



RECRUITMENT & SELECTION POLICY

1.0 INTRODUCTION

1.1 The aim of this policy is to:

- ensure that suitable employees are recruited to fulfil our aims, objectives and our current Business Plan;
- ensure that selection and recruitment are carried out fairly, complying with current employment and equal opportunities legislation, and recruitment best practice.

1.2 This policy is supported by detailed procedures.

2.0 POLICY STATEMENT

2.1 We will only recruit employees within the agreed current staffing structure and staffing levels, according to the current level of business.

2.2 All posts will be advertised in local Job Centres, and/or if appropriate in the local press and in appropriate national, evening and/or professional publications, including internet-based recruitment sites, as approved by the Manager (or, in the case of the Manager's post, by the Chairperson/Company Secretary in liaison with senior Almond HA staff).

2.3 The Manager will have delegated authority, but only within the current overall budget, to appoint temporary or sessional employees for up to 6 months, to cover for sickness or other leave of absence such as maternity leave etc. and ensure that sufficient staff are available for the effective provision of services.

Any proposal to appoint temporary or sessional employees that will exceed the current budget will require Board approval or, if the need is urgent, the approval of the Chairperson/Company Secretary under delegated authority.

2.4 We may decide in exceptional circumstances to suspend our normal recruitment arrangements in order to secure suitable employees. These circumstances will be rare and will require the prior approval of the Chairperson or Company Secretary, in liaison with senior Almond HA staff. It will be necessary to demonstrate that recruitment in the normal manner is not in our best business interests and that our actions can be effectively accounted for. Any such decision will be reported to the next meeting of the Board and the reasons recorded.

- 2.5 Those involved in selection and recruitment should have attended training on current Equality and Diversity legislation. The Manager will ensure that training is provided, as required.
- 2.6 We 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 justified.
- 2.7 We will provide all applicants with full, clear and accurate information regarding the vacant post and the organisation. We will seek to ensure that all applicants are treated fairly and equitably, and that all decisions on selection and recruitment are based on the job criteria and in relation to the person specification.
- 2.8 To comply with our Equality and Diversity policy, all applications will be monitored as detailed in the Recruitment Procedures. The aims of the monitoring process will be to:
- confirm that our selection and recruitment procedures are non-discriminatory;
 - assist in identifying procedures which require to be improved;
 - contribute to the setting of any targets which the Board may decide are necessary.

3.0 MONITORING AND REVIEW

- 3.1 The Manager will ensure that this policy and the supporting procedures are followed by all Directors and employees involved in selection and recruitment.
- 3.2 The Manager will ensure that the Board reviews this policy at least every three years.

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