



MID-WALES HOUSING
TAI CANOLBARTH CYMRU

Equal Opportunities Statement

Mid-Wales Housing Association recognises that in society certain groups and individuals are unfairly discriminated against and as a result do not obtain equality of opportunity. The grounds of discrimination may include gender, sexual inclination, marital status, race, religion or belief, nationality, disability, illness and age.

The Association strongly believes that "equal opportunities" should not be regarded as somehow separate from the rest of its activities, but that fairness and equality of opportunity should be an integral part of its policies and procedures, especially in the following areas:

- Access to housing
- Housing management
- Board membership
- Employment practices

It is the responsibility of all Board Members and staff to ensure that the Association undertakes all of its activities in a fair, non-discriminatory manner.

The Equal Opportunities Policy highlights the ways in which equality of opportunity is achieved in the areas listed above.

A copy of the full Policy is available upon request.



People with a Disability

Mid-Wales Housing Association recognises that in society certain groups and individuals who have a disability are unfairly discriminated against and as a result do not obtain equality of opportunity.

The Association strongly believes that "equal opportunities" should not be regarded as somehow separate from the rest of its activities, but that fairness and equality of opportunity should be an integral part of its policies and procedures.

We are committed to employing, training and developing disabled people equally with non-disabled people, and making every effort to retain an employee who develops a disability. We have made the following commitments:

We will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what we can do to make sure they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Take action to ensure that key employees develop the awareness of disability needed to make our commitments work.

- Each year, review these commitments and what has been achieved, plan ways to improve on them and let all employees know about progress and future plans.

How we recruit and select staff

Compliance with Legislative and Statutory Requirements

1. In advertising posts and selecting staff, the Association complies with the appropriate legislation"
2. The Association complies with the requirement of the Home Office for employers to check the entitlement of potential employees to work in the U.K.
3. The Association is able to employ under certain conditions a close relative of an existing employee but is forbidden from offering employment to a Board Member or to a close relative of a Board Member or former Board member.

How We Recruit Staff

1. An Interview Panel is selected, comprising the appropriate member of Executive Group, the H.R. Coordinator and (where appropriate) the Manager. If the vacant post is for a member of Executive Group the Chair of the Association and other Board Members are also involved in the recruitment process.
2. The vacant post is normally advertised bilingually in the local press and on the Association's website. For certain posts it may be decided to advertise more widely in the local or national press or in specialist trade magazines. The advertisement will not be discriminatory against any particular group or section of society and will make specific reference to this.
3. Applicants are sent a pack including an application form, a job description and person specification for the post against which applications will be assessed, and general information about the Association. Applications must be made on the appropriate application form for ease of comparison when shortlisting and to ensure that all applicants provide the same basic information. A curriculum vitae may be attached to the application form. Applications will not be accepted after the closing date of the advertisement. Applications may be faxed or e-mailed, but a hard, signed, copy must follow in the post. Applications will be treated confidentially.

How We Select the Successful Candidate

1. The Interview Panel draws up a shortlist of applicants to be invited for interview. Each application is assessed against previously agreed criteria by at least two members of the Interview Panel, having regard to the job description and person specification. A shortlist of (normally) 5 or 6 applicants is selected for interview.
2. The Association is committed to meeting the obligations of the Disability Symbol and will interview all applicants with a disability who meet the minimum criteria for the vacant post.
3. All applicants for the post who have not been shortlisted are advised accordingly.
4. The shortlisted applicants are invited to attend for interview and are all given the same information about the Association and about the Interview Panel. If permission is given by the applicant, their referees are contacted to provide a reference prior to interview.
5. The Interview Panel interviews each candidate on the appointed day and decides on the successful candidate having regard to his or her qualifications, experience, ability and suitability for the post. Questions asked of the candidates are not discriminatory.
6. All applicants invited to attend an interview are eligible for reimbursement of their travelling expenses at the Inland Revenue approved rate.
7. The post is offered to the successful candidate as soon as possible after interview. This will be subject to references satisfactory to the Association being received, should these not have been available at the interview, and subject also to a satisfactory Criminal Records Bureau Disclosure where appropriate. The offer letter sets out the main terms

and conditions of employment, the starting salary and the date of commencement of employment. The successful applicant is requested to accept the Association's offer in writing.

8. Should the successful applicant live so far from the office that it would not be reasonable or practical to expect him or her to attend daily without hardship, the Association will pay reasonable removal expenses. Three quotations from removal firms will be required and the Association will reimburse the cost of the lowest quotation.
9. Following appointment of the successful applicant, all other candidates invited for interview are advised as soon as possible after the interview date that they have been unsuccessful on this occasion.
10. Successful candidates (only) will be asked to produce their passport, or other acceptable documents, to enable the Association to check that they are legally entitled to work in the U.K. This is to comply with Home Office requirements.

Use of an Employment Agency

In certain circumstances a vacancy may be filled either temporarily or permanently from a selection of candidates put forward by an Employment Agency.

Internal Promotion or Transfer of Existing Staff

Vacant posts other than Executive Group posts may be filled in this way. If they are not filled by promotion or transfer of existing staff they will normally be advertised internally and externally simultaneously. All internal applicants who meet the minimum criteria will be interviewed together with shortlisted external candidates.

Criminal Records Bureau Check

1. Appointments to certain posts will be subject to a satisfactory Disclosure from the Criminal Records Bureau. Included in this category are:
 - Posts that involve regular personal contact with vulnerable people;
 - Posts that entail a high degree of responsibility for financial issues;
 - Executive Group posts.(This list is not exhaustive.)
2. Where the post to be filled is subject to a CRB check, this requirement will be included in the application pack.
3. Information packs sent to candidates invited for interview will detail the documentation required to enable the Association to apply to the CRB for a Disclosure should the candidate not have had a recent CRB check.
4. The Association will apply to the CRB for a Disclosure only on the successful candidate. Any offer of employment will be made subject to a satisfactory CRB check. (v)
5. The requirement for a satisfactory Disclosure from the CRB will apply also to candidates from an Employment Agency, and to internal candidates promoted or transferred to a post that falls into this category.

If you would like any more information about the way in which the Association recruits and selects staff please contact:

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