Document name:	**Recruitment and Selection Policy**
Document type:	**Human Resources Policy**
Staff group to whom it applies:	**All staff within the Trust and Volunteers**
Distribution:	**The whole of the Trust**
How to access:	**Intranet and internet / ward folder**
Issue date:	**October 2012**
Next review:	**October 2015**
Approved by:	**Executive Management Team**
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RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

The Recruitment and Selection Policy is intended to enable Recruitment and Selection to be undertaken in an effective and timely manner.

The Recruitment and Selection Code of Practice sets out the detailed processes to support this policy and is available at: http://nww.barnsleypct.nhs.uk/personnel/recruitmentandselection/ http://www.barnsley.nhs.uk/employment/policies.html.

The Trust believes that the effective recruitment and selection of staff is a key element in ensuring that the organisation has the calibre of workforce it requires to achieve its business aims and that this can only be achieved by those involved in recruitment and selection, being trained in, and applying, the highest possible standards in all aspects of the recruitment and selection process.

The recruitment and selection of employees is a critical activity and attracting individuals with the right skills, attitudes, values and behaviours into appropriate job roles is of major importance to the Trust and should be approached with the same degree of preparation and thought as any other business decision.

Equality of Opportunity is central to good recruitment and selection practice and in view of this the Trust has adopted a clear, structured and criteria based method of recruitment and selection. The Recruitment and Selection Code of Practice, which should be read in conjunction with this policy and procedure sets out the recruitment process and together with the policy is intended to reduce bias and ensure consistency when making selection decisions, which if challenged can be shown to be fair.

This policy applies to all positions in the Trust, both substantive and fixed term and bank staff and all volunteers for the purposes of pre-engagement checks only.

This policy requires that all staff employed undergo appropriate employment checks upon joining the Trust and thereafter as required. This includes volunteers who will be expected to undergo pre-engagement checks which mirror the employment checks set out in this policy.

This policy should be read in conjunction with the NHS (Appointment of Consultants) Regulation, the Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy Technicians, Allied Health Professionals and Non Clinical Staff Policy, DBS Policy and Agency Staff - guidance regarding their use and also the Trust Induction Policy and Procedures.

This policy is based on good employment practices and employment legislation and the NHS Employers, Employment Check Standards. The policy also sets out how the Trust will gain assurance that employment checks are undertaken by external agencies who supply temporary staff for work in the Trust.

2. PURPOSE

The purpose of this policy is to:

- Ensure that recruitment decisions are consistent, support the organisation's strategic direction and meet operational needs.
- Ensure that all employment checks are undertaken prior to a candidate commencing work and that all pre-engagement checks are for volunteers.
- Provide guidance on how to deal with a failure to satisfactorily meet employment check standards.
- Promote and encourage best practice in all aspects of recruitment and selection through the provision of training for appointing and recruiting officers.
- Achieve and maintain the highest possible professional standards at all times irrespective of the labour market situation.
- Ensure that the organisation meets its legal obligation including in relation to the elimination of discrimination and the promotion of equality in recruitment practices.
- Ensure that all involved in the recruitment and selection process recognise the importance of maximising the organisation's external profile as an employer.
- Ensure that the organisation applies a consistent, fair and equitable process to the recruitment of its staff.

3. DEFINITIONS

Employment Checks

Checks required by NHS Employers which must be completed prior to a candidate commencing work with the Trust e.g. DBS checks, references etc.

Pre-Engagement Checks

Checks which mirror employment checks and which must be completed prior to a volunteer commencing in the Trust.

Candidate

A person who has applied for a position within the organisation and whose application is still being considered.

Volunteer

A person who gives their time to the Trust and its services. This is without pay and does not constitute employment.

Appointing Officer

An Appointing Officer is a Senior Manager who, within their sphere of responsibility, can determine staffing establishments, structures and skill mix within approved budgets and is therefore recognised for the purposes of authorising contractual employment documents on behalf of the Trust.

