



Rural Stirling

Housing Association



Quality property
management services

GROUP RECRUITMENT POLICY

Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA Registered as a Scottish Charity No. SC037849	
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Equality Impact Assessment	EIA not carried out

Group Recruitment Policy

1. Purpose

- 1.1 The Rural Stirling Group (RSG) is committed to attracting and retaining a high performing workforce which makes a critical contribution to its success. This policy provides a framework which enables RSG to meet its staff resourcing requirements through a range of routes which, whilst allowing for flexibility of approach, will comply with relevant legislation.
- 1.2 RSG aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- 1.3 This policy applies to the identification, recruitment and engagement of all members of the RSG's workforce. The workforce includes members of staff employed in open ended or fixed term employment contracts, external secondees, agency working and consultants.
- 1.4 The Recruitment process outlined in this policy is underpinned by the following general principles:
 - When a resource requirement is identified, full consideration is given to the most effective and efficient way to meet the need, which may not be direct replacement.
 - The Recruitment Policy is fair and transparent, and is carried out in accordance with relevant employment, equality and procurement legislative requirements and best practice.
 - RSG is committed to making reasonable adjustments to prevent applicants from being placed at a disadvantage by any practice within the recruitment and selection process or any physical feature of the premises.
 - RSG staff are not involved in the recruitment and selection of close relatives, partners or friends.
 - Appropriate selection methods and objective criteria (e.g., qualifications, competencies, skills, knowledge and experience) are used to identify and appoint the best candidate for each role, in a fair and effective manner.
 - Selection methods allow the candidate to best demonstrate his or her skills, knowledge and abilities against the person specification – and to obtain information about the role, department which helps them determine their suitability for the role.

- All applicants for positions at RSG have a positive experience and are left with a good impression of RSG as a whole.
- All members of staff involved in recruitment and selection are expected to familiarise themselves with this policy and guidance, and to complete appropriate training.

2. SHR Regulatory Standards

2.1 The SHR's regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that the RSG complies with these standards. The standards of direct relevance to this policy are noted below:

4. *The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.*

3. Equality & Diversity Statement

3.1 We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

This policy and any other Rural Stirling Group (RSG) publication is available in other formats e.g., other languages, Braille, large print, audio.

4. Identifying Recruitment Needs

4.1 When a vacancy arises, the decision to recruit a replacement for the job holder will be carefully considered by the Chief Executive and appropriate managers in accordance with the Scheme of Delegation, and considering the impact on the budget. They will evaluate whether the job could be carried out in a different way or whether there may be an internal candidate who could transfer or develop the skills necessary for the role.

5. Defining the Role

5.1 To ensure objectivity, the duties and the skills required by the job holder will be reviewed and any existing documentation updated so that candidates are assessed against the same framework.

5.2 If there is no Job Profile or Person Specification for the position, this will be drafted setting out the tasks that make up the job, the outputs expected, how the role fits into the organisational structure and the skills, behaviours and experienced required.

5.3 This will be developed under the following headings:

- job title
- responsibilities of the post
- specific qualifications required
- specific experience required
- personality to carry out the post and fit in with existing personnel
- future requirements of the job
- likely career progression with the job salary/grade

6. Methods of Recruitment

6.1 To ensure that the best candidate is attracted and appointed RSG may use any or all of the following methods of recruitment:

- advertising the vacancy internally
- advertising in the appropriate media
- recruitment agencies
- seeking recommendations for suitable candidates

6.2 All externally advertised roles are listed on the RSG's website which directs candidates on how to apply. All applications will be handled in confidence and circulated only to those involved in the recruitment process.

6.3 Care will be taken to use selection methods and techniques which are relevant to the job. These will be reviewed regularly to ensure their fairness and consistency of application.

7. Recruitment Pack

7.1 A recruitment pack will be prepared for each recruitment by the responsible manager.

7.2 An Equalities Statement will be included in all advertisements. Our current statement is as follows:

"RSG is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership."

8. Shortlists and Interviews

8.1 The first step in selecting candidates for interview is to create a shortlist. Shortlisting is undertaken by at least two members of the selection panel to help ensure objectivity.

Shortlisting is carried out on the basis of information included in the completed application form which is used to measure and score applicants against the criteria outlined in the person specification.

- 8.2 The main method of selection for permanent staff is normally a selection panel interview.
- 8.3 Interview questions and structure of the interview should be consistently applied to all candidates and should be based on the person specification for the role. Before interviews begin, panel members should agree questions under each of the competency headings with candidates measured and scored against these.
- 8.4 The selection process is an opportunity to present candidates with a good impression of RSG and to provide information which will help the candidate determine their interests in the role.
- 8.5 Travel expenses will be reimbursed where appropriate.
- 8.6 If any tests are to be given (e.g., skills tests, presentations, aptitude tests), the candidates will be given details in advance.

