



Havebury Homes

Recruitment & Selection Policy

Unique Reference No	POD013
Date created	September 2025
Date for review	March 2027
Author	Senior People Business Partner
Version Number	7
Status	For Review
Accountable Director	Assistant Director of People and Organisational Development
Tenant Consultation	N/A
Equality & Diversity Impact Assessment	High (2026)

1. PURPOSE

The purpose of this policy is to ensure that we employ and promote the most appropriate employees in a fair and consistent manner, free from discrimination and in keeping with a commitment to equality, diversity and inclusion.

2. SCOPE

This policy covers all current employees and applicants for employment with Havebury Homes.

3. POLICY

- 3.1. We are committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new or promoted employees.
- 3.2. We will monitor the composition of its workforce to identify areas that may need positive action measures to promote equal opportunity and diversity.
- 3.3. Candidates will be provided with Havebury's Recruitment Privacy Notice at the point of application to explain how their personal data will be used, shared, and retained.
- 3.4. Only personal data necessary to assess suitability for employment or comply with legal requirements will be collected and processed

4. ADVERTISING

- 4.1. Advertising of all positions will be carried out both internally and externally, within reason. All employees (including fixed-term employees and agency workers) will be notified of any positions that arise during their employment by way of these being available for viewing via The Hive (our intranet).
- 4.2. Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave, including sickness absence and family-related leave.
- 4.3. The wording of all job advertisements will be clear and concise and specify the core skills and requirements of the role.

5. RECRUITMENT MATERIALS

- 5.1. All relevant recruitment materials will be sent in advance and will be clear and accessible via digital technology.
- 5.2. Where required, recruitment materials will be provided in another form. All candidates that require an alternative means of applying should contact people@havebury.com to discuss their needs.
- 5.3. All candidate information will be held securely on our recruitment systems, with access restricted to authorised staff within the People & Organisational Development team and recruiting managers

6. SCREENING

- 6.1. Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of one year by the People & Organisational Development department.
- 6.2. In cases where an applicant for employment is an involved resident or has a close connection to a board member, involved resident or member of staff, we will ensure that:
 - a. There is a disclosure of the individual's connection in line with our Declarations of Interest Policy.
 - b. Consideration of the application is based solely on merit and suitability in relation to the requirements of the post; and
 - c. No person having any personal knowledge of the applicant plays any part in the assessment or decision.

7. RECRUITMENT PROCESS AND REASONABLE ADJUSTMENTS

- 7.1 All candidates will be asked if they require reasonable adjustments to the recruitment process. This could include, but is not limited to, holding interviews and other similar activities in an accessible location, assistive technology, more time to answer questions or the provision of questions prior to any interviews.

8. TESTING

- 8.1 If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role. Records of any testing undertaken will be retained for a period of one year.

9. INTERVIEWING

- 9.1 All candidates will be notified of the stages of the recruitment process and the proposed timescales for them.

- 9.2. The interviewing process will be carried out in the following way:
- a. the interview will be held in a suitable, quiet location
 - b. no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
 - c. questions will relate to the requirements of the job as established in the job description and the person specification
 - d. interviews will be carried out by more than one person, and the interview panel will preferably comprise of diverse individuals
 - e. applicants will be assessed at the end of interview against pre-defined criteria
 - f. interviewers will complete Interview Evaluation Forms for each candidate.
 - g. records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes and interview evaluation forms for all candidates.

10. PROMOTION

- 10.1. All employees will be aware of the promotional and career opportunities available to them from details circulated through The Hive. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.
- 10.2. Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.
- 10.3. No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

11. TRAINING

- 11.1 All relevant staff, including those on fixed term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

12. REFERENCES & DISCLOSURE & BARRING SERVICE CHECK (DBS)

- 12.1. All external candidates will be required to provide two satisfactory references prior to appointment. All references will be checked. Should a manager wish to ask for any additional information from a referee, authorisation from the People Team is required.

- 12.2. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be able to provide two references, this will be dealt with on a case-by-case basis.
- 12.3. A candidate will be able to commence employment prior to a DBS disclosure being completed (if a DBS clearance is a requirement of the post – see Appendix One), or in exceptional circumstances and with evidence that a DBS clearance has been conducted and received within the last 12 months.
- 12.4. Right to work and DBS check information will only be collected following a conditional offer and will be processed solely for legal compliance purposes.

13. MEDICAL CHECK

- 13.1. Once an offer of employment is made the successful applicant will be asked to undergo a pre-employment health check carried out by our Occupation Health provider. Any offer of employment will be conditional on the result of the medical being satisfactory to us.
- 13.2. This medical check will focus on the health and wellbeing of the employee in carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.

14. EMPLOYMENT OF FOREIGN NATIONALS

- 14.1. The organisation will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents, by accessing an online right to work check or by using Identity Document Verification Technology (IDVT) via the services of an Identity Service Provider (IDSP) (for British and Irish citizens only).