Recruiting Officer

A person acting on behalf of an Appointing Officer to whom the Appointing Officer has delegated recruitment duties.

Recruitment Team

The team within the Human Resources Department operating the recruitment and selection administration process.

Employment Agencies

External organisations who are able to supply temporary workers (agency staff). These agencies must be on the NHS approved contract or provider list, or, if not, approved by the Director of Human Resources and Workforce Development.

Temporary Staff (Agency Workers)

The term temporary staff is applied to agency workers supplied by an external organisation (locum/staffing agency) for the temporary use of the Trust. Temporary staff are the employees of the supplying organisation.

Bank Staff

Individuals who are registered on the Trust Bank and who work within the Trust as and when the service requires it. The Trust is not obligated to offer any bank work assignments and individuals are not obligated to accept any bank work assignments offered to them by the Trust.

Fixed Term Staff

This term applies to staff employed for a fixed term period on a Trust contract of Employment e.g. to cover maternity leave.

4. DUTIES

Responsibility of the Trust Board

The Trust Board has ultimate responsibility for ensuring that a Recruitment and Selection Policy is in place via the Lead Director, the Director of Human Resources and Workforce Development.

Responsibility of the Director of Human Resources and Workforce Development:

It is the responsibility of the Director of Human Resources to:

- Ensure that the Trust has in place a policy on Recruitment and Selection which enables recruitment to be undertaken in an effective and timely manner.

- Ensure, on behalf of the Board, that the policy is subject to on-going development and is applied equitably to all employees and prospective employees and meets employment legislation, UK Border Agency Guidelines and the standards of NHS Employers for employment checking, including temporary staff (agency staff).

- Consider whether, in exceptional circumstances, non NHS Approved Contract Provider (Agencies**)** can be used to supply temporary workers.

- Ensure that Recruitment and Selection Training is made available for Appointing/Recruiting Officers etc.

- Ensure that a process is in place to monitor the compliance and effectiveness of the Recruitment and Selection Policy.

Responsibility of Directors

It is the responsibility of Directors to:

Ensure that this policy is implemented within their Business Delivery Unit or Directorate and that Appointing and Recruiting Officers are aware of their responsibilities under this policy.

Responsibility of the Appointing Officer (Senior Manager)

It is the responsibility of the Appointing Officer to:

- Ensure that this policy and associated code of practice are followed and applied equitably to all employees and prospective employees.

- Ensure that all employment checks are carried out in line with NHS Employers' recommendations. Where agreed, this will be undertaken either by a member of the Recruitment Team or by an Appointing/Recruitment Officer trained in the process.

- Ensure that candidates are not given a start date until all employment checks have been completed satisfactorily.

- Ensure that satisfactory pre-engagement checks are obtained before a volunteer can commence in the Trust.

- Ensure that they and their delegated Recruiting Officers attend Recruitment and Selection Training.
-
- Undertake a review of vacant posts prior to advertising to determine whether or not the job description and person specification require amendment and submission for job evaluation. This should also include a review of the KSF Outline and Mandatory Training requirements for the post (advice for these should be sought from the Centre for Learning and Development).

- Complete and/or authorise the appropriate recruitment documentation or advertising invoices.

- Seek advice and support from a Human Resources Advisor when necessary e.g. shortlisting, equality issues including genuine occupational requirements etc.

- Use bank staff to cover shifts or vacancies, but where these are not available to use only NHS Approved Contracted Providers for agency staff and seek advice from an HR Business Partner where this is not possible.

- Take action to stop a temporary staff member from continuing to work

when aware that employment checks have not been undertaken.

Responsibility of the Recruiting Officer

It is the responsibility of the Recruiting Officer to:

- Act on behalf of the Appointing Officer where recruitment and selection duties have been delegated to them. They should ensure that the Recruitment and Selection Policy is followed and applied equitably to employees and prospective employees.

