



HR POLICIES & PROCEDURES (HR/E01)

RECRUITMENT

POLICY AND PROCEDURE

DOCUMENT INFORMATION	
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This document replaces: Recruitment & Selection Procedure 2011 Agency recruitment included in policy	Notification of Policy Release: "All Recipients" email Staff Notice Boards Intranet and SCAS website
Equality Impact Assessment:	
Date of Issue:	January 2016
Reviewed: June 15 & January 16	Next Review: January 2019
Version:	4
Subsequent Amendments	August 2016 – update to the Fit and Proper Person test

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EQUALITY IMPACT ASSESSMENT

1. INTRODUCTION

- 1.1 It is the policy of South Central Ambulance Service NHS Foundation Trust to fairly and cost-effectively recruit and select the best quality staff, in the right numbers and with the right skills, knowledge and experience to provide high quality service delivery, ensuring that our appointment procedures are consistent with good employment practice and legal requirements;
- 1.2 The Trust recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes helps to enable the Trust to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims and objectives, supporting the delivery of exceptional and appropriate levels of care to our patients and users;
- 1.3 The Trust is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity;
- 1.4 The Trust will take all necessary steps to ensure that its recruitment procedures, including pre and post-employment checks are implemented in accordance with the NHS Safer Recruitment Guide;
- 1.5 Recruitment should be treated as a key public relations exercise as the way it is managed affects the Trust's image, and consequently its ability to attract and appoint high calibre staff;
- 1.6 All vacancies (internal and external), substantive, fixed term and secondment (>3 months), must be placed via The Recruitment Team to ensure compliance with equality policies, and to follow NHS Employers Best Practice and guidelines for fair recruitment processes.

2. SCOPE

- 2.1 These procedures apply to the recruitment and selection of all employees of the Trust but not to the following:
 - Board appointments;
 - Interim/Contractor appointments;
 - Acting-up and secondment opportunities for developmental purposes - less than 3 months duration (refer Secondment Policy);
 - Volunteers;
 - Honorary contracts
 - Restricted, ring fenced vacancies and uncontested recruitment – (refer to Appointing people policy)

3. EQUALITY STATEMENT

- 3.1.1 The Trust strives to ensure equality of opportunity for all individuals and, to that end, this policy aims to ensure:
- 3.1.2 The Trust develops positive practices to promote equality of opportunity in employment;
- 3.1.3 Recruitment, selection and promotion procedures provide equal access to all persons regardless of gender, race, nationality, religion and belief, ethnic origin or marital status, age, colour, disability, social background, sexuality or sexual preference;
- 3.1.4 Encouragement is provided to enable staff to develop to their full potential, thereby making the best use of the considerable skills within the Trust;
- 3.1.5 Recruitment and selection is always an open, competitive process except where a

member of staff is being redeployed, where they are at risk of redundancy, to accommodate their disability, health needs, maternity provisions, training or other similar situation, or where there is an urgent need for secondment/temporary cover to ensure service delivery. The arrangements for such circumstances are detailed in the relevant HR policy;

- 3.1.6 All staff involved in recruitment and selection receive appropriate education and/or information in order that staff are selected, promoted and treated fairly according to their merits and abilities to ensure that assessment and selection is carried out in a fair and thorough manner;
- 3.2 This policy is to be used in conjunction with the Recruitment and Selection Procedure and the Recruitment Flow chart (Annexes A and B) It supports the inclusion of greater objectivity into what could be a subjective process.

4. RESPONSIBILITIES

- 4.1.1 Recruitment, HR and Recruiting Managers will work closely together to ensure an efficient and effective process; additionally, they will have their own responsibilities.
- 4.1.2 **Recruiting Managers** will be responsible for ensuring that:
- 4.1.3 All jobs are reviewed to confirm suitability of the current job description and person specification, taking into account skills, competencies and experience required for the job;
- 4.1.4 The current job description and person specification are still relevant for the post, and will review the need to replace like for like, particularly where structural and/or budgetary changes have taken place. They will liaise with the CAJE administrator to ensure all new posts are evaluated or matched to national job profiles and ensure that all job descriptions and pay bandings comply with Agenda for Change;
- 4.1.5 They have obtained permission to recruit by completing an ESR 1 (Request to Recruit) form and sending to Finance for authorisation
- 4.1.6 A completed and authorised ESR 1 (Request to Recruit form) plus job description, person specification, advert request form (appendix 4) and a draft advert are supplied to Recruitment;
- 4.1.7 In liaison with the Recruitment team, the potential pool of applicants is not unduly restricted;
- 4.1.8 All applications are assessed fairly, irrespective of gender, race, nationality, religious belief, ethnic origin or marital status, age, colour, disability, social background or sexuality;
- 4.1.9 That any disabled applicant who meets the essential criteria for the role is short listed for interview;
- 4.1.10 The recruitment and selection process is carried out in a fair and thorough manner, paying due regard to current legislation and best practice;
- 4.1.11 Their own knowledge and skills in the recruitment and selection process are maintained and updated;
- 4.1.12 All candidates short-listed are interviewed in an objective and open manner and, where appropriate, use other selection tools;
- 4.1.13 Where changes have to be made to methods or processes for volume recruitment, these changes must be presented to the workforce development board for review, scrutiny and approval.
- 4.1.14 Arrange for a suitable panel to interview on an appropriate date and at an appropriate location agreed in advance with the Recruitment Coordinator dealing with the campaign;
- 4.1.15 Anyone participating in the recruitment and selection process has received adequate education beforehand;

- 4.1.16 Interview notes are factual, clear and legible (noting that, under the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), candidates may request access to this information);
- 4.1.17 Applicants identity, qualification and other paperwork is checked and photocopied at interview and forwarded to the Recruitment Co-ordinator;
- 4.1.18 An ESR2 - New Starter form or V.F (for internal staff) is completed promptly for each successful candidate and forwarded, with all associated paperwork, to Recruitment in order that accurate appointment letters can be sent out in a timely manner;
- 4.1.19 Whilst some discussion about start dates make take place it should be stressed that a start date cannot be agreed until Recruitment confirms that all pre-employment checks have been satisfactorily completed. Internal Staff to be released by agreement with current line manager;
- 4.1.20 New staff receive a timely and tailored induction programme, including attendance on mandatory and statutory training programmes.

