



**Rural Stirling**  
Housing Association



Quality property  
management services

## GROUP RECRUITMENT AND SELECTION POLICY

<b>Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA</b> <b>Registered as a Scottish Charity No. SC037849</b> <b>Venachar Limited, Incorporated under the Companies Act (Company Number SC447415),</b> <b>Registered Office: Stirling Road, Doune, FK16 6AA</b>	
<b>Policy Name</b>	Group Recruitment and Selection Policy
<b>Policy Category</b>	Corporate
<b>Data Policy Reviewed</b>	13 March 2025
<b>Review Period</b>	3 years
<b>Next Review Due</b>	March 2026 (Employment Rights Act April 2026 will impact this policy)
<b>Equality Impact Assessment</b>	Yes
<b>Source</b>	EVH Recruitment and Selection Policy (February 2023)

## **1.0 Purpose**

- 1.1 RSG recognises its staff are fundamental to fulfilling the strategic aims and supporting the core values of its business. RSG seeks to recruit the best candidates with the necessary skills and attributes to fulfil the roles. RSG conducts business underpinned by Equal Opportunities legislation and strives to maintain a diverse staff team. We encourage excellence at all levels in our organisation and are not influenced by age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality, ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any other factor irrelevant to achieving successfully and performing our jobs.

## **2.0 Aim of the Policy**

RSG encourages good practice and equal opportunities in line with legislative requirements to which all staff are required to adhere to. During the recruitment and selection process, the aims of RSG are:

- To attract candidates with the appropriate skills, knowledge and experience for consideration for employment with RSG.
- Ensure that access to employment opportunities is based on fair, objective and consistent criteria in line with RSG's Equality, Diversity and Human Rights Policy.
- To ensure that recruitment and selection procedures are clear and adhered to by all staff and committee members involved.
- To develop a diverse and suitably qualified workforce committed to the aims, values and service delivery requirements of RSG.

## **3.0 Scope**

- 3.1 When a vacancy arises, the decision to recruit a replacement for the job holder will be carefully considered by the Chief Executive and appropriate managers in accordance with the Scheme of Delegation, and considering the impact on the budget. They will evaluate whether the job could be carried out in a different way or whether there may be an internal candidate who could transfer or develop the skills necessary for the role.

## **4.0 Equal Opportunities**

- 4.1 Equal Opportunities aims to remove barriers to access and opportunity, with positive results for individuals and RSG. In the context of recruitment and selection, equal opportunities refer to equality in the attraction and selection of candidates, promotion or training in line with terms and conditions of employment. In seeking suitable candidates for new or vacant posts, RSG will not discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any other factor irrelevant

to achieving successfully and performing our jobs.

RSG's recruitment decisions will be based completely on the merits and abilities of candidates in line with those set out in the job description and person specification 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.

A fair recruitment process will remove barriers where possible to the employment of individuals from different backgrounds. This will enable RSG to recruit from the widest pool of talent, thus raising the standard of candidates and therefore increasing the opportunity of a more diverse workforce which reflects the community it is serving. A more diverse workforce should improve RSG's service delivery, as it will include staff with varied knowledge and experience about meeting the needs and aspirations of service users and potential service users.

To highlight RSG'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 possible and any advertisement for a vacancy within RSG will state that an equality and diversity policy is in place. In addition, the advert will also display any signs of equality bodies that RSG is affiliated with. The information contained in the advert and all vacancy literature will be clear 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 apply. For those that wish to apply, RSG will ensure that all applications have clear instructions for completion and application forms are free from personal questions that are not relevant to the vacancy or may lead to discrimination.

RSG will ensure that all staff involved at any stage in the recruitment and selection process receive equality and diversity awareness training. This will ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly by asking any questions which may lead to discrimination.

## **4.2 Equality & Diversity Statement**

We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate. 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.

This policy and any other Rural Stirling Group (RSG) publication is available in other formats e.g., other languages, Braille, large print, audio.

## **5.0 General Data Protection Regulations**

The organisation will treat all personal data in line with our obligations under the current data protection regulations and our own Data Protection Policy and

Information Security Policy. Information regarding how this data will be used and the basis for processing this data is provided in RSG's privacy notices as part of recruitment processes.

