

RECRUITMENT AND SELECTION POLICY

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V2	February 2021	February 2024	SHSE Committee
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CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

1 Introduction and Policy Statement

Part of our key aims of The Albyn Group is to build our Purpose, our Mission, our Values and our Vision into our policy and decision making on a daily basis. With that in mind, we aim to follow our guiding principles that apply to all policies: <https://www.albynhousing.org.uk/about-us/>

Albyn Group recognise the importance the recruitment strategy, processes and practices make to the success of the organisation. The organisation's recruitment processes are designed to help find the right people for the right jobs.

Albyn's recruitment and selection policy aims to ensure that individuals are selected on the basis of their ability to do the job, the contribution they can make to the company's effectiveness and their potential for development.

The purpose of this policy is to ensure that the company employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

2 Equality and Data Protection

In line with the Equality Act 2010, Albyn Group are committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.

Personal data required for recruitment and selection activities will be collected, stored, and retained in accordance with the Albyn Data Protection Policy. Albyn will inform candidates and employees as to how and why their personal data will be used within the Candidate Privacy Notice, and Employee Privacy Notice.

This policy is not contractual but aims to set out the way in which the Company manages its recruitment activities.

3 Scope

This policy covers all current employees and applicants for employment with Albyn Group (HRIL, AHS, AEL).

4 Responsibilities

The recruiting manager is responsible for ensuring that all applications are handled in a fair and non-discriminatory manner; that any selection methods used are consistent and objective, and that decisions relating to the selection of individuals are based on the skills required to carry out the job role effectively.

Managers should ensure that all recruitment and selection activities are carried out in accordance with the Company's Equal Opportunities Policy.

Managers are responsible for ensuring that the necessary documentation for the recruitment of an individual within their area of accountability is processed according to the Company policy and that all new employees receive an appropriate induction to the Company and their job role.

There should be an appropriate paper trail of the recruitment process showing the decision-making process at each stage.

5 Determining the Vacancy

When a vacancy arises, the manager should consider carefully whether there is a requirement to fill the job, if it full time or part time, or if the role could be completed in a different way. It may also be decided that it is not necessary to recruit anyone into the role as it is no longer required.

When a new post is created, which is additional to the departmental staffing budget, Board approval should be sought through a business case.

If the manager makes a business decision that there is a requirement to fill the post, they must ensure they seek the appropriate authorisation to recruit.

An 'authority to recruit' form (attached) needs to be completed by the manager seeking to recruit and submitted to the relevant senior managers for authorisation.

Once approval has been given, the completed form should be submitted to the HR team.

6 The Recruitment Process

With very few exceptions, all vacancies will be advertised internally to ensure that existing staff are given the opportunity to apply, and thus develop their skills and careers.

However, vacancies may not be advertised internally either where there is a reorganisation within a department and there are members of staff who may be 'at risk' of redundancy for whom we might seek posts in the new structure, or where we have an obligation to place somebody in another post e.g., for health or safety reasons or for an employee returning from maternity leave whose original job is no longer available. In these instances, the needs of the staff member to be redeployed will take priority.

All employees should be made aware of any promotional or career opportunities available to them from details circulated to all staff, through their manager or communication from HR. Training and job experience needed for promotional opportunities will be considered for all employees. Promotion will be determined by merit and performance against objective criteria. Unsuccessful internal candidates will be given feedback in order to facilitate improvement. The process surrounding promotion will be free from discrimination.

Positions expected to be for 12 weeks or fewer will be considered for recruitment internally only, through a temporary promotion or short-term internal secondment.

Alternatively, the business may decide to use agency staff to cover short term posts expected to be for 12 weeks or fewer. This may be because of time constraints or specific skills shortages. When this is the case, any agencies used will be fully briefed about the role and the organisation and supplied with information to provide to all potential candidates. External recruitment agencies must adhere to Albyn's vision, mission and values when finding a temporary member of staff.

Positions expected to be in place for over 12 weeks will usually be advertised both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise by way of these being posted on the Intranet, through their manager or communication from HR. Those on long term leave will be forwarded internal advertisements.

The business is committed to supporting the career development of existing employees and actively encourages existing employees to apply for vacancies.

Where external recruitment is progressed, Albyn may use any or all of the following methods to ensure that the best candidate is attracted to the organisation:

- Newspapers, Specialist Publications
- Job Centres, Government Training Centres
- Commercial Employment Agencies
- The internet, including job websites and social media
- Local schools, colleges, and universities

The wording in the job advertisement should be non-discriminatory and should reflect the actual job content and skills required for the role.