- 4.2 **The Recruitment Team** will be responsible for:
 - 4.2.1 Processing the ESR1 - Request to recruit form as appropriate, raising the vacancy requisition and activity on ESR and publishing jobs on NHS Jobs in a timely manner;
 - 4.2.2 Advising managers on issues contained within this policy, as well as best practice and current legislation;
 - 4.2.3 Coaching and guiding managers through the recruitment and selection process to ensure they perform their role in a fair and thorough manner;
 - 4.2.4 Providing help and guidance with realistic timescales and the impact it has on the effectiveness of a recruitment campaign;
 - 4.2.5 Supporting and advising on recruitment advertising, local labour market information as appropriate and when reviewing or selecting assessment tools;
 - 4.2.6 Provide high quality, accurate and timely interview and selection paperwork;
 - 4.2.7 Ensuring that all communication to applicants is accurate and meets legislative requirements;
 - 4.2.8 Carrying out all pre-employment checks in line with best practice, NHS Employment Check Standards, SCAS Pre-Employment Checks Procedure and the appropriate employment legislation/regulations;
 - 4.2.9 Check parity of selection processes within directorates to ensure consistency, and escalate issues as appropriate.
 - 4.2.10 Maintaining ongoing contact with both the applicants and Recruiting Managers throughout the recruitment process, keeping them updated on their status in a timely and appropriate manner;
 - 4.2.11 Issuing conditional offers of employment and contracts to successful applicants;
 - 4.2.12 Processing ESR2 New Starter Forms/VF and setting new staff up with accurate and complete data on ESR;
 - 4.2.13 Ensure that complete paperwork is gathered and passed to HR for the personal file.

5. JOB ANALYSIS

- 5.1 Before any decision is made to advertise a job, the Recruiting Manager should first establish that a real vacancy exists, and complete a full evaluation of the need for the role against the department's strategic plans and budget. The manager should assess the job requirements of the post, and consider change or re-evaluation requirements necessary to contribute to the Trusts needs in line with current workforce plans;
- 5.2 Once a vacancy has been agreed, the manager should be clear about requirements of the

job. Each job must have a clearly written job description and person specification, and should be consistent (in banding and content) with other posts covering a similar role within the organisation. Job descriptions and person specifications should be put together using current Trust-approved templates and guidelines (available on the intranet, The Recruitment Team or from HR).

- 5.3 Job descriptions should be reviewed every time a vacancy occurs to ensure that they remain relevant and are flexible, including making reasonable adjustments should people with disabilities apply;
- 5.4 Person specifications should describe the genuine minimum requirement, and, where appropriate, the Genuine Occupational Qualification (GOQ) necessary for the job to be done effectively. Emphasis should be placed on quality and not duration of experience;
- 5.5 Opportunities for flexible working should be assessed and acted upon in order to attract as wide and talented a group of applicants as possible;
- 5.6 Details of working patterns/shift rota and on-call rota should be included with the Job Description & Person Specification whenever practicable.

6. JOB EVALUATION

- 6.1 Job descriptions should be reviewed as necessary, and changes and adjustments made where necessary to ensure they remain relevant and reflect the requirements of the job role;
- 6.2 All new and revised job descriptions will be subject to matching or evaluation in accordance with Agenda for Change protocols;
- 6.3 Refer to national profiles for future guidance.

7. ADVERTISING VACANCIES

- 7.1 Prior to advertising the vacancy, the manager responsible for the post should ensure that an ESR1 - Request to Recruit form is completed in accordance with the guidelines and that appropriate funding is in place for new posts or to refill existing posts. As part of this process, approval must be secured from the relevant Finance Manager and the Finance Director or CEO;
- 7.2 Advertisements should be designed and placed to attract as wide a group of suitably qualified applicants as possible;
- 7.3 Advertisements should reflect the Trust's commitment to equality of opportunity, thus should not discriminate directly *or indirectly* against any potential candidates' age, gender, race, nationality, ethnic origin, colour, marital status, disability, social background, sexual orientation or religion. Further guidance is available from HR -Recruitment or HR-Operations;
- 7.4 The Trust is positive about employing disabled people and maintaining the standards set by the Employment Services Two Ticks symbol. This means that within all advertisements the following statement must be included: "*All applicants with disabilities and who meet the essential criteria for the job will be invited for interview*";
- 7.5 Posts will usually be advertised externally, via NHS Jobs or other media as necessary to ensure the potential pool of applicants is not unduly restricted. However, where an adequate internal labour market is identified, an internal advert would be acceptable;
- 7.6 Low Volume and internal vacancies will normally be advertised for a minimum of two calendar weeks (although, in exceptional circumstances this period may be shortened),

prior to considering using additional media. All adverts in external media will be placed via NHS Creative once the budget has been agreed and signed off by Finance;

- 7.7 Where redundancies are likely to result from restructuring or reorganisation exercises in the Trust and/or the wider NHS, advertising may be restricted to internal candidates and/or local NHS staff as appropriate.

8. ALERT NOTICES

- 8.1 NHS Alert Notices are issued by the National Clinical Assessment Service to indicate registered healthcare professionals whose performance or conduct gives rise to concern that patients or staff may, in future, be at risk of harm either from inadequate or unsafe clinical practice or from inappropriate personal behaviour. It is also a means of ensuring that NHS bodies are made aware of healthcare professionals who may pose a threat to patients or staff;
- 8.2 SCAS maintains a list (held by the Recruitment Team Manager) which consists of these individuals;
- 8.3 Where a candidate appears to be the subject of an Alert Notice, the appropriate organisation as detailed in the Alert Notice should be contacted and informed as necessary.

