



## **Langstane Housing Association**

### **Recruitment Policy**

Date approved by Leadership Team	1 December 2022
Board of Management / Committee name	People Committee
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Review date	December 2025
Version	V5

<b>Version</b>	<b>Date of approval</b>	<b>Changes</b>
Version 1	14 May 2008	First issue
Version 2	22 May 2017	Rewrite in line with current best practice
Version 3	18 May 2020	Review and update
Version 4	19 October 2020	Care Inspectorate: Safer recruitment guidance
Version 5	13 December 2022	Review and update

## **1. Introduction and Commitment**

Langstane Housing Association's recruitment policy is designed to make sure its recruitment and selection processes are safe, unbiased and transparent, ensuring the best candidate is appointed, based upon a candidate's merit and alignment to Langstane's values, goals and culture.

Langstane is committed to creating a positive and inclusive environment, respecting equality and diversity.

The recruitment policy applies to the recruitment of Langstane employees, whether permanent or temporary appointments. It does not include visiting workers, students or where there is a short term need via an Employment Agency.

## **2. Principles**

The approach taken is designed to ensure Langstane recruits the best available individuals to fill agreed vacancies and to enable hiring managers to achieve this whilst ensuring the process is fair and transparent to all applicants.

It is designed to ensure no candidate receives less favourable treatment on any grounds in accordance with equality legislation. Langstane follows the guidelines on the guaranteed interview scheme for disabled applicants which is highlighted on the application form.

Candidates are encouraged to complete an Equal Opportunities form which allows Langstane to understand the profile of applicants and consider whether action is needed to encourage wider diversity of interest.

## **3. Recruitment Process**

### **3.1 Assessing need and defining the role**

Where a vacancy occurs due to someone leaving a role or an additional role is proposed, the relevant line manager will complete a short Business Case form for discussion with the Departmental Director and People and Culture (P&C) Manager. The role profile will be reviewed to ensure it reflects the current tasks of the role and the Job Evaluation Template (JET) for the role.

To enable approval this involves assessing the business need for the role and how it could be filled; whether there is an opportunity to look differently at the make-up of the team, or if the work could be distributed amongst existing employees. If it is a new post, the specific business need and exact additional requirements should be clear and a role profile put together for consideration by the Leadership Team and agreement sought from the People Committee and Board of Management (if additional budget is required).

### **3.2 Grading the Post**

All new posts or significantly changed roles will be reviewed by a Job Evaluation panel prior to a vacancy being approved.

### **3.3 Advertising the Vacancy**

The hiring manager and People and Culture Manager will discuss the optimal approach for advertising posts to attract the best candidates and to ensure there is widespread opportunity to reach a diverse audience. All vacancies will be advertised internally to ensure current employees who meet the criteria can apply. This will encourage internal talent moves.

## **4. Selection Process**

The People and Culture Team will collate all applications for employment generated from an advert or other approach such as use of a Recruitment Agency.

### **4.1 Shortlisting**

The hiring manager holds responsibility to shortlist candidates for interview, alongside an interview panel of no fewer than two employees (this includes the hiring manager). Candidates for interview will be assessed against the person specification set out in the role profile.

Taking into account applicants that meet the guaranteed interview criteria, the hiring manager will provide the People and Culture Team with a list of those chosen for interview and the reasons why any applicant is not shortlisted.

### **4.2 Interview Invites**

The People & Culture Team will work with the hiring manager on the arrangements for interview and contact the shortlisted applicants. The People and Culture Team will inform the unsuccessful candidates.

### **4.3 Interview**

Each candidate will be scored against the criteria set out in the role profile. This will ensure a clear approach is taken to appoint the best candidate based on their merits for the role. Interview ratings will be returned to the People and Culture Team who will retain the records for six months after the hiring decision is made.

Candidates will be asked to take proof of their right to work in the UK to the interview. This will be colour copied by the hiring manager as confirmation the appropriate checks have been made.

A practical task or presentation to the interview panel may form part of the selection process where appropriate for the role.

## **5. Offer Stage**

A verbal offer will be made by the hiring manager as soon as possible once the preferred candidate is confirmed to the People & Culture Manager.

Offers, including verbal offers, are subject to satisfactory references and any specific requirements for the role e.g. qualifications, driving licence, etc. Verbal offers will confirm the starting salary and hours of work. If the candidate wishes time to consider the offer, the offer will remain in place for two working days. If the offer is accepted, a start date will be agreed. The People and Culture team will follow up with a formal offer letter.

### **5.1 Pre-employment Checks**

The People and Culture Team will follow up with the reference checks and establish the current status of the Protecting Vulnerable Groups (PVG) scheme membership if relevant for the role. Any other specific requirements for the role will be checked by the People and Culture Assistant, e.g. minimum qualifications.

### **5.2 Registration for our Accredited Services**

Some roles require registration with the Scottish Social Services Council (SSSC). If not already in place, candidates have a six month period to become registered and therefore this will be set out as a condition of appointment. It is an offence to employ an unregistered worker beyond the mandatory registration unless the provider has a reasonable excuse.

PVG scheme membership checks will be carried out via Disclosure Scotland a minimum of every three years.

### **5.3 Welcome Period**

The standard Welcome Period is six months to allow both Langstane and new recruits to be happy the role is a good fit. This will be reviewed via regular performance reviews with reference made to performance, conduct and attendance for work.

Langstane reserves the right to extend a Welcome Period or to terminate employment during or on conclusion of a Welcome Period in accordance with the appropriate notice period.

### **5.4 Unsuccessful Candidates**

The People and Culture Team will inform unsuccessful candidates of the outcome of their interview. Hiring managers may be asked for feedback and this would usually be provided by them via email direct to the candidate.

## **6. Retention of Records**

In keeping with Langstane's Data Retention schedule, recruitment and selection records for all unsuccessful candidates will be retained for six months after which they will be confidentially destroyed.

## **7. Monitoring and review**

The People and Culture Manager holds responsibility for monitoring and updating this policy as necessary. This Policy will be reviewed by July 2023 aligned to the introduction of a new online recruitment portal and at least every 3 years thereafter.