



RCH Group Policy: Recruitment and Selection

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Approval Body	RCH Group Board
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This policy is available, on request, in different languages and in other formats such as large print, audio format and braille as required.

1. Scope

- 1.1 This is a Group policy and therefore applies to Staff, Board and Committee members of The RCH Group of companies. As at August 2022, The RCH Group consists of River Clyde Homes and its subsidiary, Home Fix Scotland Ltd.

2. Introduction

- 2.1 The aim of this policy and the supporting Recruitment and Selection procedures is to appoint the best candidate for any vacant post at RCH Group in a fair and equitable way.
- 2.2 RCH Group's aim is to:
- Attract applications from a diverse range of candidates with appropriate skills, qualifications and experience for consideration for employment within the RCH Group;
 - Use fair and effective methods for the appointment of candidates;
 - Ensure that recruitment procedures are clear and adhered to by all staff and Board members involved in any recruitment and selection processes;
 - Ensure appropriate training, development and support is in place for those involved in the recruitment and selection process; and
 - Develop an excellent workforce committed to the aims, values and strategic objectives of the RCH Group.
- 2.3 **Related Legislative and Statutory Framework**
Employment Rights Act 1996
Employment Act 2002
The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003
Police Act 1997
Equality Act 2010
Data Protection Act 2018
Equality Act 2010
Asylum & Immigration Act 2006

3. Policy Statement and Responsibilities

- 3.1 All recruitment decisions within the RCH Group will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

- 3.2 A fair recruitment process will remove barriers wherever possible to encourage the employment of people from different backgrounds. This will enable recruitment from the widest pool of candidates who meet the criteria set within the person specification requirements for the vacant post.
- 3.3 Applying the above principles to every recruitment campaign will help contribute to and enhance service delivery, providing a workforce with a wider knowledge and experience base with which to understand and meet the needs and aspirations of service users and potential service users.
- 3.4 RCH Group is an equal opportunities employer. This policy is to ensure that no job applicant or employee receives less favourable treatment on any grounds including sex, gender reassignment, sexual orientation, marital or civil partnership status, race (nationality, ethnic or national origins), religion or belief, disability, age, pregnancy or maternity leave, trade union membership, caring responsibilities, background or social status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. RCH Group is committed to equality throughout all its functions and policies and is aware of its legal obligations in relation to the Equality Act (2010).
- 3.5 In some circumstances, where there is a genuine occupational requirement, RCH Group may target a particular sector in terms of age, gender or race for a particular post. Such instances are rare and will only occur after careful consideration of the specific needs of the vacancy being filled and in accordance with equality legislation.
- 3.6 To highlight RCH Group's commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies will be aimed at as wide a group as reasonably possible and any advertisement for a vacancy will include the "Disability Confident" logo.
- 3.7 The RCH Group recruitment literature and advertisement will be clear, concise and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with an application.
- 3.8 Posts may be advertised internally and externally simultaneously where the internal labour market is likely to produce a limited response, or where RCH Group desires to attract a wider field of applicants.
- 3.9 The RCH Group recruitment literature will include clear instructions to applicants for completion of the application form which will be free from personal questions that are not relevant to the job role.
- 3.10 The RCH Group will ensure that all staff/Board members involved at any stage in the recruitment and selection process will receive equality awareness training. This will ensure that those involved in the recruitment process will not discriminate against any potential candidate, either knowingly or unknowingly, by asking any irrelevant questions.

3.11 Any recruitment agency or other partner organisation commissioned to provide recruitment support or campaigns on behalf of the RCH Group will comply with the principles of our Recruitment and Selection Policy.

3.12 Roles and Responsibilities

3.12.1 The Board

The Board is responsible for ensuring monitoring compliance with all elements of the Recruitment and Selection Policy. The Board will review recruitment performance on an annual basis and ensure that any issues of significant risk are actioned appropriately.

3.12.2 The Chief Executive

The Chief Executive is ultimately responsible for the control and implementation of recruitment and selection at all levels of RCH Group and the provision of adequate resources to attract appropriate candidates.

3.12.3 Directors and Heads of Service (Senior Leadership Team)

The Directors and Heads of Service, known as the Senior Leadership Team (SLT) will:

- Ensure that managers within their teams are suitably trained, competent and fully understand their recruitment and selection obligations in recruiting the most appropriate candidate;
- Support line managers by providing effective resources and advice to ensure best practice standards are achieved;
- Support the total recruitment and selection process throughout the RCH Group, including the development of a relevant induction programme with the line manager; and
- Monitor the activities of their directorates and teams in relation to recruitment and selection to ensure compliance with relevant legislation, policies, procedures and good practice guidelines.

3.12.4 Line Managers

Be confident in use of Recruitment and Selection policy and procedures;

- Ensure promotion of equality and diversity within recruitment and selection;
- Provide leadership, support and coaching to their team;
- Bring the Recruitment and Selection policy and procedure to the attention of employees under their management and ensure an understanding of its contents;
- Ensure the induction programme for all new staff in their team is carried out;
- Identify appropriate training needs and provide training opportunities for staff;
- Monitor the effectiveness of recruitment and selection for any vacancies within their department or team; and

- Ensure that any legal requirements relating to the operation of their department or team are fully complied with.

3.12.5 HR Staff

Provide specialist advice and training in recruitment and selection procedures;

- Train and support line managers in implementing and effective use of the Recruitment and Selection policy and procedures;
- Monitor and review the effectiveness of the Recruitment and Selection policy and procedures;
- Update appropriate policy and procedures from changes in employment legislation and good practice approaches;
- Provide guidance to line managers and staff on the Recruitment and Selection policy and procedures;
- Ensure all pre-employment checks have been carried out, including Disclosure Scotland or Protection of Vulnerable Groups (PVG) clearance obtained (full details of pre-employment conditions are contained within the Recruitment and Selection Procedures relevant to this policy);
- Ensure the induction programme for all new staff is arranged in conjunction with the relevant manager;
- Help monitor the effectiveness of the RCH Group's recruitment and selection by collating recruitment statistics. This includes where the post was advertised, gender of applicants, number of applicants with disabilities and profile of ethnic origin; and
- Confidentially store all recruitment documents for 6 months and destroy in line with GDPR legislation.

3.12.6 Employees

Familiarise themselves with this policy and the recruitment and selection procedures relevant to their role and workplace;

- Attend recruitment and selection training courses as and when necessary;
- Contribute and co-operate with management within the RCH Group on all matters relating to recruitment; and
- Be confident to report any recruitment or selection concerns if they become aware that any are happening (or have happened or are likely to happen) to the HR team.

3.12.7 Complaints about Recruitment and Selection

If a complaint is received about any stage of the recruitment and selection process, it should be resolved promptly in the first instance and raised with the HR Team as outlined in 3.12.6 above.

If the complainant wishes to formally pursue their concern, they should do so through the use of the formal RCH Group Grievance and Dignity at Work Policy and Procedures.

- 3.13 This policy is supported by the following RCH Group procedures:
- RCH Group Recruitment and Selection Procedures; and
 - RCH Group Grievance and Dignity at Work Procedures

3.14 Recruitment and Selection Flowchart is included in Appendix 1.

4. Equality Impact Assessment

4.1 The RCH Group will apply this policy fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

5. Review

5.1 This policy will be reviewed in its entirety every 3 years, unless an earlier review is required due to changes in legal, regulatory or best practice requirements, or because monitoring and reporting reveals that a change in policy is required sooner.

Appendix 1 Recruitment and Selection Flowchart

