



RECRUITMENT and SELECTION POLICY

1.0 INTRODUCTION

- 1.1 Almond Housing Association Limited (AHA Ltd.) aims to select and recruit suitably experienced and skilled employees to fulfil our Aims, Objectives and current Business Plan.
- 1.2 This policy and the supporting procedures aim to ensure that recruitment and selection are carried out fairly, in line with current employment and equal opportunities legislation, and in accordance with current best practice.
- 1.3 This policy complies with all current:
 - equal opportunities and anti-discrimination legislation;
 - recruitment & selection Codes of Practice and 'good practice' guidance
 - legislation and guidance on data protection and confidentiality.

2.0 RESPONSIBILITIES

2.1 Board of Management

- To ensure that there is in place a policy on Recruitment & Selection which complies with the current law, statutory regulations, guidance and good practice.
- To monitor compliance with the policy through reports and to take any action under the policy which requires the involvement of Board Members.

2.2 Management

- Chief Executive: To ensure that all employees are aware of the policy, and that it is applied consistently across AHA Ltd.
- Head of Corporate Services: To manage and administer the policy on a day-to-day basis, and provide advice and training on recruitment & selection matters to the Board, Senior Management Team and all employees as required.
- Other Heads of Section: To ensure the policy and supporting procedures are implemented fairly and consistently within their Sections.

2.3 Employees

- To ensure that they have read, understood and comply with the policy and procedures as required.

3.0 POLICY

3.1 AHA Ltd. will only recruit permanent employees within the approved structure and staffing levels.

3.2 All permanent posts, and all temporary posts of more than 12 months, will be advertised internally and on our web site, in the local press and in appropriate national and/or professional publications, including internet-based recruitment sites, as approved by the Head of Corporate Services. Posts may also be notified to appropriate local organisations involved in recruitment for disabled or ethnic minorities. Details of each vacancy may be placed in local Job Centres, and may also be circulated to other Registered Social Landlords, as appropriate.

The Chief Executive may approve alternative advertising and recruitment arrangements for temporary posts of less than 12 months' duration.

3.3 The Chief Executive will have delegated authority, within the current overall budget, to appoint temporary staff to cover for sickness or other leave of absence such as maternity leave etc., to ensure sufficient employees are available for the effective provision of services.

The Chief Executive may utilise agency services for such temporary posts, where appropriate.

3.4 AHA Ltd. recognises the benefits of using existing talents to the full, which is in the interests of both employee morale and AHA Ltd.'s business, and will consider 'internal only' recruitment as appropriate.

The circumstances in which internal only recruitment will be permitted will be limited and may require prior approval by the Staffing Sub-Committee before advertising may proceed. The Sub-Committee will require to be satisfied that the smooth running of AHA Ltd.'s business will not be compromised by undertaking internal only recruitment. Further details are in the procedures supporting this policy.

3.5 AHA Ltd. may decide in exceptional circumstances to suspend the normal recruitment arrangements, to secure suitably qualified and experienced employees. These circumstances will be rare and will require the prior approval of the Staffing Sub-Committee or the Board of Management (depending on the timing). It will be necessary to demonstrate that recruitment in the normal manner is not in AHA Ltd.'s best business interests and that our actions can be effectively accounted for, before the Staffing Sub-Committee or the Board authorises such action.

3.6 Where it is not possible to wait for the next Staffing Sub-Committee or Board meeting, the variations outlined in paras. 3.4 and 3.5 above may be approved on the authority of the Chairperson (or Vice Chairperson) in accordance with their delegated powers. Any such decision will be reported to the next meeting for homologation.

3.7 Any Board Members and employees involved in recruitment and selection should have attended training on the application of Equalities legislation to recruitment and selection within the two years prior to the vacancy being advertised.

3.8 AHA Ltd. will seek to ensure that:

- no-one receives less favourable treatment, or is disadvantaged, by conditions or requirements in the job advertisement, job criteria or person specification which cannot be shown to be justifiable;
- all applicants are treated fairly and equitably, and that all decisions on recruitment and selection are based on the job criteria, and in relation to the person specification;
- all vacancies are accessible to all sectors of the community;
- all disabled applicants who meet the essential job criteria for a post are interviewed;
- all internal applicants who meet the essential job criteria for a post are interviewed;
- all applicants for employment are provided with full, clear and accurate information regarding the vacant post and the organisation.

3.9 To comply with AHA Ltd.'s Equality & Diversity Policy, all applications will be monitored as detailed in the Recruitment Procedures. The aims of the monitoring process are to:

- confirm that AHA Ltd.'s recruitment and selection procedures are non-discriminatory;
- assist in identifying procedures which require to be improved;
- contribute to the setting of any targets which the Board deems necessary, arising from a review of the Equality & Diversity Policy.

4.0 REVIEW

3.1 The Head of Corporate Services will ensure that this policy is reviewed by the Senior Management Team at least every five years.

FIRST APPROVED IN	JANUARY 1999
CURRENT VERSION 4.0 APPROVED IN	MARCH 2018
NEXT REVIEW DUE BY	MARCH 2023