Brighter Places
Building better futures

Recruitment Policy

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You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on the Brighter Places Policy Index Sheet. Those to whom this policy applies, are responsible for familiarising themselves with the latest version and for always complying with the policy requirements.

Should colleagues require any reasonable adjustment to allow for engagement with this document please contact the policy lead

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1. Policy Detail

Purpose

The purpose of the Brighter Places Recruitment Policy is to provide a framework to select and recruit talent from within or external to the business that aligns with our core values and principles as an organisation, whilst ensuring we provide opportunities and access to the widest pool of diverse candidates.

The policy sets out a clear process regarding Brighter Places approach to recruitment. The aim is to ensure both candidates and managers have a clear understanding of the recruitment process, and that inclusivity and opportunity is maximised for all.

Brighter Places is committed to inclusive and neurodiverse-friendly recruitment practices, ensuring all candidates have equitable opportunity to demonstrate their skills and experience.

Scope

This policy applies to all Brighter Places, Internal candidates and redeployment cases (including medical capability) and those workers on fixed term contracts, non-

executive board members, temporary workers engaged through an agency, self-contractors, and consultants undertaking work on behalf of Brighter Places.

Where indicated this policy also applies to any third party visiting a Brighter Places workplace and/or having contact with its colleagues in the course of their duties.

Commitment

Brighter Places is committed to recruiting colleagues who demonstrate the knowledge, skills, experience, qualifications, behaviours and conduct required for the role, whose values align with the organisation, and who can help us deliver safe, respectful and high-quality services for residents. Recruitment decisions will be fair, evidence-based, inclusive and aligned to the Brighter Places Code of Conduct, Competence and Conduct Policy and relevant role-specific requirements.

Brighter Places is committed to seeking the best candidate for our vacant positions whose values align with those of the organisation, have the skills and abilities to deliver in role as well as accessing the most pool of diverse candidates as possible.

Therefore, the organisation will ensure that the implementation of this policy and related procedures are legal, clear, transparent and not subject to any unfair discriminatory practices.

It is our commitment that we will ensure value for money throughout the recruitment process whilst promoting best practice candidate experience when applying for any positions with the organisation.

For roles connected with landlord services, recruitment activity must consider the requirements of the Regulator of Social Housing's Competence and Conduct Standard. This includes ensuring role profiles, adverts, shortlisting, selection, onboarding and probation clearly reflect the competence, conduct, qualification and continuous professional development expectations of the role.

We will ensure that all candidates are treated fairly, equitably and that where required, reasonable adjustments are provided to maximise inclusivity within the recruitment process.

Our aim is not only to remove barriers but to actively design recruitment processes that enable a diverse range of candidates to succeed.

Linked Documents

- Equality, Diversity & Inclusion Policy
- Code of Conduct
- Competence and Conduct Policy

- Performance at Work Policy
- Learning and Development Policy
- Reward Policy
- Data Protection Policy and Employee Privacy Notice
- DBS Policy
- Disciplinary Policy
- Grievance Policy
- Recruitment Hub guidance
- Neurodiversity SharePoint guidance

2. Recruitment Process

Introduction

- Brighter Places aims to provide a comprehensive step by step procedure that can be followed by all hiring managers.
- This Recruitment policy will enable recruiters to source, attract and retain talent that is integral to Brighter Places success as an organisation and that will allow us to deliver our corporate strategy.

Preparation Stage

- Prior to any recruitment the hiring manager must review the vacant post against the strategic plans of the business to ascertain whether a role is both still required and required at the same level.
- In assessing the role, the hiring manager should consider whether the role may need to be restructured, changed or deleted; considering also, where appropriate, other options such as volunteering, getting an apprentice, acting up, temporary agency cover etc.
- The line manager must then also review the role profile to ensure that it accurately reflects the role being undertaken and that it sets out the required knowledge, skills, experience and behaviours needed to perform the role safely and effectively. The role profile must confirm whether the role is in scope of the Competence and Conduct Standard and, where applicable, set out the qualifications required to comply with the standard. If changes are proposed and there are other colleagues undertaking the same role as well, please discuss with HR in the first instance.
- The hiring manager should decide on the selection process to be used e.g. interview only, presentation, assessment centre, tests, psychometric testing and should discuss this with HR. Selection methods must be proportionate to the role and designed to assess both what the candidate can deliver and how

they will deliver it, including alignment with Brighter Places' values, cultural framework and Code of Conduct.

