



## **RECRUITMENT & SELECTION POLICY**

### **1. INTRODUCTION**

1.1 The purpose of this Policy is to enable managers to attract, recruit and retain the best candidate for the job from the widest pool of applicants available. The Policy is an integral part of the DRH's Equal Opportunities Policy , with the aim of ensuring equity and fairness at all stages of recruitment and selection. Also, to ensure that DRH Recruitment and Selection processes are carried out to the highest professional standards.

### **2. VALUES**

2.1 DRH is committed to providing a working environment and culture which treats all staff and potential employees fairly and equitably, irrespective of gender, marital status, race, colour, ethnic or national origin, nationality, including citizenship, disability, previous convictions (except those exempt under the Rehabilitation of Offenders Act 1974) age, religion, sexual orientation, politics, or official trade union activity. In the context of recruitment and selection, this means fair recruitment and selection of people according to their ability to do the job.

2.2 DRH is also committed to involving service users in the recruitment process. Involvement may include seeking feedback from informal visits by prospective candidates or through participation in selection interviews. Managers should seek to ensure that the specific needs of support workers are influential in determining job specifications when recruiting to particular vacancies.

### **3. DEFINITIONS**

3.1 The *seven* key pieces of legislation that underpin the recruitment and selection process, in relation to equal opportunities, are as follows:

- The Sex Discrimination Acts 1975 and 1986
- Equal Pay Act, 1970 and 1984
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986
- The Police Act 1997
- Employment Equality (Age) Regulations 2006

3.2 The above Acts make it unlawful for an employer to discriminate on the grounds of age, gender, marital status, race, colour, ethnic or national origin, nationality, including

citizenship, disability (unless justifiable) or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

3.3 In addition to the above, under the Equality Opportunities Policy, DRH will also not discriminate either directly or indirectly, on the grounds of age, religion, sexual orientation, politics or official trade union activity, or any grounds that are not justifiable, at any stage of the recruitment and selection process or during employment

2.4 In law, discrimination is categorised into three types:

**Direct Discrimination** - occurs when an individual is treated less favourably than others who are in the same or not materially different circumstances.

**Indirect Discrimination** - takes place when a requirement or condition has a disproportionate effect and discriminates unfairly and unjustifiably between one group or an individual and another.

**Victimisation** – where an individual is made to experience any form of detriment as a result of a complaint about an incident of discrimination.

#### **4. STRATEGIC OBJECTIVES**

4.1 This Policy is an integral element within a wider strategy to enable the organisation to attract, recruit and retain people with diverse backgrounds, skills and abilities who will enhance the quality of services provided by DRH.

#### **5. PROCEDURAL IMPLICATIONS**

5.1 In order to achieve the above objectives, DRH will:

- Ensure that every manager regularly reviews the organisation of their department and the job responsibilities and roles of individuals within it;
- Ensure that managers consider the extent to which working patterns and the job description of all vacant posts can be usefully configured to ensure maximum flexibility to attract a wide range of applicants;
- Endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place either at the recruitment and selection stage or during employment;
- Ensure that an applicant's level of competence is matched to that particular job to enable them to carry out their role effectively;
- Ensure that every reasonable opportunity is taken to seek service user contribution to the recruitment process.

- Ensure that newly appointed individuals receive a full induction into DRH and appropriate levels of support during the first few months of their employment, and then on an ongoing basis;
- Endeavour to provide opportunities for appointed individuals to develop and mature in their roles in order to facilitate promotion prospects, enabling them to apply for higher level posts as and when vacancies arise;
- Ensure that Recruitment Procedures are regularly updated in line with changes in legislation and best practice
- Ensure that the administration of the recruitment and selection process is carried out to the highest professional standard.

## **6. PROFESSIONAL COMPETENCIES OF PEOPLE INVOLVED IN THE RECRUITMENT AND SELECTION PROCESS**

6.1 All staff involved in the DRH Recruitment and Selection Process will, as a minimum, have received basic training in the legal issues relating to Recruitment and Selection and will be required to confirm that they have read and understood DRH Policies and Procedures on Recruitment and Selection and Equality and Diversity. In addition, as a minimum the senior panel member should be fully trained in all aspects of recruitment and selection.

6.2 Such training will provide guidance about the legal responsibilities and will include:

- Direct and indirect discrimination
- The effects which general assumptions and prejudices can bring on selection decisions
- Appropriate recruitment and selection techniques

6.3 Service users should be given every reasonable assistance in order to optimize their contribution to the recruitment process.

## **7. RESPONSIBILITIES**

7.1 Appointing managers will be responsible for ensuring that the recruitment and selection process is carried out in accordance with DRH Policies and Procedures.

7.2 The Chief Executive will be responsible for monitoring the operation of the Policy for both employees and job applicants.

## **8. IMPLEMENTATION, MONITORING AND STRATEGIC REVIEW**

8.1 DRH will maintain records of applicants and employees in order to monitor equality of opportunity this will include records for promotions and transfers of existing staff members.

8.2. An annual review of recruitment and selection processes with specific reference to equality and diversity issues will be undertaken. The annual review will take account of service user involvement. The results will be reported to the DRH Board

8.3 The Deputy Chief Executive will carry out investigations where cases of discrimination are suspected and where it is found that individuals from particular groups:

- do not apply for employment or promotions, or fewer than expected apply;
- are not recruited or promoted at all, or are appointed in a significantly lower proportion than their rate of applications;
- are concentrated in certain jobs/grades/departments and there appears to be a point beyond which they do not rise.

8.4 In locations where discrimination has been identified, an action plan for improvement will be developed and agreed with the appropriate managers . Progress to achieve the action plan will be monitored at agreed intervals.

8.5 Complaints about discrimination or misapplication of process will normally be processed through the DRH Grievance Procedure. Those who believe they have been unlawfully discriminated against also have the right to complain to an Employment Tribunal.

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