



Name of Policy	Recruitment & Selection
Responsible Officer	Director
Date approved by Management Committee	November 2024
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Section	Corporate Services

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1. Introduction

- 1.1. We strive to be an equal opportunities employer. The aim of our Recruitment and Selection Policy is to ensure that we select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including age, disability, gender, gender reassignment, gender identity, marriage, civil partnership, pregnancy, maternity, race (including colour, nationality, ethnicity, national origin, and citizenship), religion/belief, sex and sexual orientation.
- 1.2. This policy outlines the Association's approach to the selection and recruitment of staff to develop an excellent workforce committed to delivering the aims, values, and service delivery requirements.
- 1.3. The Association is committed to a fair and transparent recruitment processes and will strive to achieve equality of opportunity and fair treatment for all.
- 1.4. The Association is also committed to a recruitment process which ensures the sensitive treatment of personal and confidential information.

2. Principles and Objectives

To enable us to:

- Establish clear and consistent recruitment processes.
 - Ensure that the Association has access to the widest possible labour market.
 - Ensure the best possible match between the candidates and Person
 - Specification, whilst achieving an ability-based workforce which reflects the communities that we serve, taking recognition of underrepresented groups
 - To ensure compliance with the Association's policies on 'Equal Opportunities', 'Openness, Accountability and Confidentiality'.
21. To ensure that:
- The procedure and code of good practice for recruitment and selection for appointment or promotion is followed by every manager, staff member, and Management Committee member.
 - All staff involved in the recruitment and selection process are given adequate training on the Association's Policy and Procedures and their responsibilities.
 - Unlawful and unfair practices are not introduced.
 - All applicants 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.

3. Review and Filling of Vacancies

- 3.1. The Director in conjunction with the relevant manager will review whether the post is still required or not. Aspects for consideration will include financial implications, grading and post requirements. If the post is required, the Corporate Services department shall be instructed to start recruiting.
- 3.2. If it is decided that a post should be removed from the establishment, a request to do so will be submitted to the Committee for approval.
- 3.3. If it is decided that a post should be re-graded, a request to do so shall be submitted to the Committee for approval.

4. Job Description and Person Specification

- 4.1. The Job Description contains information relating to the department/section, job title and grade of the post and reporting lines. This document also includes a job summary and details the main duties and responsibilities of the post.
- 4.2. The Job Description also contains a brief statement drawn from the Association's Equal Opportunities Policy.
- 4.3. The Person Specification lists those attributes that are essential and those that are desirable under the following headings:
 - Experience and knowledge
 - Skills and Abilities
 - Qualifications
 - Personal Qualities
 - Other Requirements
- 4.4. 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. Modern Apprenticeships / Graduates

- 5.1. Candidates for modern apprenticeships/graduates will also be required to submit application documents, which will be subjected to fair short-listing procedures. Successful short-listed individuals will be invited to attend an interview and the most suitable individual/s will be selected.

6. Advertising of Vacancies

6.1 All existing staff will be notified of permanent and long-term temporary vacancies, including staff on long-term sick leave, and maternity leave, and will be eligible to apply for any post.

6.2 Advertisements will contain a short introduction to the Association along with details of the following:

- Post title
- Grade and salary
- Brief description of job
- Details of how to apply
- Details of the Associations address, telephone number, email address.
- Closing date
- Disclosure/PVG requirements, if applicable

6.3 Positive steps will be taken to ensure that under-represented groups are made aware of vacancies and advertisements. This will include a short statement on equal opportunities and where appropriate the 'Positive about Disabled People' symbol.

6.4 Permanent Vacancies

In normal circumstances all permanent vacancies, and temporary vacancies in excess of a year, will be advertised simultaneously, internally and externally. There will be exceptions to this, for example, in cases of restructuring or redundancy where it may be prudent to appoint suitable candidates into posts or to restrict the advertising of a post (or posts) to internal candidates only.

In these circumstances, the Committee shall agree this course of action in conjunction with the Director.

6.5 Short Term Vacancies - Internal Recruitment Process

The Association's internal recruitment process, '*Expression of Interest*', will be used should a short-term vacancy arise due to the post-holder's absence or where the post-holder is providing temporary cover for another post.

An open invitation will be made to staff to express an interest in the short-term vacancy. An interview panel involving appropriately trained staff members will consider all expressions of interest and will select the most suitable candidate based on shortlisting and competitive interviews.

6.6 Temporary Vacancies

Short-term vacancies of less than a year e.g., maternity leave cover or long-term sickness may be advertised internally and filled by internal transfers, where appropriate to do so.

