

Approved by Management Committee 26/05/16
Amendment approved by Management Committee 03/03/17
Policy Document

ELHA POLICY

Date Issued	April 2006
Date Reviewed	May 2016
Department	Corporate
Title	Recruitment Policy
Responsible	Chief Executive
Review Date	May 2021

1.0 INTRODUCTION

- 1.1 We need to select and recruit suitable, experienced and skilled staff in order to fulfil our Business Aims and Objectives.
- 1.2 Our Recruitment Policy and the supporting Procedures are aimed at ensuring that recruitment and selection are carried out fairly, in line with the Equality Act 2010, and in accordance with current legislation and best practice in employment.

2.0 POLICY STATEMENT

- 2.1 At every stage of recruitment and selection we will comply with:
 - All existing and relevant employment legislation
 - All current Codes of Practice and other 'good practice' guidance
 - Regulatory Standards
 - Relevant and supporting staff / management policies
- 2.2 We will normally only create and recruit to additional posts following Management Committee authorisation, primarily through the annual process of approving the Business Plan and Budget. Where additional posts are required during a financial year a case will require to be approved by the Management Committee.

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In urgent circumstances, where it is not possible to wait until the next Management Committee meeting, the proposal may be approved by the Chairperson (or Vice Chairperson in the Chairperson's absence) in accordance with our delegated powers, with the decision being reported to the next Management Committee meeting for homologation.

The Chief Executive will in addition have delegated authority to appoint temporary staff as follows:

- To cover sickness, leave of absence, etc.
- Administrative staff to ensure the smooth and effective running of our Administrative services
- Engagement of Agency staff where appropriate to ensure the successful delivery of our services does not impact adversely on our existing staff

2.3 All permanent posts, and all temporary posts lasting 12 months or more, will normally be advertised internally as well as externally (subject to paragraph 2.4 below). Vacancies may be advertised in the local or national press and/or professional publications, the local Job Centre, Business Link website, on our website and associated organisations' websites/publications, as approved by the Chief Executive.

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

2.4 In order to consider the widest possible range of candidates, vacancies will normally be advertised externally, however the following exceptions may apply;

- We recognise the benefits of using existing talents to the full, can be in the best interests of both staff morale and our business, and will consider 'internal only' recruitment where we believe that the benefits outweigh the potential disadvantages. A report making the case for internal only recruitment will be submitted to our Management Committee and internal only recruitment will proceed only where our Management Committee is satisfied that the approach is justified.
- At the end of a Modern Apprenticeship (MA) however, if a suitable role is available, at Assistant level, we give the Manager of that department the right to offer the post to an existing MA (within the Group, not necessarily within the department), without a full recruitment process.

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- If a post becomes available before the MA has ended, we give the Manager the right not to recruit, but instead vary the Job Description of the MA to the requirements of the post which would allow them to gain additional work experience. At the end of the MA, if their performance is satisfactory, the Manager has the right to offer them the vacant post without advertising the post.

The aim of this approach is to help us retain talented young individuals that we have recruited and developed through our MA programme. It is therefore important to note that a MA does not have a right to a post with us at the end of their apprenticeship, nor is the Manager of any department obliged to offer a vacant post to a MA. However, if, in the opinion of the Manager, they have a vacant post within their department and they feel an existing MA has (or has the potential) to fulfil the requirements of that post, they may offer that post to the MA, either by varying duties until the completion of the MA, or on a permanent basis if the MA is complete.

- In exceptional circumstances, we may decide to suspend our normal recruitment arrangements in order to secure suitably qualified and experienced staff. These circumstances will be rare and before authorising such action the Management Committee will require to be satisfied that recruitment in the normal manner is not in our best business interests and that its actions can be effectively accounted for.
- 2.5 Management Committee Members and staff involved in recruitment and selection must have attended initial or refresher training on the application of the Equality Act 2010 to the recruitment and selection process within the last two years.
- 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 shown to be justified.
- 2.7 We will seek to ensure that all applicants are treated fairly and equally, and that all decisions on recruitment and selection are based on the job criteria, as set out in the person specification.
- 2.8 We will seek to ensure that all vacancies are accessible to all sectors of the community.
- 2.9 All internal applicants who meet the essential criteria for a vacancy will be interviewed.
- 2.10 All applicants with a disability who meet the essential criteria for a vacancy will be interviewed.

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- 2.11 We will provide all job applicants with full, clear and accurate information regarding the vacant post, its duties and responsibilities, and the organisation.
- 2.12 To comply with our Equalities and Diversity policy, all job applications will be monitored as detailed in the Recruitment Procedures. The aims of monitoring are to:
- ensure that our 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 Management Committee may wish to introduce arising from any review of the Equalities and Diversity Policy or Action Plan
- 2.13 We are unable to supply feedback to all applicants. We only supply feedback to applicants who have been shortlisted for an interview.

3.0 MONITORING AND REVIEW

- 3.1 The Chief Executive is responsible for ensuring that this Policy and the Procedures which support it are followed by all Management Committee Members and staff.
- 3.2 The Chief Executive will ensure that a monitoring report on each vacancy advertised and filled is submitted to the Management Committee in accordance with the Recruitment Procedures.
- 3.3 The Chief Executive will ensure that this policy is reviewed at least every five years by the Management Committee.