



North Devon Homes Ltd

**Recruitment and Selection
Policy**

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Recruitment and Selection Policy

1. Summary

This policy sets out the key principles that North Devon Homes (the 'Company') will apply when dealing with recruitment and selection and provides an overview of the process followed when seeking to fill new or vacant posts within the Company. This policy applies to the recruitment and selection of all staff whether on a permanent, temporary, secondment or fixed term basis.

This statement is non-contractual and does not form part of the employment contract between the Company and the employee.

2. Policy aims, objectives and key principles

North Devon Homes will adopt recruitment and selection processes that are non-discriminatory and will enable the best person for the job to be employed. Practices that enable the recruitment of a workforce at all levels which reflects the rich diversity of today's society will be adopted and will be in accordance with the Company's values.

Recruiting and selecting the right people is critical to the continued success of the business. The Recruitment and Selection Policy sets out how to ensure, as far as possible, that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

The Company is committed to equality of opportunity in recruitment and selection. The Company aims to provide a working environment and terms and conditions of employment that reflect best practice.

NDH will ensure that selection techniques are used consistently, fairly and objectively to identify individuals who can make a positive contribution to our business based on conduct, performance and competence. The Company Values will be at the forefront of the process and used to select applicants that share and understand the Company Values.

It is the Company's intention to be viewed by all current and potential employees as an employer of choice.

Recruitment and selection practices will:

- be in line with our values and we will recruit people that share and believe in our values;

Flexible in our approach

Accountable to our customers and each other

Compassionate, Professional and Polite

Team NDH

Service Excellence

- be open, fair and transparent, ensuring that all decisions made throughout the process are unbiased and based on merit only.
- be cost effective and able to produce suitable candidates to ensure the identification of the best match for the position and the Company.
- promote consistency in the approach to recruiting and selecting the best candidate for the role.

3. Legal requirements

The Recruitment and Selection policy and procedures complies with Company's obligations under the Single Equality Act 2010.

4. Recruitment and Selection Procedures

All procedural information and guidelines for staff is detailed within the Recruitment and Selection procedure document.

5. Review

The Recruitment and Selection policy and procedures will be reviewed at least once every 3 years to ensure that it continues to operate within best practice, achieve measurable results, and achieve continuous service improvement.

The Head of HR will be responsible for ensuring that policy reviews are undertaken, that appropriate consultation takes place and that revisions are reported to the Executive and Board for its approval.

6. Equality and Diversity

The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection. Short-listing, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.

Reasonable adjustments to the recruitment process will be made by Human Resources to ensure that no applicant is disadvantaged because of his/her disability. The recruiting Line Manager must consider further reasonable adjustments after the offer has been made.

7 Related Documents, Policies and Procedures

As an employer, the Company undertakes to comply with all of the following legislation:

- Single Equality Act 2010
- Data Protection Act 1998

Please refer to the following documents and further background reading;

- Recruitment and Selection Procedure
- RP301 Data Protection Policy
- BP107 Equality and Diversity Policy.

Equality Impact Assessment form

1. Policy Name

Recruitment and Selection Policy

2. Aims of the Policy being assessed

To set out the scope, aims and key principles that will be taken into account when recruiting and selecting staff.

This EIA also takes into account practices that form part of the procedures.

3. Who has been consulted in developing the policy?

Date	Consultation methodology	Challenge/impact/result
	<p>There has been no consultation in respect of this policy.</p> <p>Staff will be consulted via the staff forum with the procedures and practices adopted.</p>	

4. Identify potential impact on each of the diversity “groups” by considering the following questions (the list is not exhaustive but an indication of the sort of questions assessors should think about):

Strand	No impact	Negative impact	Positive impact	Comments/evidence
Race			√	Short-listing practices remove all information that would identify diversity groups
Disability			√	The application process asks candidates if they consider themselves to

				have a disability and if they do - how their needs can be met and whether any reasonable adjustments are required.
Gender			√	Short-listing practices remove all information that would identify diversity groups
Gender Reassignment			√	Short-listing practices remove all information that would identify diversity groups
Sexual orientation			√	Short-listing practices remove all information that would identify diversity groups
Religion or belief			√	Short-listing practices remove all information that would identify diversity groups
Age			√	Short-listing practices remove all information that would identify diversity groups
Rural issues			√	Vacancies are advertised online with the North Devon Journal (NDJ)
Social Inclusion issues			√	Short-listing practices remove all information that would identify diversity groups

Pregnancy and maternity			√	Short-listing practices remove all information that would identify diversity groups
Marriage and civil partnership			√	Short-listing practices remove all information that would identify diversity groups

5. Does the Policy promote equality of opportunity?

Yes

6. If “adverse impact” identified in table (4) above is it?

Legal (i.e not discriminatory) N/A
What is the level of impact?

7. Full EIA (or if you decide full EIA is not necessary but some changes should be considered)

N/A

8. If actions/suggestions for improvement have been suggested, what should the positive outcome be for North Devon Homes’ customers and stakeholders?

N/A

Review/new EIA (date or timeframe)	3 years
Name of person/s completing form	Michelle Rose
Date assessment completed	
Name (and signature) of manager approving	