

HR01 - Recruitment and Selection Policy

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Owner:	Michael Catlin	Job Title:	Head of People & OD
To be issued to:			
<input type="checkbox"/> Board of Management <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM,OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____	
Method of Delivery:			
<input type="checkbox"/> Learn Pro <input type="checkbox"/> Board Portal <input type="checkbox"/> Line Manager to Share (e.g. Agencies)		<input checked="" type="checkbox"/> Policy Owner to Notify (e.g. Contractors) <input type="checkbox"/> Other: _____	
Stakeholder Consultation Completed			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input checked="" type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input checked="" type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input checked="" type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input checked="" type="checkbox"/> Other: Policy & Procedure Review Group	

Version Control

Date	Owner	Version	Reason for Change
Feb 2021	Michael Catlin	1	Procedural information removed.
Jan 2025	Michael Catlin	2	Cyclical policy review and updating to new guidance.

Summary of Changes

Section	Change
1	Updated to reflect current values.
6.1	Board approval removed.
9	Updated to include that Equality Impact Assessment completed.
11	Removed board.

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1.0 Ark's Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

This policy informs managers within Ark of their responsibilities through the recruitment and selection process to ensure a fair and consistent approach to all candidates.

3.0 Policy Statement

Ark is committed to the safeguarding and welfare of all its staff, tenants and people we support and will therefore pursue a thorough and rigorous recruitment and selection process to ensure that this commitment is not compromised and that the services which Ark provides are of the highest standard.

4.0 Scope

This policy applies to the recruitment and selection of all job applicants, employees and volunteers.

5.0 Legal/Regulatory Framework

The relevant legislation relating to recruitment and selection is:

- Safer Recruitment through Better Recruitment;
- Data Protection Act 2018, which implements the General Data Protection;
- Regulation (GDPR) in the UK;
- UK Immigration Laws;
- Equality Act 2010;
- Scottish Social Services Council (SSSC);
- Disclosure Scotland Code of Practice;
- Protection of Vulnerable Groups (PVG) (Scotland) Act 2007;
- Police Act 1997 (Part V);
- Rehabilitation of Offenders Act 1974;
- Health and Care (staffing) (Scotland) Act 2019.

6.0 Responsibilities

6.1 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required.

6.2 Leadership Team

Ark's Leadership Team is responsible for review of the policy and for ensuring that relevant measures are put in place in order to implement its requirements.

6.3 Managers

Managers are responsible for ensuring compliance with this policy throughout any recruitment activity.

6.4 All Staff

All staff are required to adhere to this policy during any recruitment activity.

7.0 Recruitment and Selection

People are at the centre of all of Ark's activities. Therefore, recruiting and selecting the right people is of paramount importance towards ensuring that Ark is able to deliver our services

to the highest possible standards. It is vitally important that those involved in recruitment adopt safe recruitment and selection procedures to achieve this. This policy sets out the principles that exist within Ark to ensure, as far as possible, that the best people for the role are recruited and that the recruitment process is free from bias and discrimination.

7.1 Identification of a Recruitment Need

If an established post becomes vacant the recruiting manager should review whether this post is still required and where recruitment is to proceed, they will advise the HR Team.

7.2 Job Description and Person Specification

The job description is a key document in allowing us to recruit the right person for the role and tells applicants about the role they are applying for.

The details set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process so it is important to think about what information you want to put in this.

7.3 Advertising the Vacancy

All vacancies will be advertised internally and, where requested or required externally.

7.4 Application and Shortlisting

Once the post has closed applications will be shortlisted using the relevant parts of the person specification for the role. The recruiting managers need to ensure they are compliant with the key legislative and regulatory requirements in order to:

- Select the best candidate for the job;
- Promote equal opportunities within recruitment and selection;
- Avoid unlawful and unfair discrimination;
- Satisfy that as far as possible at each stage of the recruitment and selection process that the candidate is safe to practice.

The recruitment and selection process is aligned to the competencies in place for all roles within Ark. The frameworks lay down clear levels of knowledge, skills, values and behaviours, and qualifications, where applicable, that are expected within job roles.

7.5 Interviews and Selection

After shortlisting the successful candidates will be invited to interview. The best practice is for a range of questions that explore the relevant behaviours or competencies required for the role to be asked to each candidate. The interviewer should ensure that candidates are

assessed consistently against the criteria in the job description and person specification and the reasons for selection and non-selection recorded.

7.6 Appointing New Employees

After the interviews the interview panel should review the candidate scores and agree in order to make a decision on which candidate to appoint.

7.7 References

In order to ascertain successful candidates' work history and capability and provide a further form of safe guarding, in line with Safer Recruitment Guidelines.

7.8 Disclosure & Protecting Vulnerable Groups (PVG)

As a Health & Social Care provider Ark is considered as doing regulated work and this means that the majority of the roles within Ark require a suitable Protection from Vulnerable Adults (PVG) check carried out by Disclosure Scotland.

This is to ensure that those undertaking regulated work are not unsuitable or barred from doing so.

For roles that do not fall under the regulated work category Ark will seek a Basic Disclosure check carried out by Disclosure Scotland. A basic disclosure is the most basic level of disclosure and includes information on any 'unspent' convictions the person has.

7.9 Recruitment of Ex-offenders

Having a criminal record will not necessarily stop any candidate from working with Ark. This will depend on the nature of the position, together with the circumstances and background of the offence(s). In most instances where there is a relevant offence disclosed, a risk assessment will be conducted with the line manager and steps taken to mitigate any risks. In exceptional circumstances, where the disclosed offences are considered a risk to Ark, we may have no option but to withdraw any offer of recruitment. This will be a last resort after all other options have been explored.

The HR Team are required to share relevant information relating to relevant offences to those who legitimately need access as part of the recruitment process.

8.0 Learning & Development Requirements

No learning & development requirements have been identified in relation to this policy.

9.0 Related Policies & Procedures

This policy should be read in conjunction with:

HR01a	Recruitment & Selection Procedure
HR01b	Recruitment & Selection Procedure – Student Placement
HR01c	Recruitment & Selection Procedure – Volunteer
HR01d	Recruitment & Selection Procedure – Agency
G11	Entitlements, Payments and Benefits Policy
G11a	Entitlements, Payments and Benefits Procedure

10.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has been completed for this policy.

11.0 Data Protection Impact Assessment (DPIA)

This has been included in the OD DPIA.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Head of People & Organisational Development will monitor implementation of this policy on an ongoing basis.

12.2 Review

This policy will be reviewed by Head of People & Organisational Development within 3 years from the date of approval, in accordance with Ark's policy review framework.