

Request No: ELIR00381

Received: 15.10.23

Resolved: 24.10.23

Subject: Freedom of Information Request / /Subject Access Request

Under the Freedom of Information Scotland Act 2002, I would like to request a copy of any information held by Edinburgh Leisure, including (including emails, documents, letters, minutes, texts, notes, etc) during the period 01 July 2023 to 15 October 2023 which relates to any of the following: -

- xxxxxxxx
- Staff number xxxxxx
- Transfer from Portobello Swim Centre to Royal Commonwealth Pool

In addition, I would like to request any information held which relates to:-

- Zero Hours Contracts at Royal Commonwealth Pool
- Commonwealth Pool Gym Vacancies
- Portobello Swim Centre Gym Vacancies
- How any vacancies at the above site gyms might be filled
- Any management/policy decisions made in relation to the use of zero hours contracts.

I would be grateful if this information could be supplied by email please.

Response

Information regarding the Subject Access Request was provided directly to the applicant.

1. Zero Hours Contracts at Royal Commonwealth Pool

Following a review of zero hours contracts, managers have been advised from HR that zero hours contracts are generally not to be utilised - instead if there is a need for cover, managers should be writing a formal business case to request the additional contracted hours onto our establishment.

The role we use this contract option for at RCP is Lifeguards due to the scale of pool cover - if the individual on the zero hours contract doesn't do any work for us over a short period of time they will be removed.

2. Commonwealth Pool Gym Vacancies

RCP has no gym vacancies currently.

3. Portobello Swim Centre Gym Vacancies

Portobello Swim Centre have no current vacancies, see Question 4 below for information on accessing vacancies.

4. How any vacancies at the above site gyms might be filled.

Edinburgh Leisure aims to achieve an effective and consistent approach in recruitment and selection, to comply with employment legislation and good employment practice. We are committed to ensuring that our employees are drawn from the widest possible employment market, and that fair selection procedures and practices are in operation across the company to ensure the best person for the post is appointed.

We recognise the importance of equal employment opportunities for our workforce and prospective employees and have developed an Equal Opportunities Policy. The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment. The policy aims to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependants or employment status.

We take account of current legislation in relation to employment issues.

We have been awarded the “Positive About Disabled People” award. This means that any applicant who meets the essential criteria of the post and has a disability will be guaranteed an interview. This is **not** a guarantee of a job. All those invited for interview will be assessed against the same criteria.

All employees involved in recruitment will have appropriate training in recruitment and selection prior to interviewing.

The Process

Vacancies are advertised on our website via our ‘Careers’ page where our Current vacancies can be accessed. Links below:

[Edinburgh Leisure Careers](#)

[Vacancies & Opportunities](#)

All vacancies are advertised through our current vacancies (links above), applicants apply by completing an application form, screening checks are conducted, a

Situational Judgement Test may be completed and then applications are shortlisted, and successful candidates are invited to assessment.

We use competency-based assessment process during our recruitment and selection process. Competency based recruitment is a specific method of recruiting which involves advertising, shortlisting, and interviewing against the skills, or competencies, that are required to do the job well.

Candidates demonstrate competencies on the application form, and then in the interview, which in this case is known as a **competency-based interview**.

For completing the application form (and answering interview questions), we advise candidates to use the SRO method (Situation – Role – Outcome) where they outline the **Situation**, describing the facts surrounding the situation, their **Role**, what they did, and then the **Outcome**, the result of what they did.

The process of competency-based recruitment is intended to be fairer and a more realistic approach than other recruitment processes, by clearly laying down the required competencies and then testing them in such a way that the recruiter has little discretion to favour one candidate over another.

Competencies, in a recruitment context, are those traits and characteristics that a person needs to manage their role. It can be skills, knowledge, education, experience, qualifications, and certain personality traits that demonstrate if a candidate is a good fit for the role and vice versa.

We use our 'Essentials Behaviour Standards' as the basis of our recruitment and appraisal. Essentials captures all those things the EL employees do (and don't do) to make us a success with our customers and successful as a business.

The standards are designed to be used in all areas of our work – with customers, with colleagues, with partner organisations and individuals and in our people related policies and procedures, such as: performance appraisal: recruitment and selection: learning and development; health and safety.

Documents Enclosed

Essentials Behaviours Standards

5. Any management/policy decisions made in relation to the use of zero hours contracts.

We don't have a policy for our zero hours contract. However, due to recent increases in costs for our HR & Email systems, we are undertaking a review of all zero hours contracts. We have asked Managers to review all existing zero hours employees linked to their venue. Any new contracts can only be offered if there is a specific need for them e.g., covering a long-term absence.

Please note that this response constitutes full release under the Freedom of Information (Scotland) Act 2002.

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The logo for Edinburgh Leisure features a stylized white swoosh above the company name.

Edinburgh Leisure
The Biggest Club in Town