## **6.0 SHR Regulatory Standards**

6.1 The SHR's regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that the Association complies with these standards. The standards of direct relevance to this policy are noted below:

*4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.*

## **7.0 Relevant Legislation**

7.1 Equality Act 2010

## **8.0 Identifying the need to recruit**

8.1 When either a job becomes vacant or a new job is created, there is an opportunity to fully consider what RSG requires. The following questions should be considered:

- Is there a requirement for this post to be filled?
- What would be the adverse effect/s of not filling the post?
- If the post is to be filled, is this required on a like for like basis or are there alternative considerations?
- Does this vacancy provide an opportunity to look at the wider team roles?

8.2 At this point, agreement should be reached about the future of the post. If it is agreed that the vacancy will be filled or a new job is created, the procedure below will be followed prior to the recruitment and selection process taking place:

- A job description and person specification will be developed for the role detailing the duties, skills, knowledge and experience required. If a current job description and person specification exist, these will be reviewed by the line manager to ensure it accurately reflects the role.
- If this is a new role or you deem an existing role to have significantly changed, job evaluation may be carried out to determine the correct salary/ grade for the role. RSG may seek to engage specialists such as EVH to carry out this work prior to the recruitment process taking place.
- A recruitment panel will be identified and have delegated authority to make an appointment to the post.
- A reasonable timescale for the entire recruitment and selection process should be agreed by the recruitment panel. This will take account of selection checks and notice period for the successful candidate.

- All paperwork required during the recruitment and selection process – the job advert, application paperwork, shortlisting and interview paperwork will be agreed by the recruitment panel.
- The same people should be involved throughout unless a conflict of interest arises at any point during the process. In this circumstance, the recruitment panel will discuss if it is appropriate for an alternative individual to join the recruitment panel.
- Depending on the seniority of the post, the recruitment panel may seek advice from recruitment advisors, such as EVH, prior to progressing a recruitment and selection process if deemed necessary.
- The recruitment panel will identify the most suitable individual to support with the administration of the process.

## **9.0 The Recruitment Panel**

9.1 It is recommended that three individuals make up the recruitment panel where possible. Those individuals identified as suitable for the recruitment panel will depend on the post being filled. Below is an example:

- Staff only for posts which currently exist and are not of a senior nature.
- Staff and Board representatives for new posts or senior posts within RSG.

9.2 RSG recognises that the Board will require support when recruiting for the Senior Officer. In this circumstance, they will seek support from an independent organisation such as EVH prior to commencing the recruitment and selection process. The Board will decide who will be involved in the process alongside the Chair.

9.3 Any individual serving on a recruitment and selection panel will have undergone relevant recruitment and selection training along with equality and diversity awareness training.

## **10.0 Attracting Candidates**

10.1 RSG understands the importance of attracting suitable candidates through the most appropriate and cost-effective means. The recruitment panel should discuss the best internal and external advertising methods in line with the agreed advertising budget. The knowledge and skills required for the job should ensure suitable candidates are attracted to apply for the job and the advert should outline the main details of the post:

- Job title
- Salary/ Grade
- Hours per week
- Location (indicate if hybrid working forms part of the role)
- Nature of the contract – permanent, fixed term
- Main duties
- Closing date and proposed interview date
- Information on how to apply and any other relevant information.

## **11.0 Advertising**

- 11.1 An Equalities Statement will be included in all advertisements. Our current statement is as follows:

***"RSG is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership."***

### **11.1 Permanent Recruitment**

- 11.1.1 RSG will advertise all permanent posts via a variety of methods:

- Internal advert – this will be in conjunction with another advertising method.
- Specialist recruitment sites demonstrating our commitment to Equal Opportunities.
- RSG's website.

- 11.1.2 All candidates will receive an application pack that will include the following:

- An application form
- Equal opportunities monitoring form
- Job Profile
- Any other relevant information deemed necessary for the post e.g., summary statement of terms and conditions of employment, relevant information about RSG which cannot otherwise be accessed via our website and is relevant to the role.

- 11.1.3 An exception to this, will be in cases of restructuring or redundancy where it may be necessary to appoint candidates into vacant posts as alternatives to redundancy rather than advertising the vacant posts. If this situation arises, RSG will seek HR advice on the process.

### **11.2 Temporary Recruitment**

Short-term appointments of less than one year e.g., maternity leave cover, may be advertised internally and filled by a current employee where appropriate to do so, or by candidates engaged from suitable employment agencies. Temporary posts in excess of one year should be advertised internally and externally simultaneously.