- Brighter Places will generally advertise all roles both internally and externally however in some cases the organisation may choose to advertise internally only (see below). This must be agreed by both the Executive Team member for that directorate as well as the HR Manager / People Director.

Direct Replacements

- Where a role is determined to be a direct replacement, the hiring manager is required to complete a recruitment request form (Appendix A). This must be signed by the Director for that directorate and emailed to hr@brighterplaces.co.uk along with the role profile.
- The recruitment request will be processed within 3 working days of receipt. Please note any incorrect information or missing documents will delay the process.
- The HR team will determine the most cost effective and high impact strategy for advertising / sourcing the role. However, please see Appendix B for details of the options and associated costs.

Changes in the Establishment / New Roles

- Where a vacancy is reviewed and is determined as requiring a change in the establishment (e.g. a new role / a significant change to the role that would affect the pay grade / a change from fixed term to permanent) a business case will be required for approval by the Executive Team prior to any recruitment being undertaken.
- For the business case to be approved the hiring managers must submit;
    - The rationale for the change
    - A copy of the proposed role profile
    - Confirmation of either a job evaluation (see the job evaluation procedure) or salary band
    - Details of any additional costs in excess of budget and where the budget will be covered from
    - Confirmation of whether the role is within scope of the Competence and Conduct Standard, including any role-specific competence, qualification, training, conduct or professional development requirements.
- If the outcome of the business case results in the need for a restructure this will be undertaken in line with the restructuring and managing change policy and supported by HR.

- Once the hiring manager receives confirmation that the Executive Team have approved the change the hiring manager is required to complete a recruitment request form (Appendix A). This must be signed by the Director for that directorate and emailed to hr@brighterplaces.co.uk along with the role profile.
- The recruitment request will be processed within 3 working days of receipt. Please note any incorrect information or missing documents will delay the process.
- The HR team will determine the most cost effective and high impact strategy for advertising / sourcing the role. However, please see Appendix B for details of the options and associated costs.

Fixed Term Contracts

- One of the outcomes of the review may be to fill the post as a fixed term contract while a decision about the medium to long-term future of the post is made. In such circumstances, there should be clear reasons for doing so, and plans should be put in place to reach a permanent solution relatively quickly.
- No temporary contract should extend beyond 12 months. If the post is needed for longer, it generally should be filled permanently (unless in exceptional circumstances or an apprenticeship).
- The hiring manager is required to complete a recruitment request form (Appendix A). This must be signed by the Director for that directorate and emailed to hr@brighterplaces.co.uk along with the role profile.
- The recruitment request will be processed within 3 working days of receipt. Please note any incorrect information or missing documents will delay the process.
- The HR team will determine the most cost effective and high impact strategy for advertising / sourcing the role. However, please see Appendix B for details of the options and associated costs.

Temporary agency colleagues

- Where temporary agency cover is required for a role e.g. utilising agency to cover sickness absence the hiring manager must complete the Recruitment Request Form - Agency (Appendix C).
- This must be signed by both the Executive Team member for the directorate as well as the HR Manager / People Director to agree the use of temporary budget.

- The recruitment request will be processed within 3 working days of receipt, where practicable. Please note any incorrect information or missing documents may delay the process.
- HR will provide details of the applicable agencies as set out in the preferred suppliers list.
- Hiring managers are not permitted to use agencies that are not on the preferred supplier list. HR will provide the contact details for relevant agencies upon receipt of the recruitment request form.
- The hiring manager is responsible for contacting the agencies, sourcing candidates and arranging interviews. HR will support where possible dependent on capacity.
- Once an offer is made the line manager must email HR with the agreed hourly rate, duration of temporary contract and role being undertaken. HR will then commence the DBS process; the line manager is responsible for ensuring that a DBS risk assessment is undertaken if required.