- Ensure that the processes set out in the Recruitment and Selection Code of Practice are followed.

- Ensure that all employment checks are carried out in line with NHS Employers recommendations. Where agreed, this will be undertaken either by a member of the Recruitment Team or by an Appointing/Recruiting Officer trained in the process.

- Ensure that candidates are not given a start date until all employment checks have been completed satisfactorily.

- Ensure that satisfactory pre-engagement checks are obtained before a volunteer can commence in the Trust.

- Ensure that they have attended Recruitment and Selection Training.

- Use bank staff to cover shifts or vacancies, but where these are not available to use only NHS Approved Contracted Providers for agency staff and seek advice from an HR Business Partner where this is not possible.

- Seek advice and support from a Human Resources Advisor where necessary e.g. shortlisting, equal opportunities including genuine occupational requirements etc.

- Complete the appropriate recruitment documentation on behalf of the Appointing Officer as required in readiness for their authorisation.

Responsibility of Human Resources

It is the responsibility of members of the Recruitment Team to:

- Advise Appointing and Recruiting Officers on the application of this policy and procedure and associated Code of Practice.

- Administer the recruitment and selection process ensuring that employment checks are recorded and monitored.

- As requested by a Manager, undertake the pre-engagement checks required for volunteers.

- Provide Recruitment and Selection Training for Appointing and Recruiting Officers.

- Ensure that the associated Recruitment and Selection Code of Practice is maintained and accessible to Appointing and Recruiting Officers.

- Monitor all employment checks to ensure that they are carried out in line with NHS Employers recommendations.

- Monitor the responses to adverts and pass advertising invoices to managers for prompt payment.

- Manage the process for on-going three yearly DBS checks for staff who work in posts associated with Children's Services and identified by the Safeguarding Lead as requiring DBS Disclosure.

It is the responsibility of the HR Business Partner to:

- Advise managers on the use of agencies not on the list of NHS Approved Contract Providers and the issues that may arise in relation to employment check standards. The final decision on the use of such agencies will rest with the Director of Human Resources and Workforce Development.

5. EQUAL OPPORTUNITIES

This section should be read in conjunction with The Trust's Equal Opportunities in Employment Policy. The policy states:

The Trust supports the principle of ensuring equal opportunity in employment. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment, where it cannot be shown to be justifiable, on the grounds of age, disability, marriage or civil partnership, pregnancy or maternity, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, or political affiliation or trade union status; This principle will apply to recruitment and selection, promotion, transfer, training, discipline and grievance and all terms and conditions of employment.

Equality monitoring will take place at all stages of the recruitment process and will be reported in the annual Equality and Diversity report. This will be submitted to the Equality and Diversity Steering Group and published on the Trust website.

Two Ticks Award

The Trust holds the Two Ticks Award which is given by Jobcentre Plus to recognise employers who have agreed to meet their commitments in relation to recruitment, employment, retention and career development of people with a disability.

Guaranteed Interview Scheme

As part of the Two Ticks Award above, the Trust operates a guaranteed interview scheme for candidates who have a disability which falls within the definitions described in the Equality Act 2010 and subsequent amendments.

Candidates who have a disability will be offered an interview if they meet all the essential criteria detailed on the person specification for the post.

Genuine Occupational Requirements

In very limited circumstances it may be necessary to apply a genuine occupational requirement in recruitment, promotion, transfer or training. This must be justified on objective grounds with an equality impact assessment to show how the discriminatory effect is justified and what measures have been taken to mitigate discrimination. Where a genuine occupational requirement is contemplated the Appointing/Recruiting Officer should request advice in writing from an HR Advisor setting out the business case and reasons for considering a genuine occupational requirement. The business case will then be discussed with a staff side representative before an advert is placed. Genuine Occupational Requirements should be clearly stated in the job advertisement.

