

5.3 Human Resources

This is also a field where CAN may seek seconded or voluntary help from a HR professional. EVOC have been supportive.

5.3.1 Policies and Practices

CAN will re-work a collection of policies and practices concerning

- Terms and conditions
- Grievance and discipline
- Appraisal
- Supervision
- Induction
- Staff development and training
- Absence
- Etc.

5.3.2 Recruitment and Selection

CAN has just entered a period of staff growth so has been working to have good practice in place to maximise the chances of making the right decisions and getting the right people

5.3.3 Succession Planning

The current Manager has brought a huge amount to the organisation but will retire during 2010. Over the next planning period the Manager and the member's Focus group will produce a Job Description and Person Specification and his will inform Board consideration of:

- What kind of job is it that the Manager's successor will be asked to do
- What are the skills, qualities, experience that the individual should have

5.3.4 Managing Volunteers

As with paid staff so the Board is considering good practice in managing volunteers including disclosure. The current Job Coach/Volunteer Facilitator post holder has passed scrutiny and is registered by SCRS as a nominated person to carry out full Disclosure Scotland duties.