Recruitment and Selection Policy

No. W16.1

Additionally refer to:	Equality, Diversity and Inclusion Corporate and Local Induction Verification of Professional Registration Handling Concerns about Doctors and Dentists Travelling Expenses for Interview Recruitment and Retention Premia Flexible Working Policy Disclosure and Barring Service (DBS) Checks Management of Organisational Change Relocation Assistance Maintaining Personal Files and Electronic Staff Records Alternative Employment Agenda for Change Job Evaluation Occupational Health Service Probationary Periods Employment References Policy Disciplinary Policy Secondments Policy and Procedure Fixed Term Contracts & Temporary Workers Corporate Fit and Proper Persons Policy Managing Conflicts of interest in the NHS IG 23 Data Protection Employee Privacy Armed Forces Policy

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Version Control Sheet

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V1	Jan 06			
V2	Dec 08	Liz Walton	FINAL	
V3	05.10.11	Deputy Head of Human Resources	Draft	Amendments to sections 12.5, 15 and 20 following feedback from NHSLA Addition of policy statement, definitions, references, and associated documentation Amendment to Job Titles following organisational restructure
V3.1	19.11.11	Deputy Head of Human Resources	Final	Minor amendments following TNCC
V4	10.5.19	Recruitment Manager	Draft	Policy updated and amendments made throughout policy
V4.1	24.5.19	Recruitment Manager	Draft	Minor amendments made following TNCC
V4.2	23.6.20	Recruitment Manager	Draft	Amendments to sections: 7.2, 10.1.4, 16.1 and 20, new sections added: 8.9, 10.1.5, 10.1.6, 10.1.7, 10.1.8, 11.2, 11.3 and 11.4. Now includes the Employment of People with Disabilities Policy.
V4.3	14.11.20	Recruitment Manager	Draft	Amendments made to front cover, sections: 11.1, 11.10 and new appendix - 6. Medical Staffing name change to Medical Recruitment.
4.4	11.11.22	Recruitment Manager	Final	Change to section 11 re process for Doctor's MPIT.
V5	Jan 2024	Head of Recruitment	Draft	Policy updated and amendments made throughout policy

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Appendices

Policy on a page

- The Trust has an important role to play in the communities we serve, both as a provider of healthcare services and as a major employer. Effective and safe recruitment and selection is crucial to the successful functioning of the Trust and to the delivery of high quality patient care.

- The purpose of this policy is to ensure the appointment of high quality staff across all levels of the organisation through an effective, safe and fair recruitment and selection process.

- A flow chart for recruiting staff can be found on page 20.

- The aims of the policy are: -

To ensure the appointment of staff who have the knowledge, skills, qualifications, abilities and experience to undertake their roles to a high standard;

Ensure the appointment of staff who demonstrate Trust values;

To ensure that applicants are selected on the grounds of ability and suitability for vacant posts;

To ensure consistency, inclusivity and fairness in the selection process;

To comply with all legislative and NHS requirements; and

To ensure best practice in recruitment and selection

1   Policy Statement

1.1   This policy describes the processes in place to ensure the safe, fair and effective recruitment of staff. It outlines the steps to be followed including pre-employment checks. This policy applies to all staff who have some responsibility for recruiting staff.

1.2   We are an equal opportunities employer. It is our policy to recruit the most suitable person for each vacancy regardless of age, disability, race, religion and belief, sex, sexual orientation, gender reassignment, pregnancy and maternity/adoption leave or marriage and civil partnership.

1.3   The Trust is both a Disability Confident Employer and has signed up to the Armed Forces covenant in support to Veterans, Reservists and Cadet Force Adult Volunteers.

1.4   As a Trust we value difference, and recognise the value that different backgrounds, skills, outlooks, and experiences of individuals bring to the organisation.

2.   Overview

2.1   The policy applies equally to all Trust employees and prospective candidates who are applying for employment with the Trust in a permanent, temporary/fixed term or secondment basis and those wishing to work on the Temporary Staffing Bank.

2.2   The policy does not apply to agency workers or other contractors except in so far as appropriate pre-employment checks must be undertaken by the employers of agency workers and contractors providing services to the Trust.