6. RECRUITMENT AND SELECTION

Reviewing the Vacancy

Every vacancy presents a manager with an opportunity to consider whether the job should continue in its existing form, be redesigned or possibly not filled and used in another way to meet the changing needs of the organisation.

Jobs change over time, and it is unwise to rely on a previous review of the job unless it was very recent. The review should take into account changes which are known to be imminent, e.g. funding, environment, base, new initiatives, qualifications etc.

Job Description

Every post must have a current job description and filling a vacancy is an ideal opportunity to undertake a review. If there is a substantial change in the level of duties and responsibilities of the post this may affect the pay band and therefore all new or revised existing job descriptions must be submitted for job evaluation.

Person Specification

The person specification is central to the recruitment process and if badly written will make selection difficult. A person specification must be developed for every post and will be used throughout the process when drawing up the advert, shortlisting and interviewing. Consistency is important in the preparation of person specifications for similar posts within the same area. The person specification defines the skills, competencies, disposition, experience and training required of the post holder. This information is obtained from a review of what is needed for the job, using the job description.

Where a job description or person specification has been amended the manager must seek advice from an HR Advisor regarding the need to submit the revised document to Job Evaluation prior to advertising.

Knowledge and Skills Framework (KSF) Outline and Mandatory Training

A KSF Outline and a list of Mandatory/Essential Training requirements should be prepared for the post at the same time as the job description and person specification. Advice should be sought from the Centre for Learning and Development.

Advertising the Vacancy

The purpose of a job advert is to attract suitable candidates but also deter those who lack the skills or attributes essential for the position. The information presented should therefore be informative, clear and precise.

All vacancies will be advertised on the NHS Jobs website and on the Trust's Intranet and Website.

Only in exceptional circumstances will posts be advertised in the press due to the prohibitive cost of placing external media advertisements.

Except in exceptional circumstances adverts will carry a minimum two week closing date in order to allow ample time for potential candidates to apply.

All adverts must comply with the Trust's Equality in Employment Policy and must not contravene any employment legislation. All adverts will state that the Trust is committed to being an Equal Opportunities Employer.

Posts involving substantial access to children or vulnerable adults will be identified by the Manager. The requirement to have a DBS Disclosure must be included on the Vacancy Recruitment Form.

If a vacancy re-occurs within three months from the closing date of the original advert then the post need not be re-advertised and the previous candidates for the post may be reconsidered.

Applying for the Post

It is expected that as posts are advertised on the NHS Jobs website, candidates will apply on line though this site. However, where candidates do not have access to the internet, the recruitment team will issue a paper application form together with the Job Description, Person Specification and a copy of the advert.

CV's will not be accepted as the sole method of application for a position, and all applications should be made through NHS Jobs or on the equivalent paper application form.

The Personal Information and Monitoring Sheets are a section of the application form that requests information regarding:

- Name
- Address
- Immigration Status
- Ethnicity
- Gender
- Disability
- Age
- Sexual Orientation
- Religion and Belief
- Criminal Convictions

This information cannot be viewed by Appointing/Recruiting Officers when shortlisting through NHS Jobs. Where a manual application has been submitted it will be detached and retained by the Recruitment Team for equal opportunities monitoring purposes. With the exception of the candidate's name the above information will not be divulged to panels prior to interview.

Those positions in the NHS which require a DBS Disclosure are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants must provide details of any previous convictions, either spent or unspent.

Returned application forms will not be accepted after the closing date and time.

Service User/Carer Participation

Where **possible**, service users / carer's will be invited to participate in the recruitment and selection process.

Shortlisting

Except in exceptional circumstances all advertisements will close to applications at midnight two weeks from the advert being placed. Appointing/Recruiting managers will be sent an e-mail reminding them that

the post has been closed and that they can go ahead with shortlisting. Candidates must only be assessed against the job description and person specification when shortlisting.