9. SHORTLISTING CANDIDATES

- 9.1 All shortlisting must be done via NHS Jobs to preserve candidates' anonymity;
- 9.2 All candidates will be shortlisted on the basis of how closely they fit the person specification. If the manager is able to identify the candidate, they will disregard any "known" information: for example, past 'spent' disciplinary actions or absence must not be taken into account;
- 9.3 All candidates are entitled to request feedback, if their application has not been successful;
- 9.4 All shortlisted applicants should be asked if they require any particular arrangements to be made in the selection process to enable ease of participation; for instance in the case of disability;
- 9.5 All disabled applicants who meet the minimum essential criteria for the position must be short listed for interview.

10. ASSESSMENT TECHNIQUES

- 10.1 The use of assessments may be appropriate for some posts. The recruiting Manager should liaise with Recruitment or Clinical Education team, where necessary, to discuss what is appropriate and how it should be carried out;

11. SELECTION

- 11.1 All staff involved in recruitment selection should be trained in fair and objective recruitment and selection techniques and understand the impact of the Equality Act on recruitment processes and practices.
- 11.2 Panels will comprise of no less than two members for low volume roles, one being the line manager for the job function. At least one panel member should have received selection interviewing training. Consider max numbers for panels;
- 11.3 There may be occasions when HR representation may be necessary or desirable. It is not appropriate for HR to be involved in all interviews, but may be particularly useful when

senior or sensitive internal appointments are being made or when managers are unable to identify any other suitably trained person to participate;

- 11.4 Similarly, there may be occasions when external assessors are required to participate in the selection process; for instance, where the post requires a specific expertise that may not be able to be assessed internally. The role of the external assessor is to determine the suitability for each candidate to the post and not to participate in the decision-making process;
- 11.5 Selection should be consistently applied and based upon clear criteria, in line with the job description and person specification. Selection decisions must be carried out by more than one person. Where a panel is appropriate, it should (if at all possible) reflect the diversity of the workforce;
- 11.6 All candidates are entitled to request feedback from the R.M or panel on their performance at interview and/or assessment.
- 11.7 They are also entitled, in line with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), to view written records of their interviews and/or assessments; as such, interviewers should make factual, legible notes based on the candidates' interview responses and performance at assessment.

12. APPOINTMENT

- 12.1 A New Starter Form (ESR2) or V.F form (internal candidates only) must be completed for each successful candidate;
- 12.2 The New Starter Form should be completed by the Recruiting Manager, and should have all appointment details, including provisional start dates, pay band and spine point (starting salary), correct cost centre numbers and the requested personal identity details of the appointed candidate;
- 12.3 A conditional offer of appointment will be made by the Recruitment Coordinator to the selected candidate. The offer is conditional upon the satisfactory completion of all pre-employment checks.

13. PRE-EMPLOYMENT CHECKS

- 13.1 All prospective SCAS employees are subject to a series of pre-employment checks. These are vital to comply with the law, to protect SCAS and to ensure that our recruitment is safe. Employees should NOT start their assignment before they are cleared;
- 13.2 In very exceptional circumstances, and only following a risk assessment and prior approval of the Director of HR, where there is an urgent business need an employee may be authorised to start before all Pre-employment checks are complete;
- 13.3 Further detail about Pre-employment checks is included in the Pre-Employment Checks Procedure this includes the Fit and Proper Person Test for Director posts which can also be found in Appendix 5. (Also see s15, below, Withdrawing Conditional Offers.)

14. EMPLOYING EX-OFFENDERS

- 14.1 Having a criminal record should not automatically mean withdrawal of an offer of employment; this depends on the nature of the position, and the circumstances, background to and time since the offences were committed;
- 14.2 Failure to declare any information that is directly relevant to the position sought *will* lead to withdrawal of an offer of employment and could constitute a criminal offence. Any suspicion that this has occurred may result in the matter being investigated in accordance

with the Trust's Counter Fraud Policy;

- 14.3 Some offences mean that individuals are banned from working with children and/or vulnerable adults. Be aware that it is a criminal offence to knowingly employ such individuals in such a role;
- 14.4 Where a Disclosure reveals convictions, caution, reprimand or a warning under ISA PoCA or PoVA barred lists section of the DBS, such an individual should not be allowed to undertake a Regulated Activity (as defined in the Health & Social Care Act 2008), it is a criminal offence to appoint such a person to carry out the Regulated Activity; (refer to DBS Policy and Guidance)
- 14.5 If any matters are revealed either in the DBS disclosure information or by an applicant at application stage, the Trust will discuss these matters with the candidate before a decision is made about withdrawing or confirming the job offer, (refer to DBS Policy and Guidance). This will be reviewed by the Recruiting Manager and HR on a risk assessment basis, with consideration being given to:
- The Trust's legal responsibilities;
 - A job risk assessment (see appendix 2);
 - The seriousness of the offence and its relevance to the safety of patients, other employees and property;
 - The length of time since the offence occurred;
 - Whether the offence was a one off, or part of a history of offending, and any efforts to avoid re-offending;
 - Any relevant information offered by the applicant about the circumstances which led to the offence being committed;
 - The degree of remorse expressed by the applicant and their motivation to change.
- 14.6 The applicant or employee must be given the opportunity to discuss the disclosure information before the final employment or volunteer decision is made.