9. Making an Offer

- 9.1 The Chief Executive or recruiting manager should make a verbal offer to the successful candidate, subject to references, if applicable. Once the candidate confirms that they accept the offer, Corporate Services will prepare the draft offer of employment, subject to references.
- 9.2 All unsuccessful candidates will be advised of the outcome by letter. In the case of internal applicants being unsuccessful, the line manager will communicate this directly. If an unsuccessful interview candidate requests feedback, it is expected that the Chief Executive or recruiting manager will provide meaningful feedback as soon as possible after the selection process.
- 9.3 All permanent positions will be subject to a 6-month probationary period and a Basic Disclosure Scotland check.

10. References

- 10.1 References will always be taken up on external candidates once an offer of employment has been made and accepted. Candidates will be asked to provide the details of two referees, one of whom should be the current employer, where applicable. All offers of employment are made subject to the receipt of satisfactory references. References from relatives or friends will not be accepted.
- 10.1 It is not permissible under the Equality Act to enquire about the sickness absence record of an applicant prior to an offer of employment being made to them.
- 10.2 When requesting references, it is helpful to seek precise information and confirm facts,

such as length of employment, relationship of the applicant to the referee, job title, brief details of responsibilities, reasons for leaving, performance and any other relevant information.

- 10.3 It is helpful to the referee to include a copy of the job profile and person specification of the post being recruited.
- 10.4 Social networking sites must not be used as a means of screening as this could breach privacy and data protection legislation.
- 10.5 **Factual References:** When providing references for former employees RSG provides factual references only and should at all times only confirm facts such as length of employment, relationship of the applicant to the referee, job title and brief details of responsibilities.

11. Appointments

- 11.1 All job offers will be made subject to satisfactory references.
- 11.2 New starters are required to attend Corporate Services on their first day of employment, bringing with them their Income Tax Form, P45 and proof of eligibility to work in the UK. Employees who do not produce evidence of their entitlement to work in the UK on or before their first day of employment cannot commence employment and will not receive their salary payments.

12. Induction

- 12.1 All new employees will receive induction including Health and Safety. The RSG **Induction Framework** should be followed for all new employees and it will be the responsibility of the line manager to ensure that this is followed.

13. Equality Monitoring

- 13.1 In line with regulatory requirements the RSG will collect equalities data as part of all recruitment and selection processes.

14. Data Protection Legislation

- 14.1 **Privacy Notice:** This policy, together with the information contained in the table of applicant data (available on request), constitutes a privacy notice setting out the information the RSG holds about applicants, the purpose for which this data is held and the lawful basis on which it is held. RSG may process personal information without applicants' knowledge or consent, in compliance with this policy, where this is required or permitted by law.
- 14.2 If the purpose for processing any piece of data about applicants should change, RSG will

update the table of applicant data with the new purpose and the lawful basis for processing the data and will notify applicants.

14.3 Consent to Data Processing

- RSG does not require consent from applicants to process most types of applicant data. In addition, RSG will not usually need consent to use special categories of personal information in order to carry out legal obligations, exercise specific rights in the field of employment law or when it is necessary for RSG's legitimate interests and public interest.
- Where applicants have provided consent to the collection, processing and transfer of personal information for a specific purpose, they have the right to withdraw consent for that specific processing at any time. Once RSG have received notification of withdrawal of consent it will no longer process information for the purpose or purposes originally agreed to, unless it has another legitimate basis for doing so in law.

14.4 **Lawful Processing of Information about Criminal Convictions:** RSG will only collect information about criminal convictions if it is appropriate given the nature of the role and where it is legally able to do so.

14.5 **Automated Decision Making:** Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. RSG does not envisage that any decisions will be taken about applicants using automated means, however applicants will be notified if this position changes.

14.6 **Retention of Data:** RSG will only retain applicants' personal information for as long as necessary to fulfil the purposes it was collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of personal information are set out in the table of applicant data (available on request). Under current data protection legislation, unsuccessful candidates can request copies of any notes held on them that are stored in a structured way. All notes regarding the selection of candidates will therefore clearly demonstrate where the candidate did and did not compare to other candidates in terms of the skills and knowledge required by the job.

15. Confidentiality and Compliance

15.1 RSG has put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Details of these measures are available upon request.

15.2 RSG may share personal information with third parties. RSG requires third parties to respect the security of applicant data and to treat it in accordance with the law. RSG may also need to share personal information with a regulator or to otherwise comply with the law.

15.3 All Governing Body members and staff involved in a Selection Panel should ensure that confidentiality is paramount. All documentation is treated in accordance with the data protection legislation.

15.4 All Governing Body members and staff involved in the recruitment and selection of staff should declare any conflicts of interests or personal interests to any applicants to the Chair of the panel at the beginning of the recruitment process. Examples of conflict of interests could be where a panel member is involved in the shortlisting and/or interviewing of a candidate who is a spouse, partner, close friend or other family member.

15.5 All recruitment and selection should be conducted in compliance to current employment legislation.

15.6 We do not accept Personal Statements/CVs unless this is specifically asked for in the recruitment process.

16. Review

16.1 We will review and update this policy every 3 years. More regular reviews will be considered where, for example, there is a need to respond to new legislation/policy or regulatory guidance.

17. Related Documents

This policy relates to the following documents:

- EVH Terms and Conditions
- Employee Handbook
- RSG Induction Framework