Following shortlisting the Recruitment Team will discuss guaranteed interviews with the Appointing/Recruiting Officer for any candidates who have a disability and meet the essential criteria on the person specification. These candidates will be offered an interview.

Any short listed candidate who has a criminal conviction will be identified and an HR Advisor will provide advice on whether or not the conviction may deem the candidate unsuitable for the role.

The Recruitment Team will check all short listed candidates against the Trust's Alert Register to ensure that they have not been declared unfit to practice by their professional registration body etc.

Unless a candidate meets all the essential criteria identified on the application form, they should not be short listed. If re-advertising becomes necessary, the criteria should be re-assessed as the standard may have been unnecessarily high or low. In this case it will be necessary to re-evaluate the job as changes to the person specification may affect the banding of the role.

All paper based application forms and shortlisting grids will be kept on file by the Recruitment Team for 12 months in case of complaints or legal challenges. Electronic application forms will be available from NHS jobs for 13 months following the closing date.

Interview arrangement forms must be returned to the Recruitment Team a minimum of ten working days prior to the desired interview date in order to allow the time to call candidates to interview.

Interviewing

The interview panel will consist of a minimum of two people, one of whom must have been trained in the Trust's Recruitment and Selection Process.

Questions asked at interview should reflect the criteria contained in the person specification and be designed to:

- Obtain relevant information about the candidate's experience and skills
- Check facts for example whether a qualification has been obtained
- Test achievement
- Assess aptitude and potential in relation to the organisations aims and objectives

Whilst selection of the best person for the job is of primary importance the interview also provides an opportunity to promote the organisation and describe the job realistically.

Promises or agreements must not be made at interview. Whilst only verbal, they are contractually binding and if not fulfilled, may lead to claims of grievance or constructive dismissal at a later date.

Any offer of employment made to the preferred candidate by the Appointing/Recruiting Officer must be made subject to the employment checks set out below.

Employment Checks

Employment checks will be carried out, on the preferred candidate as agreed, by either the Recruitment Team or Appointing/Recruiting Officers previously trained in the employment checking. These checks will be undertaken in accordance with NHS Employers' Employment Check Standards which outline the legal and mandatory requirements for employment checks in the NHS.

Employment checks will be monitored by the Recruitment Team. The Appointing/Recruiting Officer will be notified as well as an HR Advisor where the checks have not been satisfactorily completed. The Recruitment Team will record details of the checks on the Electronic Staff Record and in electronic personal files.

Verification of ID

The process involves checking two elements of a person's identity:

- Attributed identity
- Biographical identity

A list of acceptable documents will be given to the preferred candidate in the conditional offer letter.

Right to Work Checks

All prospective employees are required to produce evidence of their right to work in the UK.

A list of acceptable documents will be given to the preferred candidate in the conditional offer letter.

Registration and Qualification Checks

The purpose of registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job.

The Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy Technicians, Allied Health Professionals and Non Clinical Staff Policy sets out the process to be followed for professional registration checks.

References

Previous employment history must be checked before an unconditional offer of employment is made to a prospective employee. References and application forms should be cross-checked as part of this process at interview.

References, for the purpose of checking employment history, will where possible be requested through the NHS Jobs website or by secure NHS E-mail. They must be requested with the employee's consent and only for the preferred candidate following interview. References must be obtained from the individual's current or past manager and not work colleagues. Work colleague references will not be accepted as suitable.

A minimum of three years of previous employment and/or training will be checked and five years, where possible. As a minimum, references must be obtained from the two most recent employers. Where it is not possible to obtain references from a previous manager e.g. first role after college etc please refer to the Code of Practice for alternatives.

Criminal Record Checks

The Disclosure and Barring Service (DBS) (Previously Criminal Records Bureau (CRB)) provides access to information across England and Wales about criminal convictions and other police records to help employers make an informed decision when recruiting staff. The information provided by the DBS is known as a 'disclosure'.