2.3   All Executive Director appointments are subject to the prior agreement of the Remuneration Committee and will be subject to Fit and Proper Person Checks (please refer to the Trust's Corporate Fit and Proper Persons Policy – W20).
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2.4   All substantive Consultant appointments will be subject to the formal Appointments Advisory Committee (ACC) in line with national standards.

2.5   Where national NHS standards exist, they will take precedence over this policy.

3   Definitions

3.1   **Job description** – is used to outline the tasks and responsibilities of the role. All recruitment and selection decisions will be made using job descriptions and person specifications based on objective job related criteria.

3.2   **Person specification** – outlines both the essential and desirable skills, knowledge and experience required for the role.

3.3   **Pre-employment checks** – pre-employment checks are either required by Law or considered mandatory in line with the requirements of the NHS Employment Check standards to confirm an individual's suitability for appointment to a post in the Trust.

3.4   **Probationary Period** – a period of time to allow employees to settle into the organisation, to learn the new job and to receive any required training, normally six months.

3.5   **Recruitment & Retention Premia (RRP)** - is an addition to the pay of an individual post or specific group of posts where market pressures would otherwise prevent the employer from being able to recruit and retain staff in sufficient numbers, at the normal salary for that job.

3.6   **Disclosure and Barring Scheme (DBS) – formally known as Criminal Records Bureau (CRB)** – is an Executive Agency of the Home Office, provides wider access to criminal record information through a checking service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults.

3.7   **Corporate Induction** – a process through which new staff are integrated into the Trust, learning about its corporate culture, policies and procedures.

3.8   **On boarding** – the term used to describe the process of bringing a new staff member on board once the candidate has been successfully appointed. This can include regular communication during the recruitment process, arranging welcome meetings and providing new staff with the necessary equipment in order for them to do their job.

4.   Duties

4.1   **Trust Board**
The Board has responsibility to oversee this policy and ensure that appropriate processes and actions are in place and employees are treated in a fair and consistent manner.

4.2   **Executive Directors and other Senior Managers**
Executive Directors and other Senior Managers are responsible for ensuring that recruiting managers comply with Trust policies and procedures in relation to recruitment and that relevant training is undertaken.

4.3   **Recruiting Managers**
Recruiting managers are accountable for ensuring that they attend relevant training and comply with Trust policies and procedures when recruiting individuals to the Trust. This includes:
- Reviewing the skill mix within a team so that the required workforce is in place to deliver safe and effective services.
- Seeking to introduce innovative practice to ensure efficient, effective and safe recruitment and selection.
- Ensuring that records are maintained and when appropriate, destroyed in accordance with Trust policies and legislation.
- Ensuring successful candidates are supported through the on boarding and induction process.
- In implementing this policy, Recruiting managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality, Diversity and Inclusion Policy (W30). Special attention should be paid to ensuring this policy is understood when using it for staff new to the NHS or Trust and also by staff where English is not their first language.
- Failure to adhere to this policy may result in disciplinary action in line with the relevant Trust policy.

4.4   **People and Organisational Development (OD) Directorate**
It is the function of the People and OD Directorate to ensure that robust recruitment processes are in place and that managers comply with this policy, resulting in a workforce that has the capacity, skills, diversity and flexibility to meet the demands of the services we provide.

4.5   **Recruitment and Medical People Services Teams**
The Recruitment and Medical People Services teams are responsible for:

- Providing an efficient and effective administrative service for recruitment activity
- Undertaking all relevant pre-employment checks in line with Trust and national standards, principles and protocols.
- Providing training, guidance and support for recruiting managers.
- Maintaining records of recruitment and selection activity.
- Supporting the promotion of the Trust as an employer of choice.
- On-boarding candidates to ensure they are supported before joining the Trust (in conjunction with the appointing manager) and have adequate information to commence their role.
- Provide end to end recruitment support.
- Ensure that recruitment processes follow best practice and keep up to date with changes

4.6 **Successful candidates**
It is the responsibility of successful candidates to provide accurate and honest information during the recruitment process and for providing information as requested in a timely manner.

4.7 **Professional Registration**
Any individual who is required to be registered with a professional body in order to practice must ensure that they possess valid professional registration and can provide evidence of this during the recruitment process. (Refer to W16.8 Verification of Professional Registration Policy for further details).