### **11.3 Internal Recruitment**

All existing staff will be notified of permanent and long-term temporary vacancies. RSG will ensure that those employees on sick leave or any type of other leave are notified and will be eligible to apply for any post advertised.

For very short-term posts of a few weeks, internal advertising will not normally take place as line managers have discretion to seek a temporary candidate from an employment agency if there is no suitable internal candidate identified.

### **11.4 Modern Apprenticeships**

Candidates for modern apprenticeships will also be required to submit application documents, which will be subjected to fair shortlisting procedures. Successful shortlisted individuals will be invited to attend an interview and the most suitable individual/s will be selected.

### **12.0 Right to Work in the UK**

RSG has a responsibility to prevent illegal working therefore we will carry out a right to work check before confirming employment for the successful candidate. This will ensure the candidate is not disqualified from carrying out the work in question by reason of their immigration status. The successful candidate will be informed what is required to satisfy this check.

### **13.0 Disclosure Scotland Criminal Records Checks**

The successful candidate will be asked to complete a criminal convictions declaration form. Depending on the nature of the role, they may also be asked to undergo a PVG/ Disclosure Check. If following these checks, information arises which the candidate has not disclosed or raises concern with RSG we will discuss this with the candidate prior to a decision being made about whether the selection check has been satisfied.

### **14.0 Interview Expenses**

Reasonable travel expenses will be reimbursed to candidates for non-local journeys. Any reasonable interview travel expenses paid to candidates for new or vacant posts will be in accordance with RSGs Expenses and Finance Policies.

### **15.0 Equal Opportunities Monitoring**

As part of RSG's recruitment process, equal opportunities monitoring will be undertaken from any completed equal opportunities forms and reported. RSG will analyse the report to inform future recruitment.

## **16.0 Data Protection/ Retention**

Candidates will be entitled to access any notes taken during the recruitment process, presuming that they contain personal data which will relate to them. If any candidate asks for access to this information, their enquiry should be directed to Line Manager.

All recruitment documentation associated with the vacancy, will be stored confidentially in line with RSG's Data Retention Policy. After this time, all documents will be confidentially shredded.

The successful candidate's recruitment documentation and all associated paperwork will be made into a personnel file and retained in line with our Data Retention Policy.

Special consideration will be given to storing the results of any criminal record check or health questionnaire/medical report. RSG will make a record of all checks and whether the result was or was not satisfactory. The original will then be promptly destroyed. The record of the results will then be stored in accordance with our Data Retention Policy. There may be exceptional circumstances where this information should be kept if it is clearly related to the ongoing employment relationship.

RSG's Employee Privacy Notice outlines how we will process your personal data.

## **17.0 Induction**

RSG staff will welcome a new staff member by providing initial induction training in the organisation, which will be organised by the line manager in advance of the successful candidate taking up post. This will help to settle the new staff member, convey our aims, objectives, policies and procedures thereby encouraging the individual to make a valuable contribution to our work.

## **18.0 Complaints**

If a complaint is received about any stage of the recruitment and selection process it should be resolved promptly in the first instance and verbally where appropriate to do so. If the complainant wishes to further pursue the matter, they should be advised to put the complaint in writing and address it to the Senior Officer who will investigate the matter and further liaise with the complainant.

## **19.0 Exit Interviews**

Exit interviews will be carried out by a manager who is not the line manager of the departing employee in RSG. Exit interviews will be carried with all employees who have resigned from their post. The purpose of the exit interview is to allow RSG to gain further information about the employee's reason for leaving. Furthermore, it provides additional information in relation to,



- The employee's perception of the organisation in relation to its employment practices.
- Management style and treatment perceived by employees as being unsatisfactory or unfair.
- Identifying reasons for turnover and improvements the organisation can make in the future.
- Whether there are any learning points or improvements the organisation can make on the working environment and culture.

Employees who have resigned from their post will be invited to attend an exit Interview prior to their termination date.

## **20.0 Related Documents.**

20.1 This policy relates to the following documents:

- EVH Terms and Conditions
- RSG Recruitment and Selection Procedures
- RSG Induction Framework

## **21.0 Review**

21.1 The Employment Rights Act is expected to come into force next April (2026). This policy will be reviewed in line with the new legislation early next year (2026). Normally the policy is reviewed and updated every three years unless there is a need to respond to new legislation/policy or regulatory guidance.