

Paragon Housing Association Limited

POLICY:	RECRUITMENT POLICY
POLICY AREA:	STAFF
DATE APPROVED:	28th March 2018
DATE NEXT REVIEW:	March 2021

1. Introduction

Paragon Housing Association Limited recognises that a Recruitment Policy is a means of ensuring the fair and effective recruitment of staff.

The Association aims to:

- Establish the business case for the recruitment of any post
- Recruit good quality, committed members of staff
- Recruit in a fair and equitable manner

2. Legal framework/ Good Practice

The Association will

- Recruit and select the best candidate for every vacancy
- Use fair, objective and consistent criteria for selection
- Will guard against discriminatory practices
- Monitor effectiveness of recruitment and selection processes
- Comply with legislative requirements
- Will refer to EVH best practice

3. Identifying the Need for Recruitment

The Association's Management Committee determines the Staffing Establishment which consists of the number of posts and grading structure. This reflects the needs of the business and is reviewed periodically.

Where a vacancy occurs, the need to recruit will be reviewed by the Director /Depute Director. If the business case is not proved this will be referred to the Management Committee or delegated Sub Committee for consideration and possible deletion from staffing establishment.

It is recognised that from time to time there may be a need to employ agency or temporary staff to take account of sick leave, work peaks etc, This will be

at the discretion of the Director /Depute Director and in accordance with budget provision. This will be reported to the Management Committee or nominated Sub Committee at their next meet following the decision to appoint.

The relevant extract from the Schedule of Authorities is set out on Page 3 below.

3. Job Descriptions / Person Specifications

There will be a Job Description and Person Specification for all permanent posts to be recruited. These will be reviewed by the Director and relevant Departmental Manager before issue .If any substantive changes are recommended these will be require to be approved by the Management Committee or nominated Sub Committee.

The person specification will state which criteria are essential or desirable for the candidate to meet and will be used to shortlist for interview

Schedule of Authorities Extract as at march 2018 – refer to most recent version

OPERATIONAL AREA	ACTIVITY	TASKS	AUTHORITY	COMMENTS
CORPORATE	ALLOWANCES	Authorisation of responsibility allowances and other allowances as per EHV Conditions of Service	Director/ Depute Director	Provided within budget provision
CORPORATE	STAFF RECRUITMENT	1. Approval of Organisational structure	Management Committee	Subject to periodic review
		2. Selection Senior Management Grades	Management Committee member/s as delegated by F&GP Sub Committee in conjunction with senior staff	Provided within approved Organisational Structure
		3. Selection Non Senior Management grades	Director/ Depute Director in conjunction with Departmental Head	Provided within approved Organisational Structure
		4. Issuing contracts of employment including starting salary within EVH scales	Director/ Depute Director	Note standard EVH conditions apply Recruitment Policy in place
CORPORATE	ENGAGEMENT AGENCY/ TEMPORARY STAFF	Engagement of agency / temp staff	Director / Depute Director	Provided within budget provision and for specific business reason e.g. to cover vacant posts, backlog work , specific projects etc

4. Advertising Permanent Posts

A recruitment budget will be set annually by the Management Committee.

Posts will normally be advertised. The Director and Departmental Manager will jointly decide the method of advertising. This decision will balance costs and effectiveness at reaching the target group.

A variety of methods and combinations may be used

- Local newspapers
- National newspapers
- PHA Web Site
- Specialist recruitment Web Sites
- Internal Adverts- this would normally be in conjunction with another method.

Recruitment through agencies will not normally be considered unless there is a specialist element to the post or it is inappropriate to recruit through the normal route.

If there are any proposals to fill vacancies by any other methods this will require specific Management Committee approval eg conversion of temporary contract to permanent contract

The job pack and advert will contain will contain an outline of the job, the salary, hours of work, qualification requirements and driving licence requirement. It will also specify a clear closing date and contact details for obtaining a recruitment pack

5. Recruitment Pack

A recruitment pack will be drawn up for each post for distribution to the candidate

This will include

- Notes for candidates
- Copy of Job Advert
- Job description
- Person specification
- Application form
- Details of requirements for immigration checks
- An Equalities Monitoring Form which will also ask for details of where the candidate found out about the post.
- Background information on the Association

6. Applications

All candidates will require to submit their application on a standard application form to ensure consistency. CV's will not be accepted.

Applications will be accepted as hard copy or as an e mail attachment.

However applicants are to be advised that hard copy hand delivered or posted is best.

Any applications received after the closing date/ time will not be accepted.