4.8 **Occupational Health**
Occupational Health are responsible for:
- Undertaking a pre-employment health assessment of the successful candidate's health to ensure that they are fit to undertake the post for which they have been offered.
- Advising managers and the People and OD team on any potential adaptations or reasonable adjustments required to roles or workplaces in order to be able to comply with the Equality Act 2010.
- Ensuring the implementation of any health screening that may be required in compliance with legislation to ensure the health and safety of the individual at work.

5. **Managing a vacancy – steps to follow**

5.1 When managing a vacancy, the recruiting manager must review the need for the position and decide on the necessity to fill it by determining whether:
- there is a need for the work to be done in the way that it is currently undertaken.
- the duties can be completed by re-organising current workload amongst the existing workforce.
- the role can be adapted as part of a skill mix review.
- the role meets the needs of the department's objectives and Workforce plan.
- there are sufficient funds in the department budget to fund the proposed post.

5.2 The Trust is committed to employing a fully skilled workforce and providing opportunities for development. Recruiting Managers should consider if a post could be filled by an apprentice.

5.3 Recruiting Managers may wish to support current employees in a development opportunity. To ensure that any development opportunity is available in a fair and equitable manner, recruiting managers should follow the process for advertising (see Section 9). For posts that are to be advertised on an internal only basis, please liaise with the Recruitment Team for advice.

5.4 Once the need is established, the appropriate authorisation to appoint to the vacancy must be obtained using the Trac recruitment system before an appointment is made.

5.5   Relocation assistance will need to be considered as part of the vacancy process and approval gained in accordance with the Trust's Relocation Assistance Policy (HR42).

6   Job description and Person Specification

6.1   A job description must be in place for each post, setting out the principal duties and responsibilities of the job.

6.2   The job description must be supplemented by a person specification to be used to assess the suitability of candidates for the vacant post. The person specification states the qualifications (if required), knowledge, skills and experience needed to fulfil the role. It should be specific, related to the job, objective and justifiable and should not be unnecessarily restrictive. When drawing up the job description and person specification, these must comply with the principles of equality, diversity and inclusion.

7   Banding the Post

7.1   All new posts covered by Agenda for Change ("AFC") and any existing AFC posts that are substantially changed must be banded in line with W60 Job Evaluation before authorisation to appoint can be sought. If there are exceptional circumstances and the post is required to be urgently advertised pending confirmation of AFC banding, the role will need to be assessed by a member of the People and OD team prior to advertising. If this is not possible, the Recruiting Manager will need to complete and gain authorisation via a 'Proposal for non-compliance with Agenda for Change Conditions' (Appendix 2).

7.2   Posts that have been previously banded through the Agenda for Change Job Evaluation process and have not substantially changed, do not need to be re-banded.

8   Alternative Employment Process

8.1   Before any post is advertised, consideration must be given to any Trust employee who has been displaced in accordance with W24 Management of Organisational Change Policy or is identified at risk in accordance with Trust Guidance for Managing Alternative Employment. A list of these individuals is held on the Alternative Employment Register, managed by the HR Team.

8.2   Posts may not be ring-fenced to a particular department or individual unless exceptional circumstances prevail. This also includes advertising via an 'expression of interest'. If Recruiting Managers wish to recruit via these means, authorisation will need to be gained via a 'Proposal for non-compliance with Agenda for Change Conditions form, prior to the vacancy being advertised/recruited to (Appendix 2).

8.3   If no suitable candidates are available from the Trust's Alternative Employment Register, then the vacancy will be advertised as a minimum, on the Trust's recruitment website, Trac and NHS Jobs, unless exceptional circumstances prevail (please refer to Proposal for non-compliance with Agenda for Change Conditions form (Appendix 2)).

9.   Attracting Candidates

9.1   The most appropriate method of advertising the vacancy will be considered on a post by post basis. In addition to the Trust's job website, Trac and NHS Jobs, advertising methods may include professional journals, local newspapers, Job Centres, Find a Job (Government website), specific recruitment websites to encourage applications from under represented applicants and, exceptionally, recruitment agencies.

9.2   Authorisation from the Director of People & OD Services will be required before advertising in any paid media or placing a post with a recruitment agency for non-medical positions. In respect

of Medical Recruitment, authorisation should be from Assistant Chief Operating Officer, Care Group Medical Director, Business / Centre Manager and finance link for the Care Group.

