


THE CRAFTHUB Community Interest Company		 <p>SC 450163 Incorporated 16 May 2013 Companies House</p>
Document Title	RECRUITMENT POLICY	
Document Reference	011	
Version	1.0	
Issue date	Feb 2021	
Review Date	Feb 2022	
Author	CC	
Applicability	All areas of operation	
Pages	2	

RECRUITMENT & SKILLS

General

The Craffthub CIC operates with volunteers and part-time salaried staff

The Craffthub CIC require that all personnel are competent to undertake the work activities that they are required to do and relevant skills and experience will be discussed during the recruitment and selection process.

On appointment all new employees will have a company Health & Safety induction meeting.

All staff will receive appropriate training relevant to their role on an ongoing basis and refresher training will be provided as required.

Employee performance is regularly reviewed on an informal basis

Where an individual may need help a member of the Craffthub team will arrange a meeting with the individual to determine what the root cause of the problem is and what help can be given

For example: it may be that further training or support may be required

If needed the manager will take appropriate action and record the outcomes.

We look after our staff by monitoring on an ongoing basis with the view of positively increasing the individual's ability and personal development over time.

Records

Formal records of training and performance are maintained and kept in the Craffthub CIC personnel files. This includes training provided by accredited external agencies such as the Scottish Qualifications Authority (SQA) and City and Guilds. Online training courses etc Documented processes and procedures are held electronically and updated as appropriate.

Recruitment

All our staff are recruited from our three islands Rousay, Egilsay and Wyre. We operate with volunteers and part-time salaried staff. We have been very fortunate that most of the people that have worked with The Craffthub have come forward and asked if they could volunteer and this has generally happened through word of mouth.

All staff are on variable hours due to the nature of our business – we depend on seasonal fluctuations in the tourist trade and when we can afford to pay more hours we do. All salaried staff are expected to donate some time as volunteer effort all year round but in particular in the low season when we try and keep open for our local community.

There is no hierarchy and all staff are paid the same whatever their role – all jobs are deemed of equal value. Salaries are based on the minimum or living wage hourly rate rounded up to the nearest pound. (plus holiday entitlement and pension entitlement as required by government legislation)

The NLW and NMW rates from 1 April 2022 are:

	Rate from April 2022	Current rate (April 2021 to March 2022)	Increase
National Living Wage	£9.50	£8.91	6.6%
21-22 Year Old Rate	£9.18	£8.36	9.8%
18-20 Year Old Rate	£6.83	£6.56	4.1%
16-17 Year Old Rate	£4.81	£4.62	4.1%
Apprentice Rate	£4.81	£4.30	11.9%
Accommodation Offset	£8.70	£8.36	4.1%

Rates from 1 April 2021

These rates are for the National Living Wage (for those aged 23 and over) and the National Minimum Wage (for those of at least school leaving age) from 1 April 2021.

	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2021 (new rate)	£8.91	£8.36	£6.56	£4.62	£4.30

<https://www.gov.uk/national-minimum-wage-rates>

We enable flexible working allowing people who would find it difficult through circumstances to apply for standardised working hours in many workplaces. We have offered employment and voluntary experience to members of our community that would find it difficult to commit to a standard contract For example:

1. People with health problems
2. People that are registered carers for people in their home
3. People with family commitments e.g. school age children
4. People who are retired that still want to feel useful and part of the community
5. People who live alone that enjoy the opportunity to come out and meet people in a safe environment
6. We have also given teenagers from the age of 14 upwards valuable work experience during the holidays

Appointment

On appointment, qualifications and experience that the employee has already achieved will be recorded and any training needs identified.

The generic company Health & Safety induction will take place on the first day of employment and this usually takes place with a more experienced member of the team.

Subsequent role specific inductions will take place as appropriate.

Signed

Name and Position

Date