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**FSU RECRUITMENT AND SELECTION POLICY**

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**RECRUITMENT AND SELECTION POLICY**

**POLICY STATEMENT**

## **Merit Principle**

The Federation Support Unit (FSU), and G.P. Federations (hereafter referred to as Federations) are equal opportunities employers and all appointments will be made on the basis of the ‘merit principle’, and in line with relevant Northern Ireland and UK employment legislation, codes of practice and ‘best practice guidelines’. This will ensure that the panel will appoint the ‘best person for the job’.

The appointment panels will follow systematic and objective procedures, in line with best practice principles, as set out in the Recruitment and Selection Procedure, which will accompany this policy. The FSU and Federations will not unlawfully discriminate against any candidate engaged in the recruitment and selection process.

## **Monitoring and Compliance**

The FSU will ensure that the FSU and the Federations are registered with the Equality Commission for the purpose of statutory monitoring of applicants and appointees, where appropriate. The FSU and the Federations will, where appropriate and following recommendation of the Equality Commission, undertake programmes of Affirmative or Positive Action to address any under-representation in any category of the workforce. This will help with the promotion of equality of opportunity.

The FSU will ensure that all members of appointment panels will be suitably trained in Equality Legislation, Best Practice principles, and systematic and objective procedures prior to taking part in the recruitment and selection process on behalf of the FSU and federations. The purpose of this is to educate the panel on equal opportunities legislation and provide mitigation against the possibility of discrimination taking place.

## **Maintaining Records, Confidentiality and Retaining Records**

Appropriate records must be maintained at all stages of the recruitment and selection process. The FSU will facilitate the application process, and provide the necessary documentation to the appointment panel in order that they can shortlist and interview. It should be noted that all records are discoverable during an Industrial Tribunal, so the FSU, Federation and appointment panel have a responsibility to ensure that notes and records are appropriate, non-discriminatory and securely maintained. **Strict confidentiality should be maintained by all at all stages of the process.**

An individual has a statutory right to take a complaint of discrimination within three months of becoming aware that he/she may have been discriminated against and therefore the FSU will retain all recruitment files in accordance with the requirements of the relevant version of Good Records Good Management guidance from DHSSPS. Information retained in the recruitment files and electronic recruitment and selection information may be used in the equality monitoring returns to the equality commission, and therefore will normally be kept for 3 years

## **Key Documents**

The Recruitment and Selection process should be informed by an up to date Job Description, Personnel Specification and advertisement. The Job Description and Personnel Specification will be updated by the manager and provided to the FSU to allow the process to commence. If necessary, especially with a new role or if a role has significantly changed, the FSU will ensure that the grade of the post is assessed prior to recruitment. This will be done in conjunction with the Business Services Organisation Human Resources Department. The advertisement will be devised by the FSU using the agreed templates.

The Chair of the selection panel, along with the other panel members will be responsible for the creation, storage and confidentiality of all documents relating to the interview / selection process, using the agreed templates. Once selection is complete, all documents should be forwarded to the FSU for retention and storage.

## **Panel Composition**

Appointments panel membership should normally be constituted with the following basic principles:

* Line Manager
* Federation Board member
* One other appropriate panel member who satisfies the conditions below. This could include officers from another Federation.

The following conditions should normally be applied where practicable:

* The Chairperson, will normally be the officer to whom the appointee will be directly responsible.
* Panel members should be of a grade senior to that of the vacant post. Panel members will be appointed to a appointments panel based on their suitability, and may come from outside the recruiting Federation.
* Appointments panels will, where practicable, reflect both a gender and religious balance.
* Panel members should be trained in Recruitment and Selection legislation and best practice
* Except in extenuating circumstances, membership of the appointments panel should remain the same throughout the entire process in order to ensure consistency. Where circumstances necessitate a change of panel membership applicants will be notified of the change at the earliest opportunity and a Variation Order completed for the records.
* Shortlisting should not commence unless at least 2 panel members are available. If this occurs, the third panel member should complete the shortlisting before correspondence is sent to candidates.

## **Variation Orders**

In exceptional circumstances where it may be necessary to depart from the Recruitment & Selection procedures, the Human Resources (HR) Manager should be consulted for advice. Variations to the procedure should be recorded and retained on file on a Variation Order and approved by the HR Manager or Head of Operations.

## **Assessment**

Assessment as to the suitability of the candidates for appointment will be carried out by the selection panel, who are appointed on behalf of their Federation to make decisions in this regard. Panel members will have an equal vote in the decision making process. Selection will be based solely on the requirements of the job as set out in the Job Description and criteria as detailed in the Personnel Specification.

The rank order method of selecting the best candidate should be used, and any ambiguities in relation to this should be instigated and facilitated by the Chair. Decisions and the reasons for this should be recorded and retained with the recruitment file.

## **Pre-Employment Checks**

Where necessary, the FSU will, as part of the selection process, carry out pre- employment checks for the successful candidate(s), to ensure their suitability for the post. These should include criminal convictions (Access NI), pre-employment health assessment (Occupational Health), 2 employment references and eligibility to work in the UK. Any discrepancies with any of the checks should be discussed with the selection panel. Final offers will only be issued when the panel Chair is satisfied with the pre-employment checks.

## **Equality and Legislative Framework**

This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998.No significant equality implications have been identified and the policy will therefore not be subject to equality impact assessment.

Panel members must also be aware of the relevance of the Bribery Act 2011 and ensure their position is not compromised in any way.

The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 provides inter alia that for the purposes of employment in the Federation Support Unit or Health and Social bodies, a conviction may never be regarded as spent. This will be drawn to the attention of all applicants who will also be advised that a conviction does not necessarily debar an applicant from obtaining employment.