Board / Sub Committee Recruitment

- Board and Sub Committee Recruitment will be agreed via the board.
- The Governance Team will liaise with HR regarding the most appropriate strategy for recruiting members.

Consultants / Worker Contracts

- Where there is a need for specialist skills for a shorter period the hiring manager may decide that consultancy support or a worker contract is required.
- All consultancy support / worker contracts must be approved by the Executive Team member for their directorate. Budget will be provided by the directorate. Where budget is not available a business case will require generation and approval by the Executive Team.
- Where consultants, workers or contractors will deliver, manage, support or supervise landlord services on behalf of Brighter Places, the hiring manager must consider the Competence and Conduct Policy and obtain appropriate assurance that the individual or service provider has the necessary qualifications, skills, knowledge, experience, behaviours, supervision and training arrangements to deliver good-quality landlord services.
- Once approved the hiring manager is responsible for identifying suitable consultancy support. It is the hiring manager's responsibility to ensure that a

suitable contract has been drafted where the contractor is expecting to be self-employed (outside IR35). Where a contractor is expecting to be inside IR35 the hiring manager is responsible for agreeing the initial terms of the contract (both pay rate and length of contract).

- The hiring manager must then complete the New Employee Onboarding Request on the IT Support Portal.
- Where the contractor is going to be inside IR35 the HR team will produce and send out a worker's agreement to the consultant/worker. This will require signing and returning
- HR will process an IR35 assessment if the contractor is expecting to be self-employed and the outcome of this communicated to both the consultant and the hiring manager. If the assessment is deemed to be inside IR35 the consultant will be required to consider whether wish to appeal the decision or can be placed onto a work contract.
- Where an appeal is lodged this will be considered by the People Director who will liaise with the outsourced IR35 assessment company. The decision on the appeal will be provided and there is no further right of appeal.
- The new starter IT form must be completed where the appointed person requires access to Brighter Places IT systems.

Advertising

- The HR team have a selection of different advertising mediums designed to suit different channels. These are the permitted adverts that are able for use when advertising job vacancies for Brighter Places.
- Should a hiring manager want a variation from the standard template, these must be approved by the HR manager or People Director.
- Job adverts must accurately reflect the role requirements, including any essential competence, qualification, professional registration, conduct or continuous professional development expectations. Adverts for roles connected with landlord services should make clear that appointment and ongoing employment are subject to meeting any applicable competence and conduct requirements.
- Generally, adverts will be placed for 2 weeks to attract the most candidates, however they can be posted for less than 2 weeks if agreed with the HR Manager / People Director. It is not recommended that adverts run for longer than 2 weeks, due to candidates dropping out.
- The hiring manager should raise awareness of the vacancy both internally with colleagues through; Teams, emails, team meeting attending and

encourage colleagues both to consider applying and to share our adverts through social media channels also.

- Materials are available for local advertising e.g. posters / leaflets that can be utilised to access potential candidates from the local community and those who are less digitally enabled. The hiring manager is responsible for the distribution of these materials however the advert will be generated at request by the HR team.
- Colleagues should be reminded of the recommend a friend scheme where they can nominate a friend, ex-colleagues and relatives and receive a cash incentive if they are hired (see the reward policy).
- All roles will be offered with the ability to undertake a traineeship in line with terms set out in the Reward Policy.

Accessing Diverse Talent Pools

- Brighter Places is committed to representation and diversity within its workforce. Wherever possible, we will maximise access to diverse talent pools using targeted advertising mediums which may be specific to minority groups or areas where we are underrepresented.
- Brighter Places may choose to take positive action and may advertise roles with a view to recruiting from a specific demographic where there is an occupational requirement to do so. This will always be conducted in line with the provisions within the Equality Act.
- All Brighter Places adverts encourage applications from underrepresented groups.

Agency Support (Contracted Roles)

- Where a hiring manager feels they need agency support with filling a role, this must first be agreed with by the Executive Team member for the directorate and the HR Manager / People Director.
- Agency support will only be granted if our own advertising routes have not generated suitable candidates or where there is a recognised specific skills shortage in the market.
- Hiring managers are not permitted to agree terms with agencies. HR will provide contact details of relevant agencies upon approval to use agency support from the agency preferred suppliers list.
- Agency support has a high cost and should be always used as a last resort.

