



**KINGDOM**  
Housing Association

# Employee Resourcing Policy

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Approved: February 2019  
Next Review: February 2024

## EMPLOYEE RESOURCING POLICY

### Introduction

One of Kingdom's strategic objectives is to be an employer of choice.

We recognise that it is our people that determine how well we deliver services to our customers and how we perform as an organisation. We aim to recruit the right people who we believe can demonstrate and share Kingdom's values.

We value diversity and believe varied backgrounds, experiences and perspectives in our workforce allow us to provide a better service.

This policy does not form part of an employee's contract of employment, and we reserve the right to amend this policy at any time.

In line with our commitment to diversity and inclusion, this policy can be made available in a variety of formats, including large print, translated into another language or media. Reasonable adjustments will also be made to assist individuals who have a disability.

### General Principles

This policy applies to the recruitment and selection for all our vacancies, irrespective of whether they are of temporary, fixed term or permanent duration, and should be read in conjunction with our Diversity & Inclusion Policy and Entitlements, Payments and Benefits Policy.

Exceptions to this policy can only be made at the discretion of the Chief Executive or someone they have delegated authority to.

### Recruitment & Selection

We will select the most suitable means of advertising to attract the right people.

Where appropriate, we may restrict vacancies to Kingdom's existing employees and/or workers. Where a position carries a genuine occupational requirement for a specific protected characteristic, we will identify and be explicit about that from the start of the recruitment and selection process.

Person specifications will detail the essential and desirable skills, knowledge, experience and values needed to carry out a role and used to evaluate applicants at each stage of the recruitment process.



With the agreement of the Chief Executive and Head of HR, we may offer guaranteed shortlisting to people from under-represented or disadvantaged groups who meet the essential criteria for the role they are applying for. We may do this where we believe such action is necessary to redress an imbalance in our workforce and/or will further our strategic aims. People shortlisted for this reason will not receive any other preference through the selection process.

We will use selection methods and techniques appropriate to the post to select people fairly. An employee or manager experienced in recruitment will be involved in the recruitment and selection process.

We will take steps to manage any known conflicts of interest between applicants and recruiters at each stage of the recruitment and selection process. Any person involved in the process whose impartiality is compromised in any way in relation to the applicant must declare it immediately and, if required, withdraw from the process either completely or in relation to that applicant.

Where required, we will carry out eligibility to work and pre-employment checks in a reasonable and ethical manner to ensure people are appropriate to work within our individual services.

We reserve the right to withdraw an offer of employment where appropriate.

We will monitor applications and appointments to ensure our recruitment and selection process reflects our views on diversity and inclusion, and to identify areas of potential improvement, in line with data protection legislation

## **Secondment**

We will consider internal secondments as development opportunities and consider any external secondment opportunities on an individual basis.

## **Succession Planning & Talent Management**

We will identify key roles and have succession plans in place for them.

We will identify people across the organisation who demonstrate the skills, values, competencies and aspiration to go into different roles and support them to create development plans to meet their aspirations where possible.

## **Relocation**

Prior to recruitment we will identify if a post position qualifies for relocation and determine the level of financial assistance offered for new people joining Kingdom.



## **Roles, Responsibilities and Delegated Authority**

The filing of a post should be decided by the Departmental Director, in consultation with the Chief Executive and HR Team, where required.

The HR Team will be available to give advice and interpretation on any aspects of this policy.

## **Supporting Policies**

- Diversity & Inclusion Policy
- Entitlements, Payments and Benefits Policy

## **Monitoring and Review**

This policy will be reviewed 5 years from the date of implementation or latest review, which will be the date the policy is approved by the governing body, or earlier if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.



## KINGDOM GROUP

### EMPLOYEE RESOURCING POLICY

Policy drawn up with reference to the following legislation but not limited to:

- Rehabilitation of Offenders Act 1974
- Immigration Act 2016
- The Equality Act 2010
- Data Protection Act 2018
- General Data Protection Regulation
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Disclosure Scotland, Part V of the Police Act 1997
- Fixed-term Employees (Prevention of Less Favourable Treatment ) Regulations 2002)

Reference made to the following sources and other guidance:

Disclosure Scotland including Protection of Vulnerable Adults (PVG) Scheme

ACAS Guide – recruiting staff

Immigration Act 2016 Factsheet – Illegal Working

CIPD Pre-employment Check – Employers Guide

CIPD Selection Methods Factsheet

CIPD Recruitment and Induction Factsheet

HR Team reviewed: September 2018

Circulated to EMT/SMT/Managers: October 2018

Circulated to the Employee Forum: 5 November 2018

Policy audited by Addleshaw Goddard: November 2018

Policy Sub Committee approval on 27 November 2018

Presented to the Board of Management of KHA on 18 February 2019

Policy Approved: Yes

Next review date: February 2024

