Humber Teaching
NHS Foundation Trust

Recruitment and Selection Policy and Procedure (HR-032)

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Policies should be accessed via the Trust intranet to ensure the current version is used

Contents

1. Introduction

The Trust recognises the importance of good recruitment and selection decisions. The aim of this policy is to act as a framework for all managers and staff involved in the recruitment and selection process at any level. It is also intended to promote and maintain high professional standards of recruitment, which are fair, consistent, and efficient, ensuring that the Trust complies with employment legislation and best practice.

2. Scope

This policy applies to all roles within the Trust with the exception of VSM posts for which separate arrangements apply (Remuneration and Nominations Committee Terms of reference).

All applicants for positions within the Trust must be selected for appointment on merit. The Trust will carry out recruitment activities and place advertisements (both internal and external) whilst acknowledging its responsibilities with regard to its own internal policies, employment legislation and best practice.

3. Definitions

Safer Recruitment – as an NHS employer, the Trust will do everything possible to prevent unsuitable candidates obtaining employment in the NHS. This policy adheres to the NHS safer recruitment standards.

4. Duties and Responsibilities

The recruitment of staff is governed by guidelines issued from the Department of Health, and NHS Employers.

The Trust believes that it is important to clarify the responsibilities and expectations of both recruiting/line managers and HR at each stage of the recruitment and selection process. This will help to reduce ambiguity and ensure that the recruitment cycle is as short as possible. Therefore, indicative timescales for completion of actions at each stage of the procedure have been included (see appendices 3 & 4). This policy applies to the recruitment of all new staff members and bank workers as well as existing staff applying for posts within the Trust.

Chief Executive
The Chief Executive is ultimately responsible for the content of all policies and their implementation.

Executive Directors
To ensure that this policy is acted on through policy dissemination and implementation in collaboration with senior managers.

Senior Managers and Managers
Ensure all staff within their area of responsibility are informed about the contents of this and other associated policies and procedures and apply this policy and procedure in a fair and equitable manner.

Recruiting Manager's (RM) responsibilities:
Recruitment is an integral part of every manager's job. Prime responsibility for selecting candidates of the right calibre rests with the line manager, who must set the required standards of qualifications, skills and experience required for the post.

Managers are responsible for the following:

- ensuring that they adhere to the principles of the Trust's Recruitment and Selection Policy and

Procedure, Equality, Diversity and Inclusion Policy and The Apprenticeship Policy

- overseeing the recruitment and induction process, including planning the recruitment timetable at the outset
- complying with the timelines identified for each stage of the process that they are responsible for
- reviewing the need for a post as soon as a staff member gives notice of their intention to resign. If the post is needed they should ensure that they start the recruitment process in a timely manner ensuring that they have had the appropriate approval before commencing recruitment. This is completed through the TRAC recruitment system
- ensuring the job description and person specification for the role is up to date and relevant for the post
- considering all recruiting methods, including checking for any potential internal candidates on the redeployment register, to ensure the most effective recruitment campaign possible
- ensuring that Band 2 - 4 posts are to be appointed as Apprenticeship's roles
- undertaking shortlisting of applicants via TRAC in a timely manner against the person specification
- providing appropriate information for the interviews including date, time and location of interviews, presentation title, information on panel members and ensuring reasonable adjustments are made to ensure any candidate with a disability is able to attend for interview e.g., they can access the venue
- recording the decision of the panel and keeping detailed notes from the interview, for a period of 12 months, including objective reasons for not appointing in line with the job description and person specification
- giving appropriate feedback to both successful and unsuccessful candidates and taking responsibility for their decision.

W&OD Responsibilities:
It is the responsibility of the Workforce and OD Directorate to provide a high-quality recruitment service including:

- the introduction, application and monitoring of this policy and procedure
- advising on best practice in recruitment and selection techniques e.g., how to attract and select suitable candidates' particularly in skill shortage areas
- ensuring that all relevant legislation is adhered to at every stage of the recruitment and selection process and that the day-to-day recruitment processes are non-discriminatory.
- ensuring effective and robust systems and processes are in place throughout the recruitment and selection process in line with good practice
- advising on the recruitment process, providing recruitment administration, co-ordinating pre-employment checks in line with the NHS Pre Employment Check Standards, and in a timely manner
- providing advice to managers at every stage of the recruitment and selection process including shortlisting and interviews
- providing appropriate training for those involved in the recruitment process, including equality, diversity, and inclusion
- complying with the timelines contained in the procedure
- producing data and management information on recruitment activity; and
- ensuring Inter Authority Transfers (IAT's) are requested where appropriate
- provide support for apprenticeship recruitment requests ensuring that apprenticeships standards and respective training providers are available for appropriate delivery.
- Provide advice and guidance on apprenticeships in general including appropriate level etc.

Staff members

All staff have a duty to comply with all policies in use at the Trust.

5. Purpose

This policy sets out the criteria and procedures to be followed for fair, timely and cost-effective recruitment of staff and takes account of current legislation relating to employment, equality, diversity and inclusion, General Data Protection Regulation (GDPR), rehabilitation of offenders, safeguarding of children and vulnerable adults and NHS Guidance.

This policy defines the expected standards of good practice in recruitment to ensure a consistent approach and ensuring that the best people are recruited regardless of race, gender, age, disability, religion, nationality, belief, sex or sexual orientation, gender reassignment, marriage or civil partnership, maternity or paternity, criminal conviction history or disability. The Trust also recognises the value serving personnel, veterans and military families bring to our workforce.

To ensure we meet our commitments to as a Disability Confident Employer all applicants with a disability, who meet the minimum criteria for a job vacancy, will be guaranteed an interview and be considered on their abilities.

Throughout this policy the Trust aims to: -

- attract and retain a diverse workforce which is representative of the community it serves.
- promote its vision by enabling those involved in recruitment to attract, develop, and retain the best people across disciplines, putting patients at the centre of everything we do.
- set standards of best practice and ensure adherence to these across the Trust, including the use of values-based recruitment.
- follow efficient and effective recruitment practices ensuring new recruits are in post in the right timescales.
- ensure that recruitment decisions are fair, consistent