Applications

- CVs, covering letters and application forms (Appendix D) are available. Brighter Places is committed to inclusion and recognises that traditional application methods may exclude some candidates. Brighter Places will accept applications in any format chosen by the candidate where it is reasonably practicable to do so, while ensuring the application provides sufficient evidence to assess the essential criteria, values, behaviours and any role-specific competence or qualification requirements.
- All applicants are required to set out;
    - Why they are suitable for the role including how they align with our values
    - How their behaviours and approach align with the Brighter Places values and culture.
    - Their previous experience relevant to the role
    - Their qualifications and skills
    - Where they saw the advert
- Where a request to provide an application in a certain format is not possible (for example, the technology is not available), HR will work with applicants to identify a suitable alternative solution.
- All applications must be logged as received prior to the closing date of the advert. Applications received after the closing date will not be considered.
- Candidates will be asked to complete the equal opportunities monitoring form via Microsoft Forms or provide details for the purposes of equality monitoring. This information will be retained and used only by HR and will not be provided to hiring managers or the recruitment panel.

Recruitment Panel

- The hiring manager is responsible for arranging and co-ordinating a recruitment panel.
- There must be at least 2 people on a recruitment panel. One should be the hiring manager however they can delegate their position in the first stage to a colleague if they are holding a 2-stage process.
- The recruitment panel should, where practicable, have representation from different demographics within the business. All Brighter Places panel members must have completed unconscious bias training. From time to time, independent panel members may be added to the panel where specialist

insight or knowledge is required and not available in the association. Resident Panel members may also be invited to attend on the panel.

- The panel must reflect the Brighter Places values, Code of Conduct and cultural framework at all times and use the selection tools available to them. Panel members must ensure selection decisions are evidence-based, consistent, free from bias and focused on the requirements of the role.
- All recruitment panel members must be available for the interviewing stages of the recruitment process unless they are off through sickness absence.

Shortlisting

- On closing of the advert, HR will compile together the applications for the role and will provide copies of all applications (where possible, excluding any personal details of the applicant) to the hiring manager.
- The hiring manager is responsible for arranging and facilitating the shortlisting process. Shortlisting will take place within 5 working days of being issued the candidate applications.
- Candidate applications will be reviewed against the criteria set in the shortlisting form (Appendix E), taking into consideration the role profile requirements, any role-specific competence or qualification requirements, and alignment with the values and behaviour expectations of the association.
- For each criterion, candidates will be scored. Essential criteria will be scored out of 5, and desired criteria will add an additional 1 point for each one identified.
- Where a candidate expresses an interest in a traineeship, all applicants will be offered an interview if they meet the minimum criteria with regards to displaying the necessary values, behaviours and skills as well as having the relevant right to work.
- The hiring manager will shortlist and may then come together with the panel to agree a shortlist, where required. Those with the highest scores should be the ones selected for the selection process.
- Candidates who cannot demonstrate that they meet the essential criteria, including relevant experience, skills, values, behaviours, and any required competence requirements, should not be selected for interview. Where a candidate meets the other essential criteria but lacks an essential qualification for the role the hiring manager should consider whether training can be provided to obtain the qualification. This should be discussed with HR in advance of making a decision.
- The completed shortlisting form must be returned to hr@brighterplaces.co.uk.

- HR will notify those who have been unsuccessful at shortlisting of the decision. If a non-shortlisted candidate would like to appeal the decision, the hiring manager is responsible for ensuring the panel re-review the application using the shortlisting form. If the panel agrees with the original decision the candidate should be offered a discussion to run through the shortlisting scores and the reasons for non-selection for interview.

Disabled Applicants

- Brighter Places believes in being disability confident and where an applicant has highlighted that they are disabled under the Equality Act, and they meet the essential criteria for the role they will receive a guaranteed interview.
- Applicants will be asked, where required, to identify any reasonable adjustments to the selection process to ensure they are able to fully undertake selection.
- Reasonable adjustments will be provided where practicable. Where required hiring managers should seek support from HR if required.

