

08.01 RECRUITMENT AND SELECTION POLICY

1 PURPOSE AND SCOPE

1.1 Bield Housing & Care (Bield) recognises that people are fundamental to its success.

1.2 Bield aims to achieve a consistent and fair approach to the recruitment and selection of people which results in the 'the best person for the job' being appointed to any vacant post within Bield. Selection decisions will be based on objective criteria defined in the person specification for the role.

1.3 The purpose of this policy is to provide a sound framework for the recruitment and selection of all employees, casual workers and volunteers to Bield.

1.4 Bield is a social service employer and this policy and associated procedure are compliant with the legal requirements for safer recruitment as set by:

- The Regulation of Care (Scotland) Act 2001;
- Scottish Statutory Instrument 2002 no. 114;
- Scottish Social Services (SSSC) Code of Practice for social service workers and for employers of social service workers;
- The National Care Standards; and
- The Nursing and Midwifery Order 2001.

In addition, the Policy and associated Procedure are compliant with the following employment legislation:

- Equality Act 2010
- Data Protection Act 1998
- Immigration, Asylum and Nationality Act (2008)
- Rehabilitation of Offenders Act 1974

Therefore, the Policy and Procedure must be followed not only to comply with employment legislation and good practice but also to ensure safe recruitment in compliance with regulatory requirements with respect of social service workers.

1.5 The Policy and Procedure are non-contractual.

1.6 The Recruitment and Selection Policy and Procedure are to be read in conjunction with the following Bield Policies and Procedures: Equality & Diversity Policy; Disability (Employment) Policy; HIV & AIDS Policy; Employment of Close Relatives Policy; The Protecting Vulnerable Groups and Disclosure Policy and Procedure; Rehabilitation of Offenders Policy; the Code of Conduct; Use of Agency Worker Policy and Procedures; Bield's Data Protection Policy; Redundancy Policy and Procedures; Bield's Retention Schedules; Housing & Care Services Operational Manual (section 8); and Bield's Scheme of Delegation.

1.7 In order for the Policy to be effective, it is essential that any employee who is involved in any aspect of the recruitment and/or selection of people to Bield is aware of and follows it. Compliance with the Recruitment and Selection Policy and Recruitment and Selection Procedures is mandatory; both must be followed for all recruitment and selection activity. Failure to do so will be regarded as a disciplinary matter.

2 PRINCIPLES

- 2.1 Managers involved in recruitment and selection have authority to make selection decisions.
- 2.2 Bield will seek to recruit the best candidate for the job based on merit and assessment against objective criteria. The recruitment and selection process should ensure the identification of the person best suited to the job and Bield.
- 2.3 Bield encourages applications from internal candidates and will advertise all roles internally save for in exceptional circumstances. All internal candidates who meet the essential criteria for the role will be interviewed.
- 2.4 Internal applicants with live formal disciplinary and/ or capability warnings will not be considered for internal promotion (i.e. a higher graded post).
- 2.5 Bield is striving to be an equal opportunities employer and will seek to ensure a diversity of applications through advertising which is accessible to all sectors of the community.
- 2.6 Bield will ensure that the recruitment and selection of people is conducted in a professional, timely and responsive manner.
- 2.7 Bield will ensure that its approach to recruitment and selection is compliant with current employment legislation and will meet the requirements of any external accreditation or award received.
- 2.8 Bield will provide appropriate training, development and support to those involved in recruitment and selection activities. Any manager involved in recruitment and selection should have received training or should seek assistance from Human Resources prior to any involvement in recruitment and selection.
- 2.9 Recruitment and selection is a key public relations exercise and should enhance Bield's reputation and promote its employer brand. Bield will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 2.10 Bield will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- 2.11 Bield will strive to ensure its recruitment and selection activity achieves value for money.
- 2.12 If an employee involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- 2.13 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the DPA.
- 2.14 Bield will carry out appropriate pre-employment suitability screening on all successful applicants in line with the SSSC's Code of Practice.
- 2.15 Bield encourages the participation of service users in the selection process as detailed in the Housing & Care Operational Manual.
- 2.16 Vacancies which could be considered suitable alternative employment for employees facing potential redundancy will be held back for consideration by such employees.