15. WITHDRAWING CONDITIONAL OFFERS

- 15.1 The offer of employment will be withdrawn if a candidate fails to satisfy the pre-employment checks, is dishonest or fails to disclose any cautions, warnings, reprimands or convictions;
- 15.2 The Recruitment Team Manager, in consultation with the Recruiting Manager, will be responsible for deciding whether an offer of employment is to be withdrawn and a letter will be sent to the candidate, clearly stating the reasons for this;
- 15.3 Complex cases will be referred to the Assistant Director of HR (Workforce and OD) as necessary;
- 15.4 Where a candidate has commenced in employment, on a conditional basis pending completion of pre-employment checks, the appropriate HR Manager will be notified, and they will take the necessary action to terminate the employee's employment, without notice, giving reasons for this.

16. RECORD-KEEPING & MONITORING

- 16.1 Records and notes of all short listing and interviews must be made and retained;
- 16.2 Reasons for decisions in relation to selection or rejection of candidates must be recorded

and may be made available to candidates if requested. Applicants have the right to access any documentation held on them in accordance with the Data Protection Act (DPA);

- 16.3 A written record of all decisions taken in accordance with this policy should be kept for a minimum of one year;
- 16.4 All records will be retained by the HR department in accordance with the NHS Records Management and Retention Schedule and SCAS Information Governance Policy;
- 16.5 Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the DPA and the NHS Records Management Guidelines and SCAS Information Governance Policy;
- 16.6 The HR department will implement systems to monitor selection procedures both to obtain the necessary statistical information and to audit the procedural aspects of the recruitment process. This is necessary to meet statutory requirements and to ensure good employment practice;
- 16.7 Statistical analyses and reports will be provided to the relevant bodies as required and to appropriate internal departments/managers and meetings as required on a regular basis.

17. PROBATIONARY PERIOD

- 17.1 New employees are appointed subject to successful completion of a probationary period this is normally 6 months, depending on the role but, this can be extended to 12 months where necessary. This period is intended to give both the Trust and the employee time to establish the employee's suitability for the role and, where required, to provide opportunity for the employee to receive support and gain experience necessary to perform their duties to a satisfactory standard. Further information is available in the Probationary Policy.

18. RECRUITING PERMANENT SCAS STAFF VIA AN AGENCY

- 18.1 The Recruiting Manager must obtain approval from Finance and the Finance Director via a request to recruit as explained above (see sec 4.1.5);
- 18.2 Agencies on the SCAS preferred supplier will be used;
- 18.3 Recruitment must be informed of the plan to recruit and scheduled interview dates, so that interview packs can be made available and plans made for the appointment of staff included in their work schedule and completed in good order;
- 18.4 Interview notes must be recorded as per all other recruitment and once a candidate is selected, Interview notes Job description, Person Specification along with a New Starter form, should be submitted to Recruitment to process;
- 18.5 Recruitment must complete all pre-employment checks prior to the appointee commencing in their role with the Trust; the candidate's start date will be confirmed by Recruitment once all pre-employment checks are complete;
- 18.6 Recruiting Managers must use an agency from our preferred supplier list.

19. RECRUITING TEMPORARY TO PERMANENT SCAS STAFF VIA AN AGENCY

- 19.1 Temporary to permanent (temp to perm) recruitment via an agency may be used where it is judged by the Recruiting Manager and by the Recruitment Team to be the most appropriate approach in the circumstances;
- 19.2 Temporary to Permanent recruitment can be expensive and the Recruiting Manager is responsible for ensuring the funding is available and for getting approval of a Request to Recruit - ESR 1;
- 19.3 Agencies on the SCAS preferred supplier will be used for temp to perm recruitment;
- 19.4 The recruitment Co-ordinator will be responsible for liaising with the agency and will work with them to ensure that suitable staff are offered temporary contracts, making it clear that it is likely to be a temp to perm recruitment.
- 19.5 The recruitment Co-ordinator will be responsible for ensuring that the agency is aware and provides staff with suitable pre-employment checks, e.g. right to work, DBS clearance whilst they are temporary employees.
- 19.6 Staff with Temporary status are employed by the Agency until they become permanent and are subject to Agency Worker Regulations;
- 19.7 The Recruiting Manager will inform the Recruitment Coordinator if and when they wish to offer the temporary member of staff permanent employment;
- 19.8 Once the Recruiting Manager has confirmed that they wish to make a permanent appointment, the Recruitment Coordinator will process the pre-employment checks. When these have been completed the temporary employee will be confirmed as permanent.

20. SECONDMENT AND FIXED TERM CONTRACT POSTS > 3 MONTHS

- 20.1 To ensure equality of opportunity for all interested individuals, secondment or fixed term contract posts lasting for more than 3 months will be advertised and selection will take place in accordance with the normal recruitment procedure.

21. SECONDMENT AND FIXED TERM CONTRACT POSTS < 3 MONTHS

- 21.1 Where there is a requirement for a position to be filled for a very short period, of 3 months or less, the position may be filled without being advertised. This applies particularly where the requirement is urgent and/or the pool of eligible candidates is judged to be very limited;
- 21.2 Before this approach is adopted the circumstances should be discussed and agreed with the Recruitment Team Manager and referred to a more senior level if required;
- 21.3 Such appointment will be dealt with by the HR Operations Team using the Secondment Policy a variation to contract process.

22. BANK TO PERMANENT POST

- 22.1.1 To ensure equality of opportunity, managers must ensure that any offer of permanent employment for bank staff is a result of;
- 22.1.2 There being a permanent post for which an appropriate ESR 1 Request to Recruit has been raised and authorised as required;
- 22.1.3 The post being advertised and there being equal opportunity for interested candidates;

- 22.1.4 The member of staff has gone through the recruitment and selection processes for the post;
- 22.1.5 A Variation Form (VF) being completed as per the normal recruitment process, to ensure contract changes and payroll information is updated on ESR.

