

# Co-operative Assistance Network Limited

## Recruitment Policy and Procedures

Co-operative Assistance Network (CAN) Ltd is an equal opportunities employer. However past efforts to carry out equal opportunities recruitment procedures have been unsuccessful in terms of achieving a balanced outcome. Accordingly we have decided to review our procedures. The following was adopted at the co-operative meeting on [2004?]

CAN aims to ensure diversity in the composition of its membership. Much of our work is carried out in the social economy with groups facing exclusion from the mainstream of society for a variety of reasons. In order both to develop empathy and demonstrate solidarity with our excluded clients we wish to ensure that CAN carries within it a range of perspectives from diverse social groupings.

CAN will not advertise specific job vacancies as they arise. This approach is essentially re-active and does not give CAN sufficient control over the process in order to achieve the diversity we seek. We will therefore establish a tightly-managed recruitment process designed to produce a diverse workforce.

CAN will be continually open to receive applications from individuals wishing to work for the co-operative. CAN will periodically advertise the fact that applications are welcome, and will publicise the Personnel Specification.

On receipt applications will be assessed against the published Personnel Specification. Where the applicant meets the Personnel Specification and the personal characteristics of the applicant (if appointed) will increase the diversity within the co-operative then the application will be held in the applicant pool. Where the applicant meets the Personnel Specification and the personal characteristics of the applicant (if appointed) will not increase the diversity within the co-operative then the application will be held in a reserve pool.

Where the applicant does not meet the Personnel Specification and the personal characteristics of the applicant (if appointed) will increase the diversity within the co-operative then the application will be held in a trainee pool. Finally where the applicant does not meet the Personnel Specification and the personal characteristics of the applicant (if appointed) will not increase the diversity within the co-operative then the application will be returned and the applicant informed of the steps which they would need to take in order to meet the Personnel Specification.

The applicant pool will normally comprise some fifteen to twenty people, and the co-operative shall ensure that as far as possible that the composition of the panel is representative of the diversity of people applying to be included on the panel, and where it is not representative, that as far as possible it serves to favour groups under-represented within the co-operative. The composition of the applicant pool will be kept under review and where the Support Services Director is aware that it lacks sufficient diversity or falls to less than fifteen s/he shall take appropriate action e.g. by advertising in targeted publications, notifying targeted groups, etc., to solicit applicants likely to broaden the diversity of the pool.

The trainee pool will normally comprise some fifteen to twenty people, and the co-operative shall ensure that as far as possible that the composition of the panel is representative of the diversity of people applying to be included on the panel, and where it is not representative, that as far as possible it serves to favour groups under-represented within the co-operative. It shall also be kept under review in the same manner as the applicant pool.

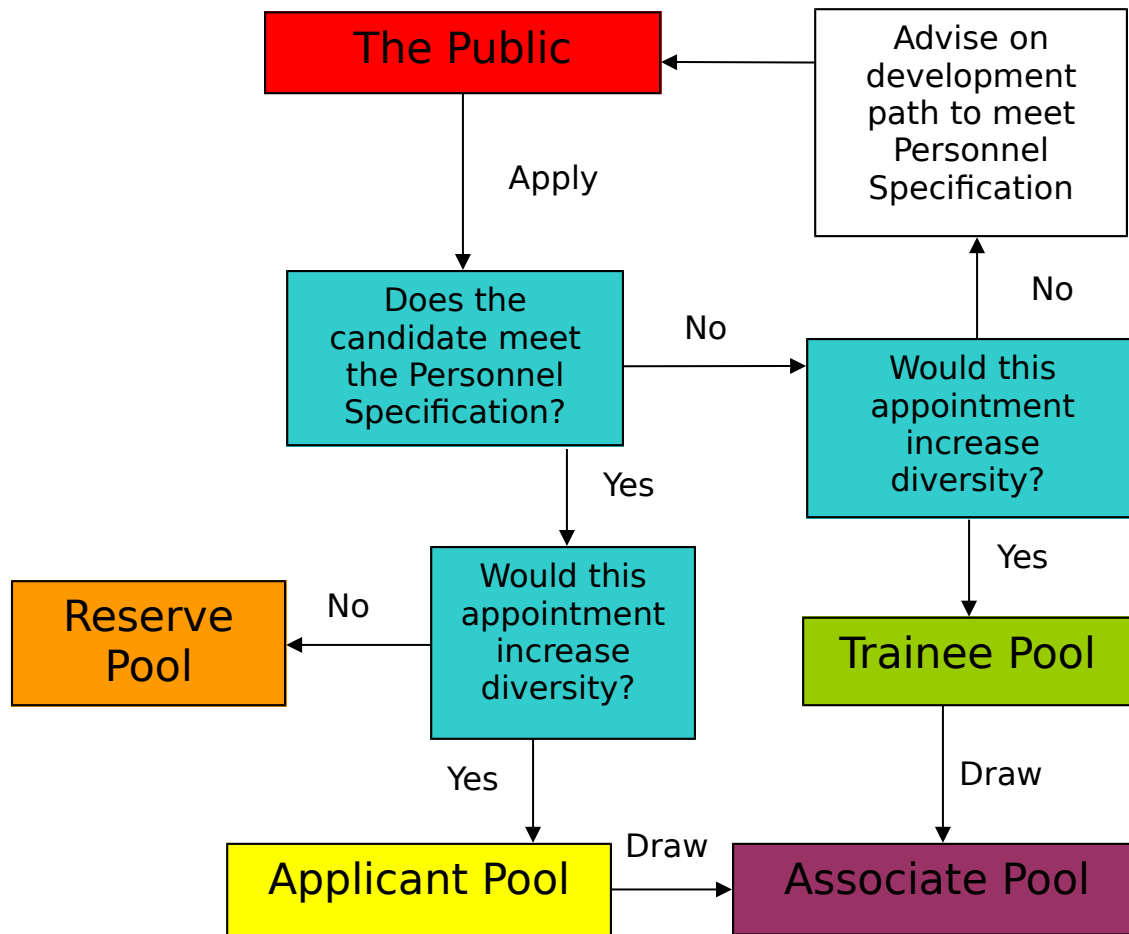
The reserve pool will not be limited in number. Applicants from the reserve pool may at any time re-apply for membership of the applicant pool, and shall be admitted provided that they have met the Personnel Specification.

When an employed vacancy becomes available the Support Services Director will invite the members of the pool to formally apply for the position. Shortlisting and interviewing, where required, will be carried out by the Support Services Director and one other director.

If no suitable candidate is identified then the Support Services Director will invite the members of the reserve pool to formally apply for the position. Shortlisting and interviewing, where required, will be carried out by the Support Services Director and one other director.

Where a trainee position is available the Support Services Director will invite the members of the trainee pool to formally apply for the position. Shortlisting and interviewing, where required, will be carried out by the Support Services Director and one other director.

Where Associate opportunities arise on short-term contracts the associates will be drawn from the applicant pool or the trainee pool depending on the amount of supervision available and the suitability of the contract for discharge by a trainee. In this way associate opportunities can be used as part of the Personal Development Programme to bring people into the CAN system.




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Responsible Department: Human Resources Development

Implementation Date: [unknown day] 2004

Review period: 3 years

Next review due: 30 September 2022

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Agreed at Directors Meeting of [unknown]

Passed at Members Meeting of [unknown day] 2004

Reviewed and reconfirmed without change at Directors Meeting of 22 February 2011