

Recruitment & Selection Policy

Purpose:	This statement is DPHA's policy in regard to recruitment and selection, to encourage good practice and equal opportunities to which all staff are required to adhere.
Review Date:	November 2019
Guidance:	Adaptation of EVH model policy with additional information relevant to DPHA.
Regulatory Standards:	<p>4.1 The governing body ensures it receives good quality information and advice from staff and, where necessary, expert independent advisers, that is timely and appropriate to its strategic role and decisions. The governing body is able to evidence any of its decisions.</p> <p>5.1 The RSL conducts its affairs with honesty and integrity and, thought the actions of the governing body and staff upholds the good reputation of the RSL and the sector.</p> <p>5.3 The RSL pays due regard to the need to eliminate discrimination, advance equality and foster good relations across the range of protected characteristics in all areas of it's work, including its governance arrangements.</p>
Date reviewed by Policy Review Working Group (PRWG):	21 November 2018
Date approved by PRWG (under delegated authority):	21 November 2018
Amendments	As per PRWG minutes of 21 November 2018

CONTENTS

PAGE NO.

1.	INTRODUCTION	4
2.	PURPOSE OF THE POLICY	4
3.	GENERAL GUIDELINES.....	4
4.	JOB ANALYSIS AND ADVERTISING	4
5.	TEMPORARY RECRUITMENT	5
6.	RECRUITMENT INFORMATION TO CANDIDATES	5
7.	SHORTLISTING.....	5
8.	INTERVIEW.....	7
9.	ASSESSMENT.....	7
10.	JOB OFFER	7
11.	REFERENCES.....	6
12.	DISCLOSURE / PVG (ADULT AND CHILD)	8
13.	SSSC	8
14.	FEEDBACK.....	8
15.	INTERVIEW EXPENSES.....	8
16.	EQUAL OPPERTUNITIES MONITORING.....	8
17.	RECORDS.....	9
18.	PERSONNEL FILE.....	9
19.	INDUCTION.....	9
20.	FAILURE TO RECRUIT.....	9
21.	EXIT INTERVIEWS	9
22.	COMPLAINTS.....	9

23.	EQUALITY & DIVERSITY.....	9
24.	GDPR.....	10

1.0 INTRODUCTION

1.1 Dalmuir Park Housing Association (DPHA) seeks to hire only the best candidates for appointment. We conduct business following the spirit and the intent of Equal Opportunities legislation and strive to maintain a diverse staff. We encourage excellence at all levels in our organisation and are not influenced by age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any other factor irrelevant to achieving successfully and performing our jobs.

2.0 PURPOSE

2.1 This statement is DPHA's policy in regard to recruitment and selection, to encourage good practice and equal opportunities to which all staff are required to adhere. In the recruitment process the aims of DPHA are:

- To attract comprehensive applications from a sufficient number of candidates with appropriate skills, qualifications and experience for consideration for employment with DPHA.
- To use fair and effective methods for the appointment of candidates consistent with DPHA's policy on Equal Opportunities.
- To ensure that recruitment procedures are clear and adhered to by all staff and Committee Members involved in any recruitment and selection processes.
- To develop an excellent workforce committed to the aims, values and service delivery requirements of DPHA.

3.0 GENERAL GUIDELINES

3.1 In recruiting for newly created or vacant posts, DPHA will ensure that it complies with legislative requirements and demonstrate best practice as an employer in relation to employment rights and equal opportunities.

4.0 JOB ANALYSIS AND ADVERTISING

4.1 When recruiting for new or vacant posts DPHA will conduct a job analysis, co-ordinated by the Corporate Service team with analysis carried out by the posts manager. This involves assessing whether or not the post has to be filled and how it could be filled, what would be the adverse effects of not filling it or if the work could be distributed amongst existing staff.

4.2 If decided that the post should be filled, a suitable job description, person specification and application form will be compiled by the manager and an advertisement will be composed. Depending on the post, we may advertise the

position internally, in the national press, on our website and in other recruitment sources. A recruitment specialist may be engaged to provide assistance.

- 4.3 An exception to this will be in cases of short-term need, restructuring or redundancy where it may be necessary to appoint candidates into posts without advertising the vacancy externally.
- 4.4 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.

5.0 TEMPORARY RECRUITMENT

- 5.1 Short-term appointments of less than a year e.g. maternity leave cover, may be advertised internally and filled by internal transfers, where appropriate to do so, or by candidates engaged from suitable employment agencies. Temporary posts in excess of a year will normally be advertised internally and externally simultaneously.
- 5.2 For very short-term posts of a few weeks internal advertising will not normally take place but rather internal arrangements or suitable employment agencies will be approached to provide a candidate.

