# Resourcing and TalentPolicy

## Recruitment, Appointment and Induction

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| **Version Control** | **Changes Made** | **Author** |
| Version 1Dec 2024 | Rebranded, reviewed team names, and formatted. | Ollie Wruight Resourcing and Talent |

### Purpose

This policy has been developed to promote the Service’s commitment to ensuring recruitment, appointment and induction in the organisation enables opportunities for people and also protects service users so they feel safe and supported and there is no risk of harm from people who work with them.

### Scope

This policy applies to all permanent and fixed term employees, casual workers and volunteers, including people engaged to work in the service through agencies.

### Principles

The Service will maintain proportionate but robust recruitment appointment and induction procedures so that all people are treated fairly and equally in line with all relevant legislation.

This policy is based on the following principles and will:

* ensure the fair treatment of all employees, applicants and service users regardless of race, gender, religion, sexual orientation, carer responsibilities, age, disability or offending background.
* actively promote equality of opportunity for all during recruitment by selecting candidates for interview based on their skills, experience and relevant qualifications.
* ensure compliance with relevant legislation at all times and is responsive to changes in procedures required by government bodies in relation to criminal record checks.
* ensure that all new employees receive a well-managed induction so that they can integrate effectively within the organisation and become engaged in their work.
* ensure appropriate procedures are followed at all times to uphold the safeguarding of vulnerable people and to ensure those who are judged to present a risk of harm are not allowed to work with them.

### Outcomes and Measures

The effective application of this policy and its principles will be determined by the following measures.

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| **OUTCOME** | **MEASURES** |
| Achieving Service priorities | Service plan and delivery measures |
| Compliance with current statutory and regulatory requirements  | Favourable internal and / or external auditNumber of referrals to appropriate external bodies regarding safeguarding of service users |
| Fair and effective process | Stakeholder feedbackStaff survey |
| Financial Prudence |   |

### Evaluation and Review

This policy will be evaluated at regular intervals using the outcomes and measures set out above. It will be reviewed in the light of operating experience, changes in legislation, financial constraints facing the Service.

Performance Indicators will be utilised where appropriate to evaluate and implement appropriate action if required.