Standard or enhanced checks are mandatory in the NHS for all staff who, as part of their role, will have regular contact with clients/service users in the course of their normal duties.

Appointing/Recruiting Officers should indicate whether a DBS disclosure is appropriate for the position being recruited to both at the advert stage and again when they submit the Preferred Candidate Template to the recruitment Team.

Please refer to the Recruitment and Selection Code of Practice for further information regarding DBS Disclosures.

Occupational Health Checks

The Trust requires employment health checks to be carried out in order to:

- Ensure that prospective staff are physically and psychologically capable of doing the work proposed, taking into account any current or previous illness

- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace

- Ensure, as far as possible, that the prospective employee does not represent a risk to patients and that they will be doing work that is suitable and safe for them

Preferred candidates will be sent a work health assessment questionnaire with the conditional offer letter.

The Occupational Health Service will undertake health screening for prospective new employees and existing staff who significantly change their duties/role internally.

The preferred candidate will only be offered a telephone appointment with an Occupational Health Practitioner where screening from the questionnaire has raised any health issues. Following this a face to face consultation may be indicated. It may also be necessary to seek further information from the preferred candidates GP/Consultant before a decision on fitness can be issued where it is considered that the preferred candidate is considered medically unfit to undertake the post that they have applied for; this decision will be made by the Occupational Health Consultant.

7. VOLUNTEERS

Whilst it is recognised that volunteers are not paid employees of the Trust it is expected that they will be subject to a number of pre-engagement checks which mirror the employment checks set out in Section 6 above. Managers who wish to engage volunteers in their services must contact the Trust Recruitment Team who will arrange for the checks to be undertaken.

8. TEMPORARY STAFF (AGENCY WORKERS)

The Trust is working towards a zero approach to the use of agency staff. Instead temporary staff should be engaged via the Trust's Bank Scheme which ensures that temporary staff do comply with NHS employment check standards. Alternatively staff may be appointed as Fixed Term Workers on a Trust employment contract.

External agencies should only be contacted where other means of filling a post has failed.

Where it becomes known that temporary staff have not undertaken all the necessary employment checks, action will be taken to stop them working. Advice should be sought from an HR Advisor and the Supplying Agency should be contacted.

The Trust document 'Agency Staff - Guidance Regarding Their Use' states that there are a number of NHS Approved Contract Providers and Locum Suppliers which the Trust must use wherever possible. This is to ensure that the appropriate employment checks have been undertaken. The Trust will monitor the use of agency staff on a regular basis to ensure the use of NHS approved agency suppliers. Trust managers must seek the advice of the Human Resources Business Partner should they wish to use non NHS Approved Contract Providers.

The Trust Induction Policy and Procedures also sets out the induction process for temporary staff (agency) which includes employment checks.

The Director of Human Resources and Workforce Development will be required to approve the use of non NHS Approved Contract Providers and this will only be in exceptional circumstances and following verification that the agency meets the required standards.

Withdrawal of Offers of Appointment

An offer of appointment may be withdrawn if a candidate knowingly withholds information. If they have already commenced employment when the information becomes known, the situation will be investigated in accordance with the Disciplinary Procedure.

If a candidate does not satisfy the criteria of any of the required employment checks, the Recruitment Manager will seek advice from an HR Advisor and liaise with the Appointing Officer. This will normally result in the withdrawal of the provisional offer of employment.

9. ON-GOING EMPLOYMENT CHECKS

- The Trust will maintain a central process, managed by the Recruitment Team, for processing the three yearly DBS checks for staff who work with children. The Trust's Safeguarding Lead will confirm the posts which require on-going disclosure. Disclosures received which cause concern will be considered by a Trust panel consisting of HR, Management and Staff Side Representatives who will agree a course of action dependant upon the nature of the concern.
- The Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy Technicians, Allied Health Professionals and Non Clinical Staff Policy describes in detail the process for undertaking ongoing professional registration.
- The Trust will comply with all relevant legislation and guidance issued by the UK Border Agency with regard to the recruitment, employment and ongoing Monitoring of Migrant Workers. Managers must ensure that where a new employee is subject to limited entitlement to work in the UK, that this is regularly reviewed (as a minimum of every 12 months) by liaising with the Human Resources Department to ensure that the employee does not continue to work beyond the end date of their visa.