Preparation for the Selection Process

- The hiring manager is responsible for ensuring that they have rooms booked at the times / dates required for the interviews. If internal rooms are not available, then externally bookable rooms may be utilised. Budget for these will be funded by the hiring manager.
- The HR team will arrange selection interviews on the dates and times requested. Where a candidate cannot attend on the given dates the hiring manager will be required to provide additional dates.
- The hiring manager will draft a list of interview questions and finalise the assessment activities, for consultation/agreement with the other interview panel members and where required with the support of HR.
- The questions are to be designed with the person specification, Brighter Places values, cultural framework, Code of Conduct and role-specific competence requirements to elicit information on the applicant's ability to carry out the responsibilities detailed in the role profile. This should include both what the candidate has delivered and how they have delivered it.
- All candidates must answer questions that assess Brighter Places values (examples can be seen in Appendix G), culture and behaviour expectations relevant to the level and responsibilities of the role. Questions should test both

the technical competencies of applicants and their competency with regards to delivering effective landlord services.

- Where a presentation is required, these can be delivered in any medium of the candidates choosing, where practicable. The hiring manager is responsible for setting the presentation topic however it must include the need to display the Brighter Places values. HR can support where required.
- Where testing is going to take place, this must be approved in advance by HR, and the hiring manager must consider what reasonable adjustments may need to be made to the process should they be required. Tests must either be psychometric tests or related directly to an activity or behaviour that is an essential part of the role.
- Candidates will be notified at least 3 days in advance of the selection process taking place setting out what activities will form part of the selection process. This will include either the questions that are going to be asked or the areas on which the selection will be focused.
- All candidates will be asked whether they require any reasonable adjustments for the selection process.

Selection Process

- The hiring manager will provide the panel with a pack for each candidate, containing the application (excluding any personal details where practicable) and selection notes and scoring sheet (Appendix F) for recording and scoring candidate responses. Panel members will also be provided with a timetable for the selection process and a copy of the role profile.
- Each panel member will consider each question or task considering whether the candidate has demonstrated the required competence, behaviours and conduct expectations for the role, or whether development, qualification or support requirements may be required.
- Each panel member will individually score each question or task against the agreed scoring criteria and total their scores. When all interviews are completed, the panel will update the Total Scores on the document (Appendix H) with their individual scores. The hiring manager will update with scores / information from any of the other assessment methods undertaken.
- The panel will then be required to confirm the decision to appoint. Candidates must have achieved a score of at least 70% of the total available score to be appointed. A record should be made of the reasons for the decision. The highest scoring candidate will be offered the post. Where there is only one candidate, they must achieve the minimum score of 70% to be offered the post.

- No informal interviewing will take place with any applicants. This means that no member of staff, other than the person carrying out recruitment administration, will have any contact, in person or by telephone, with any job applicant before the interview stage. This does not apply if the applicant is already working for Brighter Places in another capacity. However, informal interviewing will still not take place, and selection will be based on a formal and competitive selection process.

Notification of selected candidates

- The selection panel must not release details of the successful candidate to colleagues or others until the post has been officially confirmed by acceptance of offer by the candidate. All offers are made subject to receipt of right to work evidence, satisfactory pre-employment checks and any role-specific qualification, professional registration or competence requirements.
- The hiring manager will need to obtain the start date for the colleague in the new role. This must be at least 5 working days away from the date of submitting the new starter form to allow for processing and equipment to be sourced.
- Where an internal appointment, the hiring manager must discuss with the colleagues' current manager and agree a feasible start date, there should not be an undue delay wherever possible, usually this will be the length of the colleagues notice period.
- The salary offered in line with the BP Reward Policy will either be the;
    - Anchor Point
    - Development Grade
    - Traineeship
- Brighter Places does not offer roles more than the anchor point. Should a need arise to consider offering more than the anchor this would need approval via the Executive Team Member, People Director and/or CEO.
- The manager will be required to complete the New Employee Onboarding Request on the IT Support Portal.
- Once HR have received the offer information form from managers, they will send a new starter pack with an offer letter and contract for signature; request evidence of professional qualifications, if appropriate; contact the Disclosure & Barring Services (See DBS Policy), if necessary, and send out reference requests.
- Where role-specific competence, qualification, training or professional development requirements apply, these must be clearly confirmed in the offer

information and reflected in onboarding, induction and probation arrangements.