9.3 In accordance with Trust Policy for Managing Conflicts of Interest in the NHS, management must not solicit an appointment with the Trust for any person or recommend any person for such appointment (this does not preclude them from acting as a referee for such an appointment (in line with the Trust's Employment References Policy – W16.4) or promoting job adverts through reasonable routes (i.e. social media)).

9.4 All applicants are required to complete the standard application form on Trac or in hard copy using the Trust's standard application form, available from the Recruitment Team. A Curriculum Vitae may be submitted but only in conjunction with the standard application form.

9.5 Any international recruitment campaign will be co-ordinated by the Recruitment or Medical People Services Teams.
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10 Shortlisting

10.1 All applicants will be assessed against the criteria identified in the person specification and a short list of the most suitable candidates will be invited to interview. Short listing must be undertaken by a minimum of 2 people, via Trac using a scoring system to ensure a robust and auditable selection process. The shortlisting panel should include people with professional or work experience relevant to the role and be representative of people from diverse backgrounds where possible. Ensuring there is a diverse representative on the shortlisting panel helps to make sure decisions are less influenced by cultural and unconscious biases.

10.2 The short listers need to:
- Be consistent for all candidates
- Take time to properly review the information provided
- Identify any anomalies
- Highlight employment gaps to be explored

10.3 The reasons for not selecting a candidate for interview, must be completed in the specified section on Trac. Recruiting Managers must be able to give feedback to applicants if requested to do so.

10.4 Applicants who are members of the Armed Forces, and those who have a disability (under the Trust's commitment to the Disability Confident scheme), and who meet the essential criteria for the post will be interviewed under the Trust's interview guarantee scheme.

10.5 Under no circumstances should the recruiting manager be involved in the selection process for a partner or relative. If a relation or partner of either the recruiting manager or a member of the interviewing panel applies for a position within the Trust, another panel member must be appointed and the initial member must remove themselves from the recruitment process.

11. Interviews and Other Assessments

11.1 All appointments, including employees in substantive posts, recruited to the Temporary Staffing or Medical bank and temporary/fixed term appointments, must be made through a recruitment panel of at least two interviewers. This will consist of a competence interview. The interview panel should include people with professional or work experience relevant to the role and be representative of people from diverse backgrounds where possible. Ensuring there is a diverse representative on the interview panel helps to make sure decisions are less influenced by cultural and unconscious biases.

11.2 Wherever possible, candidates should undergo a Values Based interview (VBI). Where possible, a values based interview is conducted by two trained interviewers. However, where two values based interviewers cannot be procured, a confident and competent values based interviewer can also interview alone with a non-values trained interviewer. The values based interviewers are not assessing technical capability; this is the responsibility of the recruiting manager/department manager. For more information about the values based interview process please see http://nww.sath.nhs.uk/hr/recruitment/VBAInterviewing.asp.

11.3 The senior member of the recruitment and selection panel, panel chair, should be more senior than the banding of the post being recruited to.

11.4 Appointments to Very Senior Managers (VSM) may include an assessment centre e.g. stakeholder panel, psychometric testing etc. Other methods of assessment may be used for all other posts as appropriate for the role. This will be decided by the Recruiting Manager.

11.5 Prior to interview, and when other selection methods are used, any special arrangements must be made to support applicants who have declared that they have a disability and have identified that they would need reasonable adjustments made (e.g. sign language interpreter, an office that is easily accessible etc.). Recruiting Managers will take reasonable steps to meet such requests and have responsibility for ensuring these are in place. Advice can be sought from the Recruitment, HR, or Medical People Services Teams.

11.6 Applicants will not be precluded from employment on the grounds that special arrangements may be required because of their disability to enable them to fulfil their role.

11.7 In all circumstances, appointments will be made based on the most suitable individual for the post, based on the values, skills and competencies required.

12 Offers of employment

12.1 Any conditional offer of employment must be made subject to pre-employment checks being received which are satisfactory to the Trust. Once pre-employment checks have been confirmed, an unconditional offer letter will be issued.

12.2 All applicants who were unsuccessful following interview should be contacted via the agreed methods of contact as discussed at interview as soon as possible, to inform them of the panel's decision. The senior member of the interview panel (chair) should be prepared to provide feedback to all unsuccessful applicants. In respect of Medical appointments, the Care Group Medical Director or named consultant will provide feedback to unsuccessful candidates.

13 Pre-employment checks

13.1 The Recruitment and Medical People Services teams will ensure that appropriate checks are undertaken on the selected candidate before they commence in post. Checks must include:
- proof of identity;
- proof of their right to live and work in the UK;
- proof of professional registration and licence to practice if required in accordance with Trust policy Verification of Professional Registration;
- evidence of qualifications required for the post (if required);
- evidence of English language certificates relevant to professional registration (e.g. IELTS/OETs or membership exams) confirmation of employment history and suitability for the post from referees to cover a 3 year period, including one taken from the candidate's current employer (for those in employment);
- confirmation of fitness to fulfil the requirements of the post from the Trust's Occupational Health advisors (please refer to section 13.2 and 13.3 for further information)

- Disclosure and Barring Scheme check (if applicable for role) in accordance with the Trust's Disclosure and Barring Service Checks (DBS) policy (W42)
- Healthcare Professional Alerts Notices (HPAN) database – this will be checked for all prospective employees who are required to be registered with a regulatory body (NMC, HCPC, GMC, GDC, GPhC)
- Approval of any regulator undertakings, conditions or warnings by Care Group Medical Director

Only original documentation is acceptable or verification of live registration records on the regulator's website.

13.2   During the recruitment process, all applicants will be required to complete a pre-employment questionnaire, administered by the Trust's Occupational Health providers. Occupational Health will advise on the individual's fitness for the job and whether any adjustments will be necessary. Sickness absence information will also be requested by the Trust as part of the reference checking process.

13.3   Where information is disclosed to Occupational Health that may impact upon an individual's ability to undertake any aspects of their role, they may discuss this information further with the prospective employee's manager and a further meeting should be arranged by the manager with the employee to discuss the outcome of the Occupational Health report.

13.4   When a person with a disability is appointed into a post where adaptations are required, advice on the scope of the adaptation should be sought from Occupational Health. Managers should take reasonable steps to consider the nature of the adaptations and where appropriate, seek advice from Access to Work or other external agencies as required. Managers should seek guidance from the Human Resources Team.

13.5   These standards apply to permanent staff, staff on fixed-term and temporary contracts and individuals recruited to the Temporary Staffing Bank. In addition, the standards apply to students, trainees, contractors and agency workers and the Trust must receive written confirmation of compliance from the organisation where those workers are sourced.

13.6   Evidence of all checks must be securely stored on personal files (either electronically or hard copy), prior to the individuals' commencement in employment. All checks carried out (as detailed in 13.1 above) must be kept on the individual's personal file in accordance with the Trust's Maintaining Personal Files and Electronic Staff Records Policy (W27).

13.7   Where a Recruiting Manager wishes to commence an employee in post, prior to all pre-employment checks being received, risk assessments will need to be undertaken, and approved by the Divisional Director or equivalent level BEFORE a candidate commences in post in accordance with the Trust's Disclosure and Barring Services Checks (DBS) policy.

13.8   Where a candidate commences employment before a satisfactory DBS check has been received and the DBS check is then found to be unacceptable to the Trust, a disciplinary hearing will be convened in accordance with the Trust's Disciplinary Policy (W7) and the individual's employment may be terminated. In such circumstances, managers must liaise with a member of the HR advisory team.

13.9   If any employment checks received are not satisfactory to the Trust, an offer of employment or offer to join the Temporary Staffing Bank may be withdrawn by the Recruiting Manager following discussion with a member of the Recruitment/Medical People Services or HR advisory teams. If an offer of employment is to be withdrawn, a risk assessment must be completed first before taking action and signed off by the Head of Medical People Services or Head of Recruitment and Workforce Business Partner (form available from the Medical People Services/Recruitment Team).

13.10 The matter may also be referred to the Trust Local Counter Fraud Specialist to take action in accordance with the Trust's Anit-Fraud, Bribery and Corruption Response Policy, should any of the pre-employment checks identify that false information has been given to the Trust by the individual.

13.11 Medical staff allocated to the Trust on HEE training rotations are subject to the same pre-employment checks as for permanent/temporary medical staff.

14   Recruitment records

14.1 The application form, CV (if applicable), job description, person specification, and correspondence relating to the successful candidate should be retained in the individual's personal file, together with copies of all pre-employment checks, in accordance with the Trust's Maintaining Personal Files and Electronic Staff Records Policy (W27).