- If the fitness to practice of a health professional, currently working for the Trust, is called into question, Managers consider, in consultation with an HR Advisor, informing the appropriate regulatory/licensing body. However, before contacting the regulatory/licensing body, they must give notice, in writing to the health professional concerned of their intention to do so.
- If managers have any concerns about the safety of patients or staff, due to the action of a health professional currently or previously employed by the Trust, they should consider, in consultation with an HR Advisor, the raising of an Alert letter in accordance with HSC2002/011.

10. OVERSEAS RECRUITMENT

Any overseas recruitment will be undertaken in accordance with the Department of Health Guidance Code of Practice for the International Recruitment of Healthcare Professionals (2004) and any subsequent amendments.

11. COMPLETING CONTRACTUAL DOCUMENTATION

This section should be read in conjunction with the Recruitment and Selection Code of Practice.

Contractual documents i.e. new employee documents and staff change forms will only be completed once all employment checks have been satisfactorily completed.

Candidates must not be given a commencement date and contractual documents should not be forwarded to Payroll, until all checks are completed.

12. MONITORING THE COMPLIANCE AND EFFECTIVENESS OF THIS POLICY

The Director of Human Resources and Workforce Development will ensure that a process is in place to monitor the compliance and effectiveness of this policy. This will include:

Consideration of any complaints as they arise in relation to the application of the policy ensuring that issues are addressed both through feedback to Appointing/Recruiting Officers and Human Resources staff and through amendment as required to the policy.

The Human Resources Department will prepare an Equality Workforce Monitoring Annual Report setting out the impact of the nine protected characteristics of Equality and Diversity on the organisation's recruitment and selection process.

The Annual Report will be considered at the Equality and Diversity Steering Group where any trends can be discussed and actions agreed. Actions will be monitored and updated at subsequent meetings of the group at agreed

intervals.
The Recruitment Manager will maintain an up-to-date list of Appointing/Recruiting Officers who have received Recruitment and Selection Training ensuring that each interview panel has a minimum of one trained member.

The Recruitment and Selection Policy will be subject to review by the Trust's Auditors.

The Head of Procurement will monitor agency expenditure ensuring that any agencies used are part of the NHS National Framework Agreement for Approved Contracted Providers. A quarterly report will be provided to the Audit Committee who will agree and monitor subsequent action plans.

The Recruitment Team will check that all employment checks have been undertaken and that where they cannot be completed satisfactorily the issues are raised with the Recruitment Manager who will inform the Appointing Officer and an HR Advisor. Subsequent discussions will normally result in the withdrawal of an offer of employment.

Where the monitoring outlined in the points above identifies any deficiencies in the Recruitment and Selection Process the Recruitment Manager will develop an action plan to ensure that any changes required are implemented.

13. REFERENCES

- Recruitment and Selection Code of Practice (including pre and post employment checks)
- Equal Opportunities in Employment Policy
- Care Quality Commission Standards
- NHS LA Standards
- HSC 1999/137 Overseas Recruitment
- NHS Employers – Employment Check Standards
- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Immigration, Asylum and Nationality Act (2006),
- Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy Technicians, Allied Health Professionals and Non Clinical Staff Policy
- DBS Policy
- Induction Policy and Procedures

14. EQUALITY IMPACT ASSESSMENT

This can be found at Appendix 1.

15. VERSION CONTROL

See Version Control Document at Appendix 2.

16. POLICY DISSEMINATION

This policy will be placed on the Trust's website and intranet. Managers will be made aware of the launch of the policy and training in the policy and associated procedure will be made available.