- Once the successful candidate has accepted the position, the hiring manager will notify the other candidates that they have been unsuccessful and offer feedback from a panel member. The Hiring Manager must provide feedback if requested.

References

- Referees will be requested from HR. At least one reference should be the last employer or educational facility, where practicable.

Pre-work checks

- All offers are made subject to:
    - the receipt of satisfactory references,
    - evidence that you have the right to work in the UK (https://www.gov.uk/prove-right-to-work),
    - evidence that you can drive and have the use of a vehicle (where required)
    - a satisfactory DBS check (where required see DBS policy)
- HR will arrange for collection of the pre-work checks. New starters can commence without a reference, DBS (see DBS policy) or driving evidence in place, however under no circumstances can they commence without a right to work.

Induction

- All new starters will receive an induction (see Learning and Development Policy for details). It is the hiring manager's duty to schedule the induction and ensure it covers the role profile, Brighter Places values, Code of Conduct, cultural framework, mandatory training, relevant policies, and any competence, qualification or professional development requirements that apply to the role.

Probation

- All permanent and fixed-term contract appointments will be made subject to a probationary period of 6 calendar months (see Performance at Work Policy). Probation reviews must consider whether the colleague is demonstrating the required performance, values, behaviours, conduct and role-specific competence requirements. Where competence or conduct gaps are identified, the manager must agree appropriate support, development, reasonable adjustments and review arrangements.

3. Inclusive Recruitment

Brighter Places is committed to creating a recruitment process that is inclusive and accessible to all candidates, including those who are neurodivergent (for example, individuals with autism, ADHD, dyslexia, dyspraxia, or other cognitive differences).

We recognise that traditional recruitment methods—such as panel interviews, timed assessments, or competency-based questioning—may disadvantage some candidates by favouring communication styles or ways of processing information, rather than accurately assessing capability and potential.

To ensure a fair and equitable process, we will adopt a flexible approach to recruitment, making reasonable adjustments and adapting selection methods where appropriate, so that all candidates have the opportunity to perform at their best.

This may include (but is not limited to):

- Providing interview questions or topics in advance to support preparation
- Offering alternative assessment methods, such as practical tasks, work-based scenarios, or one-to-one discussions instead of formal panels
- Allowing additional time during assessments or interviews
- Adapting the interview environment to reduce unnecessary stress or sensory impact (e.g. quiet spaces, virtual options where appropriate)
- Providing clear information about the recruitment process, format, and expectations in advance

Hiring managers are responsible for considering and implementing adjustments, with support from HR where required, to ensure a fair and consistent approach is maintained.

Hiring Manager Responsibilities

Include:

- Ensuring fair and consistent shortlisting
- Considering essential criteria only
- Offering and implementing reasonable adjustments
- Following Recruitment Hub guidance
- Maintaining accurate records

.

HR Responsibilities

Include:

- Advising on adjustments
- Supporting inclusive recruitment
- Monitoring fairness and compliance

Further practical guidance on inclusive recruitment and supporting neurodivergent candidates is available on the Recruitment Hub and Neurodiversity SharePoint pages.

4. Recruitment Monitoring

- Brighter Places seeks to recruit new talent based on ability, merit, values, behaviours, competence and the requirements of the post. We will monitor recruitment processes to support fairness, inclusion, value for money and compliance with relevant legal, regulatory and policy requirements, including the Competence and Conduct Standard where applicable. Recruitment data, candidate feedback and equality monitoring information will be used to identify trends, barriers and opportunities for improvement.

5. Employee Assistance Programme

- The Brighter Places employee assistance programme, the EASE programme by Westfield health, is open to all colleagues and provides the following free of charge:
    - Health and wellbeing advice from a nurse or doctor

- Counselling services
- Health and wellbeing resources

6. Discrimination

- Brighter Places will not discriminate against any individual because of a protected characteristic or because of personal circumstances, life choices or experiences unrelated to their ability to meet the requirements of the role.
- Candidates and colleagues who are disabled or who require support to participate in recruitment will be considered in line with the Equality Act 2010 and Brighter Places' approach to reasonable adjustments. Adjustments should be considered proactively and implemented where reasonable and practicable.