15. RELOCATION

- 15.1. We have a relocation assistance scheme to enable new appointees to relocate their homes within 25 miles of our operational bases.
- 15.2. The scheme is applicable only to posts designated by the Chief Executive; this will be indicated at the time of recruitment.
- 15.3. The scheme is flexible and allows the employee concerned to recover the amount allowed by HM Revenues and Customs at the time of the relocation on several items connected with a relocation which enables them to take up an appointment with us.
- 15.4. In exceptional circumstances the Chairman and Chief Executive can agree a higher figure, but this will become a taxable benefit for the employee.

- 15.5. To qualify for these expenses an employee must be required by us to relocate to within 25 miles of a nominated base.
- 15.6. Amounts claimed must be accompanied by relevant invoices or VAT receipts.
- 15.7. HM Revenue & Customs has issued guidelines covering the areas of expenditure connected with relocation which they consider non-taxable. These guidelines will be followed when considering what constitutes an acceptable expense for reimbursement.
- 15.8. Expenses and benefits which qualify for exemption of income tax are:
- a. Disposal or intended disposal of old residence
 - b. Acquisition or intended acquisition of new residence
 - c. Transporting belongings
 - d. Travelling and subsistence
 - e. Domestic goods for the new residence
 - f. Bridging loans
- 15.9 In the event of an employee leaving employment other than for reasons of redundancy, retirement, ill health or death, We reserve the right to reclaim relocation payments as follows:
- a. Under 12 months from the start date of employment – repayment in full
 - b. Between 12 months and 24 months – less 1/24th of the sum paid for each month of incomplete service within 24 months
- 15.10 New employees will be able to claim relocation expenses for a period of up to two years from the commencement date of employment. Any extension of the time limit for claims will be at the discretion of the Chief Executive who will consult with the Chairman and if necessary, refer the issue to the relevant committee for consideration. To qualify for relevant payments to be free of tax, the payment must be made within the financial year of the move or the following fiscal year.

16. RECORDS

- 16.1. Recruitment records, including application forms, interview notes, and assessment outcomes, will be retained for one year following the conclusion of the recruitment process in line with Havebury's Data Retention Schedule. The lawful basis for processing candidate information is Article 6(1)(b) (processing necessary for the performance of a contract or to take steps prior to entering into a contract), and Article 6(1)(f) (legitimate interests) where applicable.
- 16.2. Special category data, such as health or equal opportunity monitoring information, is processed under Article 9(2)(b) (employment obligations) or Article 9(2)(h) (occupational health)

17. DATA PROTECTION

- 17.1. We will process personal data relating to job applicants in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 as amended by the Data Use and Access Act 2025 (DUAA)..
- 17.2. Personal information will be collected directly from applicants or via third parties (e.g. referees, recruitment platforms, occupational health providers) to assess suitability for employment.
- 17.3. The lawful basis for processing this information is Article 6(1)(b) (steps prior to entering a contract), Article 6(1)(c) (legal obligation), and Article 6(1)(f) (legitimate interests).
- 17.4. Special category data, such as health information or equal opportunities monitoring, will be processed under Article 9(2)(b) and Article 9(2)(h).
- 17.5. Candidate data will be held securely for one year after the recruitment process ends, unless required longer for legal reasons.
- 17.6. All applicants have the right to access, rectify, or request erasure of their personal data, in line with Havebury's Data Protection Policy.
- 17.7. For further information on please refer Appendix B within this policy and Recruitment Privacy Notice on our website here: (Insert Link).

Appendix One: List of those posts which require Disclosure & Barring Service (DBS) checks:

BASIC (Scottish Disclosure)

- Executive team
- Assistant Directors
- Neighbourhood and Estates Officer
- Estate Ranger
- Neighbourhood and Estates Manager
- Maintenance Technicians
- Supported Housing Advisors
- Supported Housing Team Leader
- Income Advisors
- Financial Inclusion Advisor
- Income Services and Supported Manager
- Locum Project Assistant
- Project Assistant
- Support Co-Ordinator
- Support Worker
- Project Manager (Lucy Adams House)

This list is not exhaustive and may be reviewed as necessary.

Appendix Two: Recruitment Privacy Notice (Summary)

When you apply for a role with us, we collect and process your personal data to manage the recruitment process fairly and effectively.

What we collect:

- Contact details, application forms, CVs, interview notes, and assessment results
- Right to work documentation and reference details
- Health or DBS check information (where required for the role)

Why we collect it:

- To assess your suitability for employment and take steps before entering a contract
- To meet legal and regulatory requirements (e.g. right to work, DBS)
- To monitor equality, diversity and inclusion

Lawful basis:

- Article 6(1)(b) – steps prior to entering into a contract
- Article 6(1)(f) – legitimate interests (recruitment management)
- Article 6(1)(c) – legal obligations (e.g. right to work)
- Article 9(2)(b)/(h) – employment and occupational health

How long we keep it:

- Up to one year after recruitment ends (unless required longer by law)
- Who we share it with:
- Occupational health providers, DBS services, recruitment platforms, and referees – all under data processing agreements.

Your rights:

You can ask to access, correct, or delete your personal data at any time by contacting: data.protection@havebury.com