Appendix 1

Equality Impact Assessment

Equality Impact Assessment Summary (to be attached to all policies and strategies)

	Equality Impact Assessment Questions:	**Evidence based Answers & Actions:**
1	**Name of the policy that you are Equality Impact Assessing**	Recruitment and Selection Policy and Procedure and Code of Practice
2	**Describe the overall aim of your policy and context?** **Who will benefit from this policy?**	The policy and Code of Practice is intended to promote and encourage the achievement and maintenance of the highest possible standards in the recruitment and selection of staff including meeting legal requirements regarding the elimination of discrimination and promoting equality and ensuring that candidates are subject to rigorous employment checking Existing staff who apply for posts internally within the Trust and external candidates Managers Service users and carers who rely on the employees of the Trust to provide high quality services
3 **4**	**Who is the overall lead for this assessment?** **Who else was involved in conducting this assessment?**	Director of Human Resources and Workforce Development **HR Equality and Diversity Lead** Members of the Employment Policy Sub Group consisting of management and staff side representatives
5	**Have you involved and consulted service users, carers, and staff in developing this policy?** **What did you find out and how have you used this information?**	N/A N/A

6	**What equality data have you used to inform this equality impact assessment?**	Equality Workforce Monitoring Annual Report 2011/12 EDS Workshops Feedback		
7	**What does this data say?**	The Workforce Monitoring Annual Report has not highlighted any areas of adverse impact. However, it is intended to revisit the data once the latest national and local census data has been published later in the year. More up to date information on the local population can then be compared to the Annual Report. Feedback as part of the EDS Workshops has not identified any adverse impact to date. This process is on-going and the data will be revisited once the EDS information is published in full.		
8	**Have you considered the potential for unlawful direct or indirect discrimination in relation to this policy?**	Yes, there is a record kept of when the procedure is invoked and any resulting outcomes. This enables monitoring to take place and to ascertain whether there appears to be discrimination taking place.		
9	**Taking into account the information gathered.** **Does this policy affect one group less or more favourably than another on the basis of:**	**Where negative impact has been identified please explain what action you will take to mitigate this?** N/A **If no action is to be taken please explain your reasoning.** N/A		
		YES	**NO**	
	Race			
	Disability			
	Gender			
	Age			
	Sexual Orientation			
	Religion or Belief			
	Transgender			
10	**What measures are you implementing or already have in place to ensure that this policy:** • **promotes equality of opportunity,**	The policy and Code of Practice is applied equally to all existing staff and prospective staff.		

	• **promotes good relations between different equality groups,** • • **eliminates harassment and discrimination**	The Recruitment Policy is monitored in accordance with the monitoring arrangements set down in Section 12 of this policy and procedure. The policy is based on the principles of the Trust's Equal Opportunity in Employment Policy and aims to ensure that no job applicant receives less favourable treatment or discrimination in relation to any of the nine protected characteristics.
11	**Have you developed an Action Plan arising from this assessment?** **If yes, then please attach any plans at the back of this template**	Yes Recruitment and Selection Policy and Code of Practice - EIA Action Plan 1. To review the data in the next Equality Workforce Monitoring Annual Report which will be set against new national and local census data in order to identify any adverse impacts in relation to the nine protected characteristics. 2. To consider the EDS Workshop feedback when published to identify any adverse impacts in relation to the nine protected characteristics.
12	**Who will approve this assessment and when will you publish this assessment.**	Revisions are subject to Executive Management Team approval.

APPENDIX 2

Version Control Sheet

Version	Date	Author	Status	Comment / changes
1.0	Sept 2012	Janet Hirst, HR Business Partner/ Hazel Higgs, Recruitment Manager		This is not the first version. Prior to Barnsley joining SWYPFT both organisations had their own recruitment policies. The policies have been combined and changes made to reflect new practices in the bigger organisation.