If applications are by e mail applicants are responsible for ensuring safe receipt on time. These will be acknowledged and applicants will be advised if there has been no acknowledgment then safe receipt cannot be assumed.

The Association will not accept late submissions even where there is fault with our equipment or postal delivery failure.

All applications received will be opened by a member of staff not involved in the selection process for that post and equal opportunities information removed to be processed separately. This will not be available to selection panel until after recruitment process completed.

All applications will be registered, provided with a reference number and acknowledged.

The Association's Payments, Benefits and Entitlements Policy requirements will require to be adhered to – the appropriate policy and procedures should be referred to.

7. Selection Panel

For posts other than senior staff (Management Team level) there will be a minimum of 2 members of the selection panel. This will normally be the Director and Departmental Head. Additionally specialist members of staff may be involved to assess particular skills.

For senior staff, the panel will normally consist of the Director, Depute Director and a Management Committee member as appointed by the Staffing Panel.

Anyone serving on a selection panel will have undergone relevant selection. interview training

8. Recruitment of Director

It is recognised that the Management Committee will require support to carry out this role. The administration of the process will be carried out by an independent body eg EVH. The composition of the interview panel will be determined in conjunction with the external body. The Association's

Succession Plan provides guidance on this and reference should be made to the Remuneration of Senior Officer Post Policy in relation to salaries and employment benefits.

There may be a requirement for internal administrative support and this will be organised through a member of Management Team who does not wish to apply for the post.

9. Shortlisting for interview

Shortlisting for interview will be done by the interview panel. Additionally specialist members of staff may be involved to assess particular skills. Each panel will appoint a Chair and in the event of a split decision the chair of the panel will make the final decision.

The panel will use the application form as a basis for assessment against the criteria set out in the job description and person specification. The person specification will form the shortlisting matrix. This assessment grid will be completed by each panel member and retained in order that a record of the process is held. See Page regarding data retention

If a candidate fails to meet the essential criteria they will not be shortlisted. It may not be possible to interview all candidates who meet the basic criteria and panel members will require to make a judgement on how far they can demonstrate meeting the requirements of the post through the information provided on the form. This is the only factor that should be taken into account. Information such as travel distance, family commitments etc are not factors to be considered.

If a recruitment exercise fails to elicit sufficient suitable candidates for interview then the recruitment criteria will be reviewed by the panel and a decision taken on the need to re- advertise , adjust the criterion or use specialist recruitment consultants. In these cases all applicants will reassessed against any revisions.

10.0 Interview/ Tests

A letter will be issued to all applicants to be interviewed. This will state the date, time, location of interview and any test requirements. Candidates will be asked to advise of they have any special requirements to allow them to fully participate in the process. Efforts will be made to accommodate these.

The panel will have a selection grid setting out the areas to be explored in the interview using the criteria set out in the job description and person specification.

This will be completed by each member and retained as a record of the selection of the process

It may be appropriate to carry out skills tests etc. These should be agreed by the panel.

11. References

Referees will be approached for those candidates who are being considered for appointment. This will be with the consent of the candidate. The taking up of references does not signify that the candidate is successful. This may involve taking up references for more than 1 candidate if there is no clear successful candidate or the panel may wish to test a further aspect of the application.

Verbal references are not normally accepted. They may be taken if the referee is unwilling to respond in writing. Verbal references can be taken provided that this is recorded and signed by the person taking up references. These cases will be the exception.

12. Job Offer

A job may be offered verbally subject to the take up of satisfactory references.

A written job offer will be issued using the standard conditions of employment, stating the start date (if agreed) and salary.

The candidate will be given the Conditions of Service at this stage.

When accepting the job offer, candidates will require to provide written acceptance of all of the above.

The panel have the discretion to offer a salary starting point above the minimum if they are of a view that the candidate has sufficient skills and experience to warrant this and this does not exceed the salary band maximum point.

13. Feedback to Unsuccessful Candidates

Normally all unsuccessful candidates will receive notification in writing or by email. This may not be before interviews are carried out as a reserve list may be maintained until the process is completed.

The chair of the panel or other designated member will provide feedback on request but will not disclose details of the assessment of other candidates and this is dependant of having available resources.

14. Monitoring

Information will be collected as part of the recruitment process including equal opportunities information, access information etc. Regular reports will be made to Management Committee on the outcomes. This information will be used to review the effectiveness of the policy.

15. Confidentiality and Data Protection

The Association will not disclose details of applications to third parties. All data relating to the application will be considered confidential and other than for the successful candidate, will be retained for 6 month after the date of the appointment of the successful candidate .

END