For very short-term vacancies of a few weeks internal advertising may take place. However, if this is not suitable then an external agency (e.g., EVH or other employment agency) will be approached to provide a candidate.

6.7 Funded Posts

Where the Association receives a grant for funded posts, these posts will be advertised and recruited for in line with the policy and the funders guidelines.

7. Job Applications

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

- Job Description/ Person Specification
- Job Advert
- Application Form
- Guidance note for Job Application
- Equal Opportunities Monitoring Form
- Summary of Terms and Conditions of Employment

7.2 Applicants are advised to complete the Association's Job Application Form and that CVS will not be accepted.

8. Supplementary Information

8.1 All applicants will be requested to complete an Equal Opportunities Monitoring Form.

8.2 In line with our Governance Rules, all applicants, on the application form, are asked if they are related to any Management Committee Member or staff member of the Association.

8.3 All successful candidates will be subject to a check of satisfactory references, health clearance, verification of relevant qualifications, confirmation of identity and any required disclosure.

9. Recruitment

Shortlisting and Interview Panels

9.1 The Association will ensure that, as far as possible, shortlisting and interviews are carried out by the same panel.

9.2 All participants in the recruitment process will have either experience or have received training in recruitment and equal opportunities.

9.3 Should any conflict of interest exist, where possible, the panel member will stand down from the recruitment process allowing a replacement to be found.

10. Shortlisting Applicants

- 10.1 All applicants will be assessed against the person specification to determine suitability for interview.
- 10.2 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.
- 10.3 The Association will use selection criteria based on the Person Specification which will focus on essential skills for the performance of the job.
- 10.4 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.
- 10.5 During the shortlisting session, applications will be considered against criteria contained in the shortlisting form which is drawn from the Person Specification for the post.
- 10.6 On completion of the short listing process all candidates will be contacted and advised if they are being offered an interview for the position or that they have been unsuccessful.

11. Selection Interviews

- 11.1 Applicants invited to attend an interview will be advised of the date, time and venue of the interview together with details of the interview panel and any other aspects of the selection process e.g., skills assessment or presentation.
- 11.2 The 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.
- 11.3 On completion of the interviews a conditional offer of employment may be made to the successful candidate. Where candidates are judged to be equal, they may be called back for a second interview.

12. Offer of Appointment

- 12.1 Once the appointment panel has made a decision, a conditional offer may be issued to the successful interviewee subject to the receipt of satisfactory references for external appointments, original

qualification certificates, proof of eligibility to work in the United Kingdom, and health clearance. No formal offer of appointment will be made until all relevant checks/paperwork have been concluded. Appointments will normally be made at the bottom of the salary scale, although the Director may agree to a higher salary point within the scale for the post depending on the candidate's skills, experience, and present and future circumstances.

12.2 The initial offer can be verbal and followed up in writing. The terms of a written contract of employment will be confirmed and issued subsequently once all of the aforementioned conditions have been satisfied.

12.3 Reference requests will be made to the current or most recent employer/academic/voluntary or good character referee contact. The referees must not be related to the candidate. If a referee happens to be a panel member, then the candidate will be asked to provide an alternative referee. In some cases, additional references may be sought.

12.4 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 rerun of the whole recruitment process should be considered.

12.5 All interviewees will be advised of the outcome of their interviews.

13. Interview Expenses

13.1 We will not normally reimburse candidates for travel expenses except in exceptional circumstances and with authorisation from the Director.

14. Monitoring

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

14.2 Procedures will be followed which reflect the requirements under GDPR and FOI legislation. The procedures will involve:

- Maintaining records of selection processes for a minimum of six months and up to a maximum of one year after an appointment has been made.
- Recording the composition of selection panels.
- Asking all job applicants to complete an Equal Opportunities Monitoring Form.
- Analysing outcomes in recruitment and promotions.

15. Personnel File

15.1 The successful candidate's recruitment documentation should be compiled into a staff personnel file and retained.

16 Failure to Recruit

16.1 Should the full recruitment and selection process fail to recruit a suitable candidate, reasons for this should be identified and recorded for future reference. Where appropriate, necessary alterations should be made, and recruitment should be re-run.

17. Induction

17.1 The Association will provide an induction for all new recruits. This will include information on the organisation, its purpose, business plan, and introductions to staff throughout the organisation. New staff will also be provided with information on Trade Unions and relevant information relating to the code of conduct, declaration of interest, equal opportunities, health and safety, employee wellbeing and occupational hazards.

18. Continuity of Service

18.1 Successful candidates with service from other EVH full-member organisations will be recognised as continuous service.

19. Complaints

19.1 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 will be advised to put the complaint into writing.

20. Equality and Diversity

20.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.