23. BRIBERY

- 23.1 South Central Ambulance Service NHS Foundation Trust has zero tolerance in relation to any forms of fraud or bribery as defined under the Fraud Act 2006 and Bribery Act 2010;
- 23.2 The Trust prohibits bribery and will not tolerate its directors, management, employees or third parties, in their involvement in the organisation, being engaged in bribery whether by offering, promising, soliciting, demanding, giving or accepting bribes or behaving corruptly in expectation of a bribe or advantage;
- 23.3 As part of this fair recruitment process, South Central Ambulance Service NHS Foundation Trust will not accept any attempts to bribe, corrupt or participate in fraud by interviewers or interviewees. If an individual(s) is suspected of attempting to bribe, or of being bribed by, another individual during the recruitment process then the suspicion should be reported immediately to the Local Counter Fraud Specialist (LCFS) and the HR Department.

24. COMPLAINTS AND GRIEVANCES

- 24.1 Candidates who have concerns, complaints or grievance (for internal applicants) regarding the recruitment and selection process are entitled to express their grievance with any part of the process;
- 24.2 The first step should be to raise the matter (in writing or verbally) with the Recruitment Co-ordinator and, hopefully, the matter will be resolved at this local stage without recourse to formal procedure;
- 24.3 Should the matter not be resolved informally, candidates have the right to raise the matter formally;
- 24.4 Internal candidates should set out the details of the grievance and desired outcome in writing and send to their line manager or the Recruitment Team Manager. The matter will then be dealt with under the Trust's Grievance Policy;
- 24.5 External candidates should also set out the details of their complaint and desired outcome and send to the Recruitment Team Manager;
- 24.6 All complaints and or grievances will be dealt with efficiently, properly investigated and parties treated fairly.

25. AUDIT & REVIEW

- 25.1 This policy will be reviewed after 3 years; it may be reviewed sooner in the light of legislative change.

26. RELATED POLICIES

- 26.1 Please read this policy in conjunction with the following policies:

- Equal Opportunities
- Organisation change Policy
- Pre-Employment Checks
- Redeployment Policy

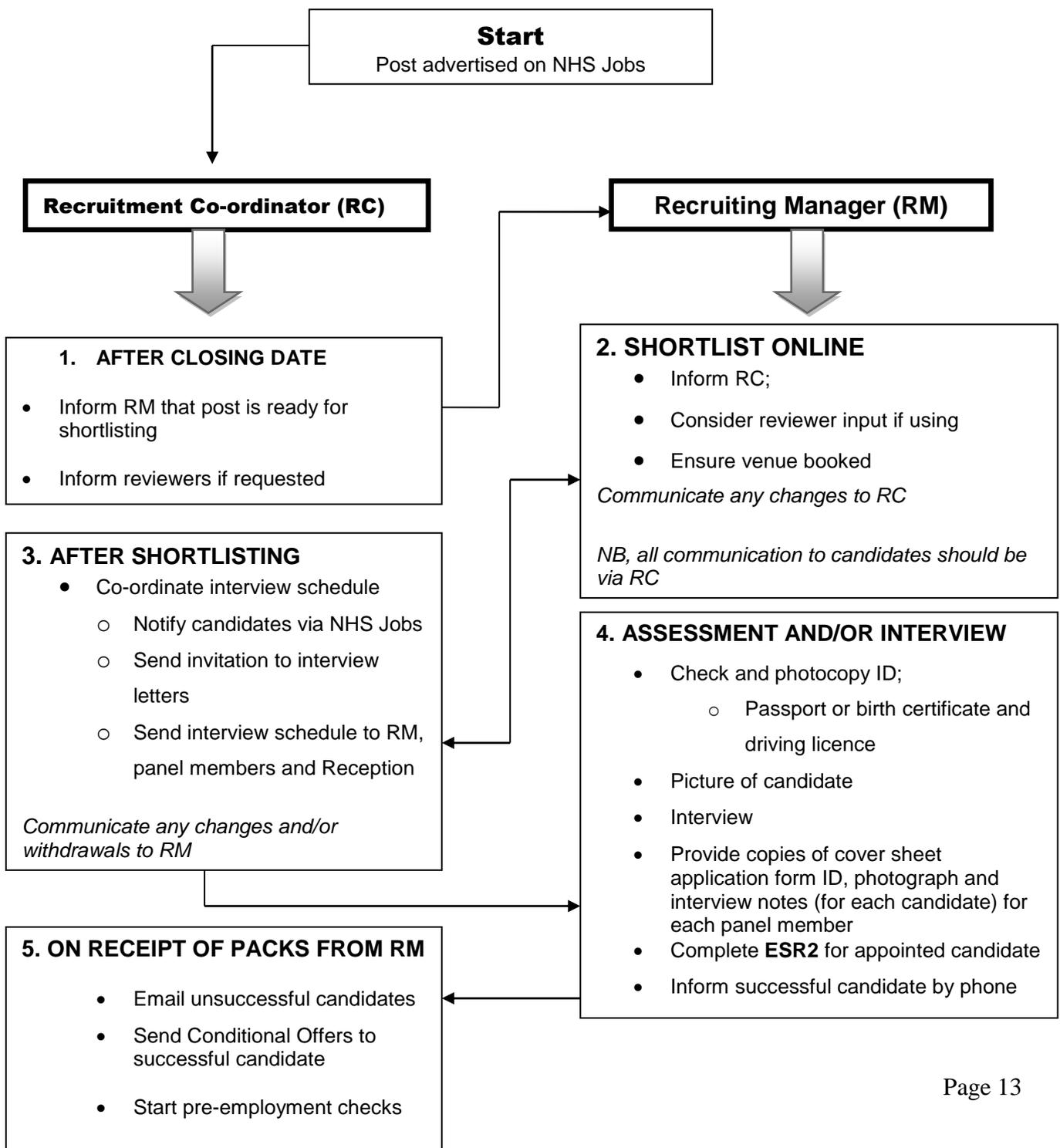
- DBS Policy
- Probationary Policy
- Bank Workers Policy