Certain roles may have the ability to be carried out purely from home and therefore the job advert may stipulate this, widening the scope of potential candidates.

7 The Selection Process

Albyn Group commits to ensuring any selection methods used are consistent and objective, and that decisions relating to the selection of individuals are based on the skills required to carry out the job role effectively.

7.1 Application Forms/CVs

Application forms will only contain questions relevant to the job. All applications will be handled in a fair and non-discriminatory manner.

Sifting of application forms or CVs will be carried out by matching the applicant's skills, knowledge, qualifications, personal attributes, and experience to the requirements of the job. The sifting criteria will be applied consistently to all applicants.

All applicants should receive acknowledgement from the company and be advised of the outcome of their application.

7.2 Testing

For certain types of roles, Albyn will use testing as a selection method. Examples of tests which could be administered are psychometric or aptitude tests. The candidates will be asked to undertake the test prior to the interview day. All tests used will be relevant to the post.

Applicants will be given the opportunity to a request reasonable adjustment be made to allow them to take part in the process.

7.3 Interview

Interviews should always be conducted by trained individuals. Where possible, the same people will be involved in the whole recruitment process including shortlisting and interviewing. The same people should interview all the candidates.

The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex, or sexual orientation.
- Questions will relate to the requirements of the job as established in the job description and the person specification.

- Questions will also relate to the candidate's match against Albyn's values and Code of Conduct.
- Interviews will be carried out by more than one person
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Interviewers will complete Interview Evaluation Forms for each candidate.
- Applicants will be given the opportunity to request a reasonable adjustment be made to allow them to take part in the process.

7.4 Case Study Presentation

Candidates may be asked to deliver a presentation to a panel as well participating in an interview. The presentation details for the exercise will be provided to the candidate in advance so they have the opportunity to prepare. All presentation topics and questions will be relevant to the post.

8 Retention of Paperwork

All paperwork related to the recruitment and selection process should be sent to the HR team.

For successful candidates, this paperwork will be uploaded to their personal file and for unsuccessful candidates, it will be held centrally for 6 months.

9 Reserve Candidates

Exceptionally, there may be situations where a candidate has been identified as exceptional but has not been successful for the job due to another candidate scoring higher. In these cases, Albyn can add the candidate to a reserve list which will be in place for 12 weeks. If the successful candidate leaves the position within that timescale or a role of the same type becomes vacant, the business has the right to appoint the reserve candidate.

10 References

All external candidates will be required to provide two satisfactory references prior to appointment, one of whom should be the most recent employer. References will be checked in accordance with the standard reference checking form. Referees must not be contacted without the permission of the candidate to whom they relate. If satisfactory references are not provided, then the offer of employment may be withdrawn.

11 Pre-employment checks

Following the offer and acceptance of employment to candidates either directly recruited or through agencies, employees will not commence working for Albyn until all appropriate checks have been made. All successful candidates will be required to provide proof of their entitlement to work in the UK prior to starting work. In addition, and depending on the requirements of the post, proof of qualifications, driving licence and a satisfactory check with Disclosure Scotland may also be required. Successful candidates will also be required to complete and submit a medical assessment form to Albyn's occupational health provider.

12 Offers of Employment

The successful applicant should receive written notification of their offer of employment as soon as reasonably practicable.

13 Probationary Period

The new employee's manager should ensure that an appropriate orientation and induction process is in place to familiarise the employee with Albyn Group and their job role. The employee's performance will be assessed during the probationary period, and where appropriate, the organisation may extend the probation for a reasonable period. The length of the employee's probationary period will be confirmed in their contract of employment. The manager will meet with the employee during their probationary period and will confirm in a meeting with the employee when their probationary period has been successfully completed.

In the unlikely event that an employee does not reach the required standard, the organisation reserves the right to terminate employment either during or at the end of the probationary period.

14 Fixed Term Contracts

Applicants who are recruited for a limited period of time or a specific task may be issued with a fixed term contract of employment.

Fixed term employees are employed by the organisation under a contract of employment and will not be treated less favourably than comparable permanent employees with reference to their terms and conditions of employment.

Prior to the expected date of termination of the fixed term contract, the manager should meet with the employee to clarify whether the contract is to be extended or terminated. The meeting should take place in sufficient time for the manager to give the employee notice under their contract of employment and in line with any termination procedures set by Albyn.

Where an employee has been continuously employed under fixed term contracts for 4 years or more, the employee will be regarded as a permanent employee.

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