 As part of the Association's commitment to the 'Positive about Disabled People' scheme, all applicants who have indicated that they have a disability and who meet the minimum criteria will be offered an interview for the post.
- 9.6 Where a large number of applications have been received for an individual post, the Corporate Services and HR Manager may assist in the short-listing process by carrying out an initial sift of applications.
- 9.7 This sifting process is intended to eliminate application forms which significantly fall short of the person specification or which are submitted in an incomplete state, leaving the short-listing panel to consider the remaining applications.
- 9.8 Where any initial sifting has taken place all applications will be available at the short-listing session and may be viewed by the panel.
- 9.9 On completion of the short-listing process, chosen candidates will be contacted and advised that they are being offered an interview for the position. Unsuccessful candidates will be advised that they have been unsuccessful.

10. Selection Interviews

- 10.1 Applicants invited to attend an interview will be advised of the date, time and venue of the interview along with details of any presentation/ tests required such as a typing test or other practical test.
- 10.2 The selection interview will be based on a set of questions agreed by the interview panel in advance. During the interview notes of the responses provided by candidates will be taken to allow the completion of the Interview Assessment Form which will act as a record of the interview.
- 10.3 On completion of the interviews the successful candidate will be selected using a scoring sheet based on the questions asked as well as the result of any test or presentation, and a conditional offer of employment made.

11. References, identity checks and right to work in the UK

- 11.1 A conditional offer of employment will be made subject to suitable references being received as well as identity and right to work checks being carried out.
- 11.2 Evidence of relevant qualifications and identification will also be required.
- 11.3 We will comply with the requirements of the Home Office to prevent illegal working in the UK and will carry out necessary checks as required. The Home Office provides a useful online tool: <https://www.gov.uk/legal-right-work-uk>

11.4 For every member of staff we employ, we will carry out checks of their identity and a check that they have both the right to work in the UK and the right to carry out the type of work they are being offered. We will keep a record of this check for the duration of the staff member's employment and a further two years beyond.

12. Making safer recruitment decisions

12.1 Part V of the Police Act 1997 is aimed at helping employers and other organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to positions of trust by widening access to criminal record information in the form of:

- Basic Disclosure
- Standard Disclosure
- Enhanced Disclosure

12.2 The Association will conduct a regular risk assessment involving all posts within the organisation. The risk assessments take full account of the exact nature of the post and the degree and type of contact the post-holder will have with young people, elderly and vulnerable people.

12.3 The risk assessment will ensure that the Association establishes:

- Posts which require Basic Disclosure where the post holder has minimal contact with young people, the elderly and vulnerable people.
- Excluded posts which require Standard Disclosures where the post holders duties involve regular contact with children, young people, the elderly or vulnerable people.
- Excluded posts which require Enhanced Disclosures where the post holder is involved in regular care, training, supervision or is in sole charge of persons under 18.

12.3 The Act also provides for a Code of Practice governing the use of all information issued, requiring all recipients of Disclosure information to comply with the Code and to handle, store and dispose of that information appropriately.

12.4 Disclosure Scotland is responsible for providing disclosures of criminal records under Part V of the Police Act 1997. It is also responsible for managing the Protecting Vulnerable Groups Scheme ("the PVG Scheme"), established in 2010 by the Protection of Vulnerable Groups (Scotland) Act 2007 ("the PVG Act").

12.5 The Rehabilitation of Offenders Act 1974 creates equal access to employment for ex-offenders by enabling individuals to 'wipe the slate clean' of any minor criminal convictions and convictions resulting in custodial sentences of less than 2 and a half years within a specified period of time.

12.6 Certain posts can be excluded from the provisions of the Rehabilitation of Offenders Act where they are concerned with the provision of care services and/or social services involving access to young people, the elderly or vulnerable people.

Excluded posts do not enable an ex-offender applying for the position to 'wipe the slate clean' and all criminal convictions must be disclosed.

13. Monitoring

13.1 The Association will collect monitoring information about the profile of employees and job applicants, to help assess whether its policy aims are being achieved.

13.2 Equalities outcomes will be recorded and considered following the recruitment for individual posts and regular analysis will be carried out to identify any action required to eliminate discrimination and promote equality of opportunity.

13.3 Exit Interviews

The head of the particular department will conduct exit interviews personally with any permanent member of staff who has tendered his/her resignation. This is to identify why an individual wishes to leave, to receive insight into the role that has been performed and to thank the individual for his/her contribution to the organisation.

13.4 Procedures will be followed which reflect the law on data protection and access to personal information. The procedures will involve:

- Maintaining records of selection processes for at least six months after an appointment has been made.
- Recording the composition of selection panels.
- Asking all job applicants to complete a monitoring form which provides information about their gender, age, ethnic origin, and disability.
- Analysing the overall profile of the workforce in relation to ethnic origin, gender, age and disability, to help identify under represented groups
- Analysing outcomes in recruitment and promotions.

14. Review

14.1 This policy will be reviewed in three years time or earlier if legislation or good practice requires.

14.2 All Job Profiles and Person Specifications will be kept under review to ensure compliance with the Association's Equal Opportunities Policy, Openness and Confidentiality Policy and any other relevant legislation, guidance and best practice.