



Recruitment, Training and Development

Recruitment

When we need to recruit, we will determine the most appropriate way to do so on a role-by-role basis. Where we decide to advertise vacancies, this may be done either internally, externally or both. The recruitment method will be detailed in the advert and if you wish to apply for an internal vacancy you should inform your line manager before applying.

All applications will be screened against the requirements of the role and the interviewing processes will be conducted fairly, objectively and without unlawful bias. Person and Job Specifications will be limited to those requirements necessary for the effective performance of the position concerned.

Where an internal applicant is offered a role the normal notice period will apply.

Remuneration

All salary and remuneration packages will be governed by the job role and an individual's ability to do their job.

Promotion

Promotion may arise from the recognition that an employee has reached a point of being able to take on additional responsibilities. The assessment of an individual's potential for promotion involves consideration of many aspects of both current performance and future capabilities. Length of service on its own does not lead to promotion; the only consideration is the person's ability to fulfil the role in question.

Disability

We will never use discriminatory practices during our selection process and welcome applications from disabled candidates. If an applicant, either external or a current employee, needs any specific help to enable them to apply for a role they should make this clear as part of their application.

Training and development

We know that our most valuable resource is our employees. Our continued success depends upon having highly motivated people with proper skills in the right job, at the right time. We recognise the need to, where possible, offer all employees a clear path of progression within the business. Therefore, job descriptions and personal objectives will be reviewed on a regular basis.

Training

When you start with us you will be given full induction into your role and the business. Once your induction training has been finished and you have settled into your new role, you will be given opportunities to learn and develop existing and new skills.



It is recognised that some training needs cannot be addressed in a timely or effective way internally. In these cases, training delivered by external providers may be the only choice. Advice on the most suitable training solution to address any identified need and recommended training will be sought by your line manager.

Appraisals / One to ones's

We believe in harnessing and developing the skills of our employees for today and for future business growth.

As part of our commitment to you, you will receive an annual review conducted by your line manager along with regular one to one's. These are brief, positive, and structured meetings to review your performance both over the last year and regularly and for you and your Manager to agree on your personal development plan and objectives.

You will be given any necessary documentation to complete prior to the meeting so that the meeting is of maximum benefit to both parties.

This policy is authorised by;

A small, square image containing a handwritten signature in black ink. The signature appears to be 'M A Rana'.

M A Rana
Director