- Grievance Policy
- Anti-Bribery Policy
- Registration Checks Policy

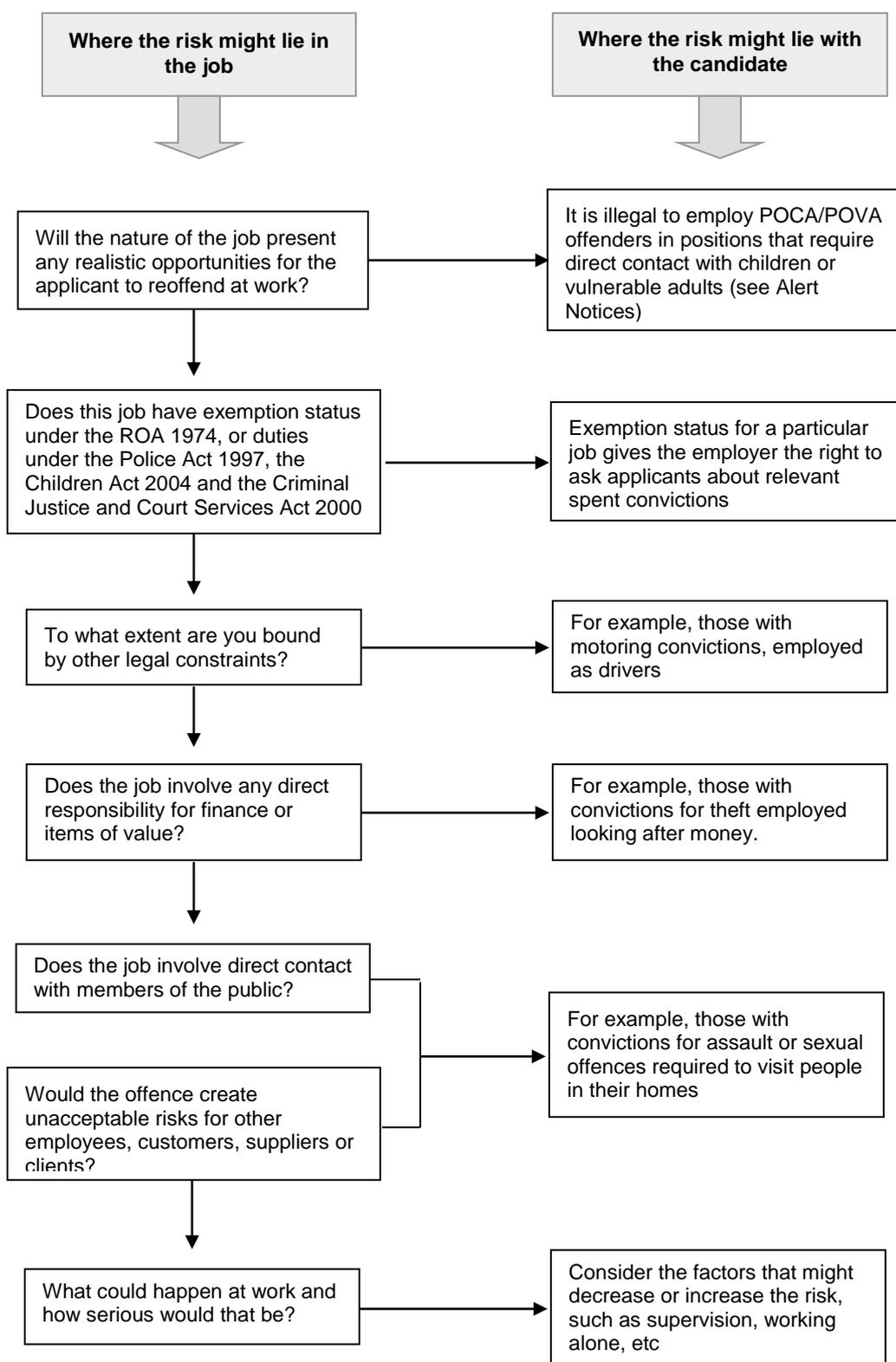
Appendix 1

Recruitment, selection and appointment process

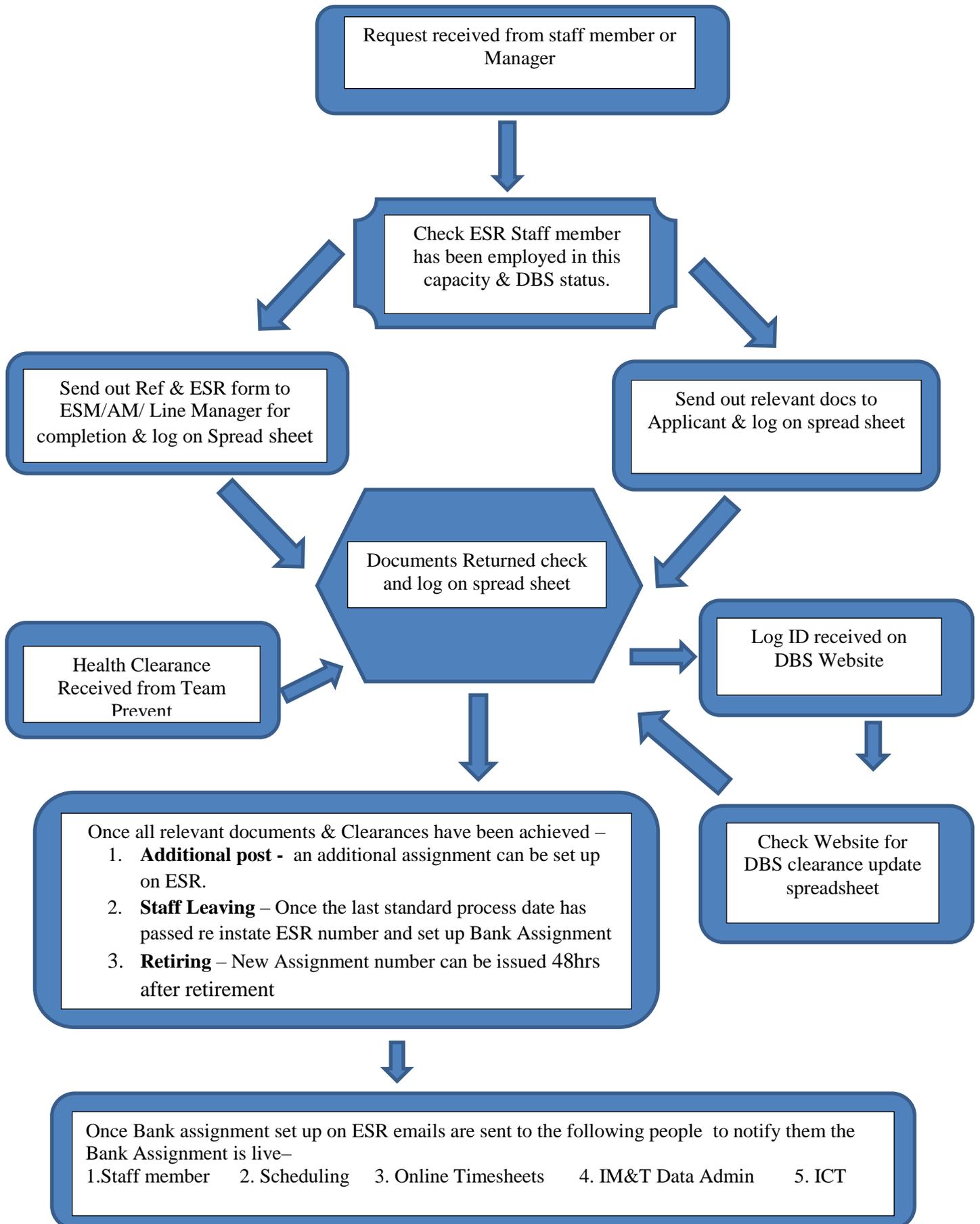
Division of Responsibility



Employing Ex-Offenders Assessing the Job for Risk



Bank Agreement Procedure



ADVERTISING REQUEST FORM

Please complete the below forms and return this form with the following documents:

- Job Description in the correct format
- Person Specification in the correct format
- Text for advert for NHS Jobs (the information that will be included as standard is at the bottom of this document)

Anticipated Dates:

Stages	Anticipated Dates
Advertise from (<i>min. 2 weeks</i>)	
Advert closes on (<i>midnight</i>)	Sun
Short listing to be done (<i>2 days max.</i>)	Mon
Interview and/or assessment date(s) (<i>minimum 2 weeks' notice to candidates</i>)	w/c:
All paperwork returned to recruitment including new starter ESR form for each successful candidate (usually within 5 working days of interview)	w/c:
Earliest anticipated start date (<i>min 4 weeks' notice to candidates to ensure pre employment checks completed, more may be required to take into account notice periods</i>)	

Vacancy Information:

Question	Response
Is this an internal/external/restricted access vacancy?	
Who will do the shortlisting?	

Is there a need to ask about their driving licence categories?	
Adverts are put on NHS Jobs as standard and these feed through to the job centre. Is there any requirement to advertise externally on other websites/media?	
Who will be on the interview panel?	
What other assessments will be used?	
Where will the interviews take place and which rooms have you booked?	
Any other information.	

Please note that the closing date given is a guide. We reserve the right to close this vacancy when we have received sufficient applications, so we advise you to submit your application as early as possible to prevent disappointment. Only those candidates who clearly demonstrate how they meet the person specification will be short listed for this role.

“Skilled Jobs Only - This job is unlikely to attract a Tier 2 certificate of sponsorship (formerly a work permit). Applications from candidates who require Tier 2 immigration status to work in the UK may not be considered if there are a sufficient number of other suitable candidates. To apply for a Tier 2 certificate of sponsorship, employers need to demonstrate that they are unable to recruit a resident worker before recruiting an individual from overseas. For further information please visit Home Office UK Border Office”.