14.2 All documentation for unsuccessful candidates at interview stage, must be retained for a period of 12 months by the Recruiting Manager to ensure that a record of the process exists in the event of a complaint or claim of unfair treatment by an applicant. All unsuccessful candidates at the shortlisting stage will be retained on Trac for a period of 400 days after the application has been submitted.

14.3 The retention and disposal of recruitment records will be undertaken in accordance with the Trust's Maintaining Personal Files and Electronic Staff Records Policy (W27).

14.4 The Trust acts as a Data Controller and adheres to The General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

15   Confidentiality

15.1 The confidentiality of personal and sensitive information relating to candidates must be maintained at all times throughout the recruitment process and after the process has been completed. All individuals involved in the process will be responsible for maintaining confidentiality.

15.2 A breach of confidentiality by an employee may result in action being taken in line with the Trust's Disciplinary Policy (W7).

16   Agency Staff

16.1 Total Workforce Solutions (TWS) and NHS Workforce Alliance (NHS WA) have established national and regional framework agreements for the supply of temporary staff. These agreements cover:-
- Allied Health Professionals and Health Science Services
- Ancillary Staff
- Medical and dental locums
- Nursing Staff
- Professional and Administration Services

16.2 Managers must, wherever possible, ensure that agency staff are sourced via an agency operating under the TWS or NHS WA. Further information on participating agencies is available from the Temporary Staffing Department or Medical People Services.

16.3 Medical and Dental locums will be sourced through the Trust's Neutral Vendor contract. Further information is available from the Medical People Services Department.

16.4 Where managers are considering approaching agencies other than those covered by TWS or NHS WA, advice must first be sought from the Temporary Staffing Department and Procurement Department. For medical and dental locums, contact should be made with Medical People Services. In such instances, the Temporary Staffing or Medical People Services Departments should obtain a completed recruitment checklist from the agency used (see Appendices 1a and 1b).

16.5 Where agency staff are appointed into temporary posts, written confirmation must be obtained from the agency that appropriate pre-employment checks have been undertaken before a selected candidate may commence in post.

16.6 The Procurement Department will request an annual Total Workforce Solutions and NHS Workforce Alliance audit report to provide assurance that all appropriate checks are carried out by the agencies used.

16.7 Where an appointment is made to a substantive post via an agency, it is the Recruiting Manager's responsibility to inform the Temporary Staffing Department to verify if the Trust will be liable for any notice periods or introductory fees. The Recruiting Manager will also need to inform the Recruitment Department for non-medical recruitment or the Medical People Services Team in relation to medical recruitment in order for all relevant pre-employment checks to be undertaken. Authorisation to recruit to the post will be required prior to an offer being made.

17 Training Needs

17.1 Training is available for Recruiting managers who are involved in shortlisting and interviewing candidates. Booking a place on courses is via the Trust's intranet site. Please contact the Recruitment (for non-medical recruitment) or Medical People Services Teams for medical recruitment if necessary.

18 Review Process

18.1 This policy will be reviewed in 3 years or before if there are local/national or legislative changes.

18.2 In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document having to return to the ratifying committee.

19 Equality Impact Assessment (EQIA)

19.1 The policy has a positive impact for disabled people in line with the Disability Confident Scheme

20. Standards of Business Conduct

The Trust follows good NHS Business practice as outlined in the Managing Conflicts of Interest in the NHS and has robust controls in place to prevent bribery. Due consideration has been given to the Bribery Act 2010 in the review of this policy document and no specific risks were identified.

21. Process for monitoring compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of

				any resulting action plan
Duties	_To be addressed through the monitoring below_			
Types of check required	Capture and analysis of personal files for all staff including fixed term/temporary staff	Counter Fraud Consultant	Annual	Audit Committee and Workforce Committee
Checking procedures		Counter Fraud Consultant	Annual	Audit Committee and Workforce Committee
Process for following up those who fail to satisfy the checking arrangements		Counter Fraud Consultant	Annual	Audit and Workforce Committee
Process for monitoring receiving assurance that checks are being carried out by external agencies	Review of Total Workforce Solutions Audit Report	Temporary Staffing Department	6 monthly	Workforce Committee
Process for monitoring of appropriate short listing and quality of interview notes	Review of 2 recruitment episodes	Recruitment / Medical People Services teams	Monthly	Information recorded at a local level – any findings to be discussed with Recruitment lead for vacancy
Process for recording and monitoring that all recruiting managers have been trained and retrained as necessary	Recruitment / Medical People Services Teams to check if short listers / interviewers have undertaken Recruitment Training when details have been added onto Trac for vacancy approval and at shortlisting and interview stage – to be checked against Trac	Recruitment and Medical Recruitment Managers	Each recruitment episode	Information recorded at local level to monitor

21.1   Where action is required recommendations and action plans will be developed from the analysis and will be part of the reporting mechanism.