6.0 RECRUITMENT INFORMATION TO CANDIDATES

- 6.1 All candidates will normally receive an information pack that will include a job description, a person specification, a criminal conviction form, a newsletter, an annual report, a summary statement of conditions together with an application form and equal opportunities monitoring form. A full pack will be available to download from our website.
- 6.2 Successful candidates to new and vacant posts will be selected on merit through shortlist, testing and interview in accordance with the person specification and our standard short listing and interview assessment forms.

7.0 SHORTLISTING

- 7.1 A panel, recommended to be no more than three individuals, comprised of the following members will carry out the recruitment processes for each vacant or new post:

Director

If the recruitment is for the Director, the panel will be the Staffing Sub-Committee who may engage an external consultant to assist in the recruitment process.

SM Grade

The Director, Chair/ Vice Chair and up to one committee member.

Grade 7 to 10

The Director and Line Manager.

Grade 6 and below

The relevant Line Manager and 1 other member of staff (who should be the grade above the role being recruited).

- 7.2 Only individuals who have received recruitment and selection training will be able to participate in short listing.
- 7.3 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 shortlist will also participate as interviewers to ensure consistency in recruitment.
- 7.4 Essential criteria will be applied in the first instance to shortlist candidates. Candidates who do not match all the essential criteria will not be called to interview. Candidates who do not possess all the desirable criteria may still be called to interview. However, desirable criteria will be applied, secondly, in a large response, to reduce fairly the number of candidates called for interview.
- 7.5 Each panel member must complete a short-listing assessment form appropriately for each applicant. If a panel member recognises a candidate's details, who is known to the panel member, they should declare this interest and exclude themselves potentially from the panel if the person is to be shortlisted. The panel should be notified of any declarations at this point and a completed DOI form should be completed.
- 7.6 Candidates shortlisted will be invited to interview and given at least 5 working days' notice of their interview. Unsuccessful candidates will be informed once the recruitment process has been completed and may be offered the opportunity for feedback on their applications.

8.0 INTERVIEW

- 8.1 The interviewing panel should reflect the same membership as the short-listing panel and only individuals who have received interviewing skills training should be able to participate.
- 8.2 All short-listed candidates should be offered an interview, at which the same questions, based on the job description and person specification, will be to all candidates. This may also include a suitable test and presentation topic where appropriate. Interviews will be typically of 30-60 minutes' duration depending on the nature of the post.
- 8.3 Any requested, appropriate information which has been provided by DPHA to an interviewee will be made available to all other candidates invited to interview.

9.0 ASSESSMENT

- 9.1 Panel members must complete interview assessment documentation, appropriately, based on evidence for each candidate. DPHA's policy on Equal Opportunities will apply to all matters of recruitment and selection.
- 9.2 Where candidates are judged to be equal, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

10.0 JOB OFFER

- 10.1 Once the appointment panel has made a decision, a conditional offer will be issued to the successful interviewee subject to: the receipt of satisfactory references, original qualification certificates, and proof of eligibility to work in the EU and a satisfactory PVG membership/Disclosure Scotland check where appropriate.
- 10.2 Appointment will normally be made at the bottom of the salary scale but may, on occasion be made on a suitable salary paying due consideration to a candidate's skills, experience and present and future circumstances. The initial offer can be verbal and followed up in writing. A 6-month probationary period will be included in all permanent contracts. The terms of a written contract of employment will be confirmed and issued within 7 days of the interview once the aforementioned conditions have been satisfied.
- 10.3 If the job offer is declined, if agreed by the interview panel, the second highest scoring suitable candidate may be offered the post subsequently. If there is not a suitable reserve candidate, the recruitment process should be revised and a re-run of the whole recruitment process may be considered.
- 10.4 Once the job offer has been accepted, then interview outcome notifications should be issued to unsuccessful interviewees. It is the intention of DPHA where possible, to inform candidates of the outcome of the interview as quickly as possible and within a few days of the interview having taken place.

11.0 REFERENCES

- 11.1 Two references will be sought after a conditional offer of employment has been made. Reference requests will be made to the most current/recent employer /academic/voluntary or good character referee contact, which must not be related to the candidate. If a referee happens to be a panel member then the candidate may be asked to provide an alternative referee.