Fit and Proper Person Regulations

1. Under Regulations 5 of the CQC, SCAS as a service provider has an obligation to ensure only individuals deemed fit and proper for their role are employed.
2. This applies to directors, that is, executive and non-executive, permanent, interim and associate positions, regardless of their voting rights.
3. In addition to all the standard pre-employment checks. Including where necessary professional qualification and registration checks (clinical and non-clinical). All Directors will be required to complete a fit and proper person test declaration form.
4. Directors will also be subject to a search of the disqualified director register and the insolvency and bankruptcy register.
5. Where searches return information regarding a candidate and/or where the candidate discloses something on their fit and proper person declaration form, this should be reported to the recruitment manager for escalation with the Trust Chairman to investigate accordingly.
6. All checks will be recorded and evidenced
7. The Declaration Form is on the following page



The Fit and Proper Person Test

This requirement means SCAS is required to assess whether directors:

- Are of good character
- Have the necessary qualifications, professional registration (clinical or non-clinical), skills and experience
- Are able to perform the work that they are employed for
- Can supply information, such as certain checks and a full employment history.

Declaration for fit and proper persons

Declaration

Name of individual.....

Role in the organisation.....

I, the undersigned, declare that:

I have not been convicted of an offence involving deception or dishonesty (**or** any such conviction is legally regarded as spent)

I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft

I have the necessary qualifications and (if necessary) professional registration to undertake the role

I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance

I have not been involved in designing and /or promoting tax avoidance schemes

I am not an un-discharged bankrupt

I have not made compositions or arrangements with my creditors from which I have not been discharged

I have not been stopped from acting in a management position within an NHS Organisation.

