



Committee Approver	Operations Committee
Stakeholder Consultation	Joint Consultative Committee
Date Approved	October 2021
Classification	Policy
Title	Recruitment Policy
Revision Date	July 2021
Revised by	HR/OD Manager
Next Revision Date	October 2024
Related Documents	Equality, Diversity and Inclusion Policy; ICT System Security Policy & Procedures; Privacy Policy; Participation Strategy; Flexible Working Policy; Probation Policy
Location of Electronic Copy	F:\Live Policies\HR

1. Viewpoint's Values

Viewpoint is here to help people enjoy their later years. Everything we do is about realising this vision, which is supported by the following straightforward set of values:

- Inspire with positive smiles and words;
- Say 'yes I can and I will';
- Celebrate age, experience and wisdom;
- Do according to our customers' wishes and ambitions;
- Treat people (everyone is a VIP) as we would a "loved one";
- Work hard, have fun and laugh;
- Stay courageous, creative and ahead of the game; and
- Work with those that share our values.

These promises shape us. They are a commitment to our residents, staff and suppliers.

Ensuring that we have appropriate policies in place will support us to deliver our services in accordance with our vision and values.

2. Policy Statement

It is our policy to recruit the best person for each vacancy in an objective and professional way whilst taking into consideration employment law, discrimination law and best practice guidance.

The aims and principles outlined within this policy apply equally to internal and external candidates, including temporary staff, in all selection situations, including the selection of staff for training and development.

3. Aim

The aim of this Policy is to:

- Ensure that we have the right people, with the right skills, in the right place, at the right time, in order to meet performance targets and policy objectives.
- Ensure we have contemporary, consistent and efficient recruitment processes that are inclusive of all talent sources and comply with relevant employment legislation.
- Promote Viewpoint as the Employer of Choice, to ensure we are best placed to take advantage of the available labour market.
- Ensure that new recruits have the necessary competencies, values and attitudes including, if applicable, relevant professional registration.
- Ensure candidates are selected on the basis of their ability to do the job and to make a contribution to our future development.

- Ensure recruitment practices lead to the recruitment of a diverse workforce that is encouraged to use its full range of skills and knowledge to contribute to the continuous improvement of our services.
- Ensure the workforce, at all levels, broadly reflects the community it serves and is therefore better placed to understand its needs and provide an efficient service.
- Ensure recruitment is conducted both internally and externally in an open, fair and transparent manner and reviewed regularly, so that supply is sustainable and inclusive of all available talent.

4. Legislation/related policies

This policy recognises and supports our obligations under the General Data Protection Regulations (EU) 2016/679) to the extent that it forms part of domestic law in the United Kingdom, and the Data Protection Act 2018, Safer Recruitment through Better Recruitment (Scottish Executive 2007), the Equality Act (2010), Disclosure Scotland/Protecting Vulnerable Groups (PVG) and the right to work in the UK advice from the Home Office. It should be read in conjunction with our Equality, Diversity and Inclusion policy, our ICT System Security Policy & Procedures and our Privacy policy.

As detailed in Viewpoint's Flexible Working Policy, the suitability of posts for job -sharing or part time working will be stated in any internal or external advertisements.

All employment offers are made subject to a probation period, therefore Viewpoint's Probation Policy should be read in conjunction with this Recruitment Policy and Procedure.

5. Scope

This policy, and the procedure which supports it, have been designed to provide advice and guidance on statutory requirements, Scottish Government policy and best practice to those managers and officers who are involved in recruitment and selection of staff.

This policy, and the procedure which supports it, apply to the recruitment and selection of permanent and temporary posts, and internal and external posts.

6. Compliance & Support

All staff involved in recruitment are responsible for familiarising themselves with this policy, and the procedure which supports it, and the legal consequences of non-compliance. Staff will be required to comply with current legislation and related policies. Training will be provided to ensure that those

employees responsible for recruitment are aware of the risks if legislation is not adhered to.

7. Equality Impact Assessment (EIA)

Viewpoint is committed to embracing diversity and providing equality and fairness for all. We will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or any other protected characteristic.

All applicants including students and volunteers will be made aware that any offer of employment, student placement or voluntary work will be conditional upon receipt of an appropriate satisfactory Disclosure Scotland certificate and, where applicable, evidence of PVG Scheme Membership.

8. Privacy Impact Assessment (PIA)

Risks associated with data retention will be assessed and mitigated by Viewpoint's Data Protection Officer, through ongoing data protection audits, and reviews of Viewpoint's Data Estate, conducted in conjunction with all relevant functions.

9. Monitoring & Evaluation

Our recruitment process, from job analysis and design onwards, including selection criteria, will be fair, reliable, robust and auditable, i.e. capable of scrutiny. Recruitment files will be audited against our policy and a report sent to the Executive Team annually.

We have an obligation to monitor and report on equal opportunities in our recruitment. The pool of candidates applying for all posts will be monitored during the recruitment process. Statistical analysis will include the ethnic origin, age, religion or belief, disability, gender, sexual orientation, and country of origin of all individuals who apply for a post, are short-listed, attend an interview, recruited and receive feedback from the selection process. Information gathered in support of this will be used only for monitoring purposes and will be treated in strict confidence.

Viewpoint is committed to providing equality and fairness for all and we will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or any other protected characteristic.