12.0 DISCLOSURE / PVG (ADULT AND CHILD)

- 12.1 Adult PVG will be sought after an offer of employment has been accepted for our Sheltered Housing roles, Housing and Property Services Officers roles.

- 12.2 Child PVG will be sought after an offer of employment has been accepted for our DOSCG roles.
- 12.3 DPHA will meet the cost of new / updates to existing PVG certificates.
- 12.4 Any convictions returned on the PVG will be checked against declared convictions on individual's criminal conviction form.
- 12.5 Convictions may not exclude a candidate from being offered a contract of employment and each case will be reviewed on its own merit.

13.0 SSSC – SCOTTISH SOCIAL SERVICES CODES OF PRACTICE

- 13.1 SSSC registration is not required prior to the appointment of Sheltered Housing or DOSCG roles.
- 13.2 SSSC registration will be completed after employment has commenced and DPHA will meet the cost of registration.

14.0 FEEDBACK

- 14.1 All interviewees will be advised typically of the outcome of their interviews by ,telephone/email or letter and constructive feedback on their performance can also be made available to them, if they desire, via the telephone.

15.0 INTERVIEW EXPENSES

- 15.1 Reasonable travel expenses may be reimbursed to candidates selected for interview travelling from non-local journeys.
- 15.2 Expenses will be paid at public transport second class / standard class rate. All claims should be accompanied by tickets and/or receipts. Where it is cost effective to make a business journey by car, a mileage allowance may be claimed in line with HMRC rates.
- 15.3 Reimbursement for the cost of travel must be agreed in writing by DPHA prior to the purchase of any tickets.

16.0 EQUAL OPPORTUNITIES MONITORING

- 16.1 As part of DPHA's recruitment process, equal opportunities monitoring will be undertaken and reported to our Management Committee annually in March.

17.0 RECORDS

- 17.1 Application forms and recruitment documentation must be stored confidentially for a period of 6 months.
- 17.2 Any undertaken PVG membership records/Disclosure Scotland checks must be

stored in accordance with the Storage and Safe Handling of Disclosure Checks Retention Policy.

18.0 PERSONNEL FILE

18.1 The successful candidate's recruitment documentation will be retained into their personnel file.

19.0 INDUCTION

19.1 DPHA staff will welcome a new post holder by providing initial induction training in the organisation, which will be organised in advance of occupancy of the new post holder by the manager. This will help to settle the new staff member, convey our aims, objectives, policies and procedures thereby encouraging the individual to settle, stay and make a valuable contribution to our work.

20.0 FAILURE TO RECRUIT

20.1 Should the full recruitment and selection procedure fail to recruit a suitable candidate, reasons for this should be identified and considered, appropriate alterations made and recruitment should be rerun where appropriate to do so.

21.0 EXIT INTERVIEWS

21.1 Our Corporate Service team 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.

22.0 COMPLAINTS

22.1 If a complaint is received about any stage of the recruitment and selection process it should be resolved promptly in the first instance and verbally where appropriate to do so. If the complainant wishes to further pursue the matter, they should be advised to put the complaint into writing and address it to the Director who will investigate the matter and further liaise with the complainant.

23.0 EQUALITY AND DIVERSITY

23.1 Equal Opportunities are aimed at removing barriers to access and opportunity, with positive results for individuals and DPHA. Equal Opportunities refer to equality in recruitment, promotion, training or transfer and terms and conditions of employment. In seeking suitable candidates for new or vacant posts, DPHA will not discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any factor irrelevant to the ability to do the job.

23.2 It is DPHA's goal that all recruitment decisions will be based completely on the

merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

A fair recruitment process will remove barriers where possible to the employment of people from different backgrounds. This will enable the organisation in recruiting from the widest pool of talent, potentially raising the standard of their intake and therefore increasing the opportunity of a more diverse workforce which reflects the community it is serving. A more diverse workforce should improve the organisation's service delivery, as it will include staff with more knowledge and experience about meeting the needs and aspirations of service users and potential service users.

- 23.3 To highlight DPHA's commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as possible and any advertisement for a vacancy within DPHA will state that an equality and diversity policy is in place. In addition the advert will also display any signs of equality bodies that DPHA is affiliated with. The information contained in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. For those that wish to apply DPHA will ensure that all applications will have clear instructions for completion and application forms will be free from personal questions that are not relevant to the vacancy and that may lead to discrimination.

24.0 GDPR

- 24.1 We will treat personal data in line with our obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing your data is provided in our Customer Fair Processing Notice.