I have not been disqualified from serving as a Company Director

I have provided a full and accurate employment history, and have provided documentary evidence of qualifications declared and required for this role.

Signed.....

Date.....

If you have signed this declaration but want to make any information known or clarify any points please add them in the space below

Equality Impact Assessment Form Section One – Screening

Name of Function, Policy or Strategy: **Recruitment Policy and Procedure**

Officer completing assessment: **Valerie Zhande**

Telephone: **01869 365043**

1. What is the main purpose of the strategy, function or policy?
To ensure as far as possible that recruitment processes use a best practice approach, are fair and equitable, addressing equality and diversity issues in line with the Equality Act 2010.
2. List the main activities of the function or policy? (for strategies list the main policy areas)
Recruitment, selection and appointment of staff.
3. Who will be the main beneficiaries of the strategy/function/policy?
Recruiting Managers; potential Trust employees and internal candidates seeking career progression
1. Use the table overleaf to indicate the following:-
a. Where do you think that the strategy/function/policy could have an adverse impact on any equality group, i.e. it could disadvantage them?
b. Where do you think that there could be a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups?

		Positive Impact	Negative Impact	Reasons
GENDER	Women	Yes	N/A	Work-life balance – especially with reference to childcare and eldercare
	Men	N/A	N/A	
AGE	Older People (60+)	N/A	N/A	
	Younger People (17 to 25) and children	N/A	N/A	
RACE	Asian or Asian British People	N/A	Yes	If English not first language may affect employee's ability to understand policy and/or procedures.
	Black or Black British People	N/A	Yes	If English not first language may affect employee's ability to understand policy and/or procedures.
	Chinese people and other people	N/A	Yes	If English not first language may affect employee's ability to understand policy and/or procedures.
	People of Mixed Race	N/A	Yes	If English not first language may affect employee's ability to understand policy and/or procedures.
	White (inc Irish) people	N/A	N/A	If English not first language may affect employee's ability to understand policy and/or procedures.
	Disabled People	N/A	Yes	Ability to understand policy and/or procedures may be affected by disability
	Lesbians, gay men and bisexuals	N/A	N/A	
	Transgender	N/A	N/A	
	Faith Groups	N/A	N/A	
	Equal Opportunities and/or improved relations	N/A	N/A	Yes – ensuring that a fair and consistent process is followed for all Trust staff.

Notes: Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and to the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

5. If you have indicated that there is a negative impact, is that impact:		
	Yes	No
Legal (it is not discriminatory under anti-discriminatory law)	X	
Intended		X
Level of Impact	High	Low
		X
If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.		
6(a). Could you minimise or remove any negative impact that is of low significance? Explain how below:		
Clear, simple language used. Line managers support and guide their staff to understand what has been written in the policy and the impact/effect it would have on them.		
6(b). Could you improve the strategy, function or policy positive impact? Explain how below:		
By using clear and simple language.		
7. If there is no evidence that the strategy, function or policy promotes equality, equal opportunities or improves relations – could it be adopted so it does? How?		
N/A		

Please sign and date this form, keep one copy and send one copy to the Trust's Equality Lead.	
Signed:
Name:
Date:

Equality Impact Assessment Form Section Two – Full Assessment

Name of Function, Policy or Strategy: **Recruitment Policy**

Officer completing assessment: **Valerie Zhande**

Telephone No: **01869 365043**

Part A

1. Looking back at section one of the EqIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

Gender	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Sexuality/Transgender	<input type="checkbox"/>
Age	<input type="checkbox"/>
Faith	<input type="checkbox"/>

2. Summarise the likely negative impacts:-

..... **Difficulties with understanding relating to language problems and/or learning disabilities**

..... **No perceived issues relating to other groups; actively addresses some.**

.....

.....

3. Using the table below, give a summary of what previous or planned consultation on this topic, policy, function or strategy has or will take place with groups or individuals from the equality target groups and what has this consultation noted about the likely negative impact?

Equality Target Groups	Summary of consultation planned or taken place
Gender	
Race	

Equality Target Groups	Summary of consultation planned or taken place
Disability	
Sexuality/Transsexuality	
Older People	
Younger People	
Faith	

4. What consultation has taken place or is planned with Trust staff including staff that have or will have direct experience of implementing the strategy, policy or function?

.....

.....

.....

5. Check that any research, reports, studies concerning the equality target groups and the likely impact have been used to plan the project and guide or indicate what research you intend to carry out:-

Equality Target Groups	Title/type of/details of research/report
Gender	
Race	
Disability	
Sexuality/Transsexuality	

Equality Target Groups	Title/type of/details of research/report
Older People	
Younger People	
Faith	

6. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues?

Yes (Please list them and explain how you will obtain their views)

.....

.....

.....

No

Part B

Complete this section when consultation and research has been carried out

7a. As a result of this assessment and available evidence collected, including consultation, state whether there will be a need to be any changes made/planned to the policy, strategy or function.

7b. As a result of this assessment and available evidence, is it important that the Trust commissions specific research on this issue or carries out monitoring/data collection?

(You may want to add this information directly on to the action plan at the end of this assessment form)

.....

.....

.....

.....

8. Will the changes planned ensure that negative impact is:

Legal
Not discriminatory under anti-discriminatory legislation

Intended

Low Impact

9a. Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy, function or policy?

Yes No

9b. How will this monitoring/evaluation further assess the impact on the equality target groups/ensure that the strategy/policy/function is non-discriminatory?

Details:.....
.....
.....

Please complete the action plan overleaf, sign the EQIA, retain a copy and send a copy of the full EQIA and Action Plan to the Trust's Equality Lead.

Signed:

Name:

Date:

