

## Recruitment & Selection Policy



### Document Control

Responsible Person	Chief Executive			
Review Frequency	5 Yearly			
Reviewed by	Board			
Date Approved	October 2024			
Next Review Due	October 2029			
Consultation Required	Yes		No	✓
Equalities Impact Assessment	Yes	✓	No	
Added to Company Website	Yes	✓	No	
Associated Documents Considered	Yes	✓	No	

## **1. Scope of the Policy**

1.1. In order to meet Waverley Housing's strategic objectives, contribute to its success and most importantly deliver high quality services to our tenants, we recognise the need to recruit the right person to each job. This policy and accompanying procedure has been designed to:

- comply with all relevant legislation.
- ensure all staff involved in recruitment and selection achieve and maintain high standards of professional practice.
- ensure consistent and fair treatment of all.

## **2. Responsibilities**

1. Board Members have overall responsibility for approval of the policy which must comply with all relevant legislation.
2. The Chief Executive has overall responsibility for the proper application of monitoring of the policy.
3. The Executive Team have delegated responsibility for the fair application and processes related to the policy.
4. Operational Managers must adhere to the policy and principles contained therein.
5. The Executive Assistant (HR) is responsible for all aspects of recruitment process in conjunction with the appropriate manager(s).

## **3. Procedure**

1. All vacancies are subject to review by the appropriate managers and the HR Officer.
2. Increases to staffing establishment, that includes the creation of additional posts or re-grading of existing posts, will not be approved without submission to and the agreement of the Board.
3. Responsibility for Executive Team appointments, including the appointment of a Chief Executive, lies with the Board.
4. All posts, if approved for recruitment, must have a job profile and person specification agreed prior to any recruitment activity starting.
5. No recruitment will be undertaken without the relevant approved documents.
6. Final approval to recruit to the post (where there is no change or increase to establishment) will be given by the Executive Team.
7. All Executive Team appointments including Chief Executive will be advertised internally and externally. All other vacancies will be advertised internally or externally or both, where the best response might be obtained.

8. The advertisement for a Chief Executive should be agreed by the Chair and Vice-Chair of the Board or their deputies.
9. All applicants will be required to complete Waverley Housing's job application form.
10. All applications must be assessed against the job profile and person specification.
11. A short list must be agreed by the interview panel.
12. No candidate will be appointed without a formal interview.
13. Suitable references must be received prior to any appointment. Any offer of appointment will be made subject to suitable references.
14. All documentation relating to each recruitment exercise will be retained in a safe and secure place before being properly disposed of, in accordance with our Records Retention and Disposal Policy.
15. Prospective employees are required to provide details of any current or former employee, or Board Member, to whom they are related or who is their partner.
16. Preferred candidates will be required to complete a pre-employment health questionnaire through our occupational health provider.