

Recruitment Policy

Policy	Recruitment
Date approved	January 2016
Date for next review	(annual cycle)
Owner:	HR & OD Manager
Applicable to	All colleagues - employees
Overview	<p>This policy sets out the HOS approach to recruitment management. Specifically, it sets out:</p> <ul style="list-style-type: none">• Purpose• Scope• Core principles• Policy statement• Employment arrangements
Document control	Version 2 dated January 2016

1. Purpose

- 1.1 HOS recognises that its colleagues are fundamental to its success. HOS therefore needs to be able to attract and retain colleagues of the highest calibre and a strategic, professional approach to recruitment is essential to do this.
- 1.2 The purpose of this policy is to provide a framework for the recruitment and selection of colleagues based upon the principles outlined below, which also meet the requirements of the Equality Act 2010 and all other relevant employment legislation.

2. Scope

- 2.1 This policy applies to and covers all hiring of all categories of workers. In order for the policy to be effective it is essential that any colleague who is involved in any aspect of the recruitment and/or selection of colleagues is aware of the policy and adheres to it. Ultimately it is the responsibility of the Senior Leadership Team in conjunction with HR & OD Manager to ensure that this is the case.

3. Core Principles

- 3.1 HOS has a principle of open competition in its approach to recruitment.
- 3.2 HOS will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job role and HOS.
- 3.3 HOS will ensure that the recruitment and selection of colleagues is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- 3.4 HOS will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any colleague involved in the selection of colleagues should satisfy themselves that they are appropriately trained and can comply with the requirements of this policy and the related procedure.
- 3.5 HOS 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. Recruitment and selection is a key public relations exercise and should enhance the reputation of HOS.
- 3.6 HOS 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.
- 3.7 HOS will ensure that its recruitment and selection process is cost effective.
- 3.8 HOS wishes to encourage the recruitment of colleagues with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.

- 3.9 If a colleague involved in the recruitment process has a close personal (beyond a working relationship) 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.
- 3.10 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act.

4. Policy Statement

4.1 Clarification of appointment terminology

- 4.1.1 **Permanent appointments:** The candidate joins the HOS payroll, ideally for the long term; but subject to the needs of the business and the job-holder's performance standards being met. A permanent contract of employment is issued.
- 4.1.2 **Fixed term appointments:** The candidate joins the HOS payroll but only for a specified period of time to fulfil a defined need or to cover absence (eg maternity leave), that is for a period generally greater than 3 months; subject to the needs of the business and the job-holder's performance standards being met. A fixed term contract of employment is issued.
- 4.1.3 **Temporary agency workers:** Short-term temporary agency workers are occasionally necessary for posts of up to a maximum of 3 months to cover, perhaps, very short-term absences as well as peaks in workloads or for very short-term projects that cannot be covered with internal resource.

There is no contract of employment between the temporary agency worker and HOS. The worker is paid directly by the employment agency who is responsible for references and other pre-engagement checks. Notice can be given at any time.

- 4.1.4 **Professional contractors:** On occasions, for specialist posts on an interim basis, there may be a requirement to recruit a professional contractor. The status of the contractors' engagement is the same as for temporary agency workers. Procurement may be through an employment agency – day rate payment – or through procurement of a supplier that can deliver the specialisms required. There are certain requirements for the different ways of contracting for the contractor so all contracting should be in conjunction with HR & OD Manager and Finance.
- 4.1.5 **Secondments:** Secondments are simply fixed term vacancies occupied by internal colleagues who have accrued the entitlement to have their substantive post held open for them for the duration of the secondment. Any colleague may apply for a secondment, providing that they have greater than 12 months' service with HOS and have no current, documented, performance management issues.

Secondments are generally for periods of greater than 3 months, up to a maximum of 1 year in length, subject to the needs of the business and the job holder's performance standards being met. *Potential secondment opportunities should initially be discussed with the HR & OD Manager.*

4.1.6 **Acting-up appointments:** These involve covering a post while the substantive post holder is away or, perhaps, whilst the post is being recruited to. These opportunities are for periods of up to a maximum of 3 months at any one time. The opportunity to act up will be advertised internally to the relevant audience. Positions of this nature that is for longer than 3 months should generally be advertised as fixed term appointments. *Potential acting up opportunities should initially be discussed with the HR & OD Manager.*

4.2. Employment arrangements

4.2.1 **Internal candidate:** For the purposes of this policy, an internal candidate is a HOS colleague (employee) on either a permanent or temporary/fixed term employment contract or an agency temp. Agency temps will be informed about internal vacancies by HOS from the first day of their assignment as per the Agency Workers Regulations 2010.

Agency temps are not eligible to apply or take up secondment or acting up opportunities.

Where an internal candidates' competencies, strengths and behaviours in their career to date is already known to HOS, they may be excused from one or more of the assessment steps in the selection process, since their competence to perform the new role can be accurately assessed. However, HOS may request that an internal candidate is assessed by one or more of the selection tools if there is insufficient information to accurately assess the key competencies, Strengths or behaviours associated with the new role.

4.2.2 **Fixed term to Permanent:** Where a position is fixed term but may have the possibility of conversion to permanent status towards the end of the fixed term, this should usually be included in the advertisement.

As a small organisation, under certain circumstances where there is a clear business need and valid value for money considerations, conversion from fixed term to permanent status will be permitted with oversight of the HR & OD Manager. To ensure principles of open competition and merit are followed evidence will need to be provided that:

- The original vacancy was advertised
- The fixed term colleague, prior to commencing the appointment, was selected from a candidate pool
- References were sought
- The length of the fixed term carried out thus far has been of significant length so that a realistic assessment of performance in role has been possible and is recorded by the line manager

Related documents

- Recruitment and Selection Procedure
- Recruitment Process