



Staff Recruitment and Selection Policy

REFERENCE: PL/HR/2020/005

Policy Owner	Principal and Chief Executive
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	22 March 2010
First Review Date	01 January 2014
Date review approved by BoM	06 October 2020
Next Review Date	October 2023
Equality impact assessment	11 April 2012
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	26/03/2012	Changes approved at BoM
Nicola Quinn	06/10/2020	Reviewed at BoM - approved

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1. Policy Statement

The College will provide equality of opportunity in the recruitment and selection of vacant posts and ensure applicants are treated on the basis of merit and ability. In doing so the College will promote recruitment and selection practices which do not discriminate on any unfair or unlawful grounds, for example because of sex, race, disability, marital status, sexual orientation, gender reassignment, age, pregnancy or maternity and/or religion or belief.

The purpose of this policy is to:

- Provide a framework which provides a consistent and clear approach to staff recruitment and selection.
- Ensure processes are in place to attract the best possible candidates and determine whether they have the knowledge, skills, attitudes and behaviours to fully undertake the role they are recruited for and in line with organisational culture.
- Develop and encourage a safe and secure working environment within a culture of equality of opportunity for all.
- Support staff through their initial induction period by providing initial and ongoing support that will enable them to understand and embrace organisational culture.
- Provide an environment which allows new staff the opportunity to develop themselves and the functions they are recruited to support.

2. Legislative framework/related policies

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act (Exceptions) Order 1975
- Protection from Harassment Act 1997.
- Data Protection Act 2018
- UK General Data Protection Regulation
- The Human Rights Act 1998
- The Equal Pay Act 1970 (Amendment) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Immigration, Asylum and Nationality Act 2006
- UK Borders Act 2007
- The Equality Act 2010
- Protection of Children and Adults at Risk policy & Procedure
- Data Protection Policy
- Relocation and Removal Policy and Procedure
- Policy Secure Handling use Storage Retention of Disclosure Information Policy
- Equality Outcomes Mainstreaming Report

3. Scope

- Staff recruitment and Selection policy applies to College vacancy applicants, current employees, recruiting managers, and Human Resources staff.

4. Compliance

- This policy must be complied with and it will be audited regularly by the Quality unit with reports provided to the appropriate committee.

5. Monitoring

- The Staff Recruitment and Selection policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. The procedures will be subject to audit by the College Quality Unit.
- Further monitoring will be provided to the HR Committee in respect of KPI reports and in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of advertising, number of applicants, and quarterly diversity monitoring of all applicants and successful starters and leavers.

6. Review

- This Policy will be reviewed every three years unless a legal change warrants an earlier review.