7. Confidentiality

- All colleagues must treat as confidential any information communicated to them in connection with the implementation of this policy.
- Breaches of the requirement to maintain confidentiality related to such matters will be taken seriously and may result in disciplinary action.
- Colleagues are asked to immediately report any breaches of confidentiality to their line manager or a member of the Human Resources team.

8. Raising issues in relation to the application of this policy

- Brighter Places encourages open and honest discussion with regards to all policies. Should colleagues have issues with the application of this policy then they should address these informally with their line manager in the first instance or raise a formal grievance under the Grievance Policy.

9. Monitoring and Review

- The ongoing application of this policy will be monitored via the Human Resources team to ensure that it remains relevant, up to date and accessible to the relevant audience.

- The policy will be reviewed at least every 3 years, or sooner where required by changes to legislation, regulation, the Competence and Conduct Standard, the Brighter Places Code of Conduct or related organisational policies.

10. Training Requirements

- All Brighter Places panel members must complete relevant recruitment and selection training, including unconscious bias and inclusive recruitment. Hiring Managers must understand the relevant competence, conduct, qualification and development requirements for the role and how these should be assessed during recruitment and probation.

11. Equality Impact Assessments

- Brighter Places is committed to ensuring this policy is implemented in accordance with its Equality, Diversity and Inclusion approach. An Equality Impact Assessments (EQIA) has been carried out to inform the development of this policy.

12. Data Protection

- Any personal data created or used in the application of this policy must be done so in line with the Brighter Places Data Protection Policy and Employee Privacy Notice.

13. Responsibilities Chart

Activity	Exec	Managers	All Colleagues	Human Resources	Governance
Owner of the policy				✓	
Monitoring and review of the policy				✓	
Approval of changes to the policy	✓				
Ensuring that colleagues familiarise themselves with the policy		✓	✓		
Ensuring that recruitment selection processes are undertaken in line with the policy		✓	✓		
Ensuring that candidates are treated fairly during the recruitment process		✓			
Providing advice, guidance and support to colleagues with management of implementing this policy				✓	

TRANSLATIONS

If English is not your first language and you need a translation, we can get one for you.

ALBANIAN

Nëse anglishtja nuk është gjuha juaj amtare dhe keni nevojë për një përkthim, ne mund t'ua sigurojmë atë.

BENGALI

ইংরেজী আপনার মাতৃভাষা না হলে এবং আপনার কোন অনুবাদের প্রয়োজন হলে আমরা তা প্রদান করতে সক্ষম।

CHINESE

如果英文不是您的第一語言，而您需要翻譯的話，我們可以爲您安排。

GUJARATI

જો તમારી પહેલી ભાષા અંગ્રેજી ન હોય અને તમને ભાષાંતરની જરૂર હોય તો અમે તમને તે આપી શકીએ છીએ.

HINDI

यदि अँग्रेज़ी आप की पहली भाषा नहीं है और आप को अनुवाद की आवश्यकता है तो यह हम आपको प्रदान कर सकते हैं

KURDISH

Heke îngilîzî zimanê we yê yekem nîne û pêwîstîya we bi wergêr heye, em dikarin yekî ji we re bibînin

POLISH

Jeżeli język angielski nie jest Twoim językiem ojczystym i wymagasz tłumaczenia, możemy to zapewnić.

PORTUGUESE

Se o Inglês não é a sua língua materna e precisa de uma tradução, nós podemos obtê-la.

PUNJABI

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਦੁਭਾਸ਼ੀਏ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਅਸੀਂ ਇਸਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

SOMALI

Haddii Ingiriisku aanu ahayn afkaaga kowaad oo aad u baahan tahay turjumaad, annagaa kuu samayn karra.

URDU

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے تو ہم آپ کے لئے فراہم کر سکتے ہیں۔

VIETNAMESE

Nếu quí vị không thao Anh văn và cần bản dịch, chúng tôi sẽ giúp quí vị một bản.