22.   References

https://www.nhsemployers.org/your-workforce/recruit/employment-checks
NHS Employers Checks

Microsoft Word - Privacy Notice for Employees final (sath.nhs.uk)
Employee Privacy Notice

Appendix 1aAgency Worker Placement Checklist for the supply of AHPs and HSS staff

Authority name (location)		Authority reference no. (if provided)	000000000000		
Reason for Booking (if provided)					
AfC Job Title	Radiographer Specialist (Diagnostic Therapeutic)	AfC band	6	EPP?	Yes / No / N/A
Placement date from	DD/MM/YYYY	Placement date to	DD/MM/YYYY		
Proposed working pattern	Shift times	Total number of hours booked	000		

Hourly Pay Rate incl. any adjustments, as appropriate	£00.00	Total hourly charge excl. VAT	£00.00
Hourly Agency fee	£00.00	VAT (as appropriate)	£00.00
Travel and/or Other disbursements	As agreed with the Authority		
Accommodation required	As agreed with the Authority		

Agency Worker's full name	John Doe Smith			Full continuous employment history attached	Yes / No
Previously worked at the Authority as above?	Yes / No	Available for full placement period?	Yes / No* (*see below)	Recent photograph attached	Yes / No
Verified ID	United Kingdom Passport			Attached	Yes / No
Nationality and Immigration status (Right to Work in UK)	Not applicable (as above)			Attached	Yes / No

Relevant Professional and Regularly Body registration (as appropriate)	Full
Relevant Professional and Regularly Body registration number (as appropriate)	0000000
Relevant Professional and Regularly Body registration last checked (as appropriate)	DD/MM/YYYY

DBS disclosure no.	000000000000	DBS disclosure type	Standard / Enhanced
DBS name of employer	Name of employer that obtained CRB disclosure	Date DBS issued	DD/MM/YYYY

Competent in oral and written English	Yes / No	Two references attached	Yes / No	Alert notification?	Subject / Not subject

Other information as required by the Authority	

The above named Agency Worker has been submitted by the Supplier for consideration in the provision of the Services i) in response to a request from the Authorised Officer of the Authority; ii) has undergone all of the necessary and appropriate pre-employment screening checks as required by the NHS Conditions of Contract for the supply of temporary Allied Health Professional and associated staff and Healthcare Science Services staff to ensure their compliance prior to supply and iii) shall be charged in accordance with the Contract Price set out in Appendix 2 to the Framework Agreement or the SLA (or Escalated Contract Price as agreed with the senior Authorised Officer of the Authority).

Name		Position	
Signature		Date	DD/MM/YYYY

Appendix 1b Agency Worker Placement Checklist for the supply of agency nurses

Candidate's full name	Agency Name	Area/Speciality of work	Job Profile Title	Site
Click here to enter text.	Click here to enter text.	A&E ☐ General ☐ ITU ☐ Theatres ☐	Choose an item.	Choose an item.

Checklist valid from?	Gender	Nationality and immigration status (RTW in UK)	Ethnicity	NI Number	Date ID seen by agency	EPP?
Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter a date.	☐

Certificate of fitness for employment issued by:	Date of issue fitness for employment certificate:	Candidate provided with Agency branded uniform?	Candidate provided with Agency Photographic ID?		A&E/ ITU/ Theatres CV?	Holds a minimum of 12 months experience in ED?
Click here to enter a date.	Click here to enter a date.	☐	☐		☐	☐

DBS number	DBS issue date	Anything to declare on DBS? (Please provide info)	On update service? Provide screen shot	Competent in oral and written English? And/or IELTS/OET certificate	Two references obtained?	Date of last or planned appraisal
Click here to enter text.	Click here to enter a date.	Choose an item.	Choose an item.	☐	☐	Click here to enter a date.

NMC or HCPC number	NMC/HCPC expiry date	Date NMC/ HCPC registration last checked by agency?	NMC/HCPC alert? If yes, please provide details separately		Date Fluid Balance document/video reviewed	Date Deteriorating Patient document reviewed
Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Choose an item.		Click here to enter a date.	Click here to enter a date.

Baros Bariatric Bed Training completion date	Falls training completion date	Learning Disability Training completion date	Fire Safety training completion date	Signed candidate Declaration	**Evidence of SaTH specific training provided to agency (falls, fire, LD)**
Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	☐	☐

Other information as required by the Authority	Trust information received by agency worker (including Enhanced Patient Support (EPS) Pathway Guidance, Fire safety, Infection Prevention and control and local induction form)	Choose an item.
	Has the Agency worker received Mandatory Training in line with CSFT (see footer) . Please identify the date on which this training was completed. (N.B This training should be renewed on an annual basis)	Click here to enter a date.

The above named Agency Worker has been submitted by the Supplier for consideration in the provision of the Services i) in response to a request from the Authorised Officer of the Authority; ii) has undergone all of the necessary and appropriate pre-employment screening checks as required by the Authority for the supply of agency workers to ensure their compliance prior to supply and iii) shall be charged in accordance with either the appropriate Contract Price set out in Appendix 2 to the Framework Agreement or that agreed by an Authorised Officer of the Authority; iv) Inside IR35 and in alignment to the Trust IR35 decision. Under no circumstances will temporary workers be accepted if they are paid PSC; only approved Umbrella or PAYE is acceptable.

Name	Click here to enter text.	Position	Click here to enter text.	Date	Click here to enter a date.

Mandatory training for Agency Nurses is outlined by the Core Skills Framework Training (CSFT) and can be found at: www.skillsforhealth.org.uk
The training includes the following elements:BLS, Manual Handling, IG, Fire Safety, IPCT, Safeguarding Adults and Children, Preventing Radicalisation, Health and safety, ED, CRT, COSHH and RIDDOR, Safe administration of medicines (RN only), Consent, Documentation, Blood Transfusion (RN only) Mental Health, Dementia and Learning Disability.

Appendix 2: Proposal for Non-compliance with Agenda for Change terms and conditions

Name of Manager	Job Title
Department	
Name of Employee (if known)	Job Title

What is being proposed?

- ☐ Appoint without recruitment process, including advertising post
- ☐ Ringfence recruitment within department
- ☐ Recruit by Expression of Interest
- ☐ Appoint to higher band than advertised
- ☐ Appoint to pay point higher than A4C allows
- ☐ Increase pay within Band
- ☐ Appoint to unbanded post or post awaiting A4C banding where indicative band has not been agreed by a member of the Workforce team
- ☐ Grant Temporary Movement (Acting Up) payment outside A4C or beyond 6 months
- ☐ Pay responsibility payments or additional payments not covered by A4C
- ☐ Reband post without job description going to A4C panel

Please explain why this is being proposed

Background leading to proposal

Details of the proposal
If appropriate, please provide the following: **Salary change from** £_____ **to** £_____ **Pay point from** _____ **to** _____

What has been done to attempt to work within A4C terms and conditions and Trust policy?

Is the proposed arrangement temporary or permanent? Temporary/Permanent *(If Temporary, please give timescales and reasons and explain what will happen at the end of the arrangement)*
Has funding been confirmed? Yes/No *(If No, please explain how this will be addressed)*

To be completed by HR Business Partner	☐ Proposal agreed
	☐ Proposal not agreed
Rationale	
Signed	
Date	

To be completed by the Deputy Director People Services or nominated representative.	**To be completed by the Finance Business Partner**
☐ Approved	☐ Approved
☐ Not approved	☐ Not approved
Rationale	**Rationale**
Signed	**Signed**
Date	**Date**

Appendix 3   Flow chart - the recruitment process

Role Design and Workforce Planning → Job Description/ Person Specification and Job Matching → Authorisation → Planning and preparation → Advertising and attracting candidates → Make Shortlisting decisions → Assessing Candidates → Making a final decision → Make a job offer → Complete Pre-employment checks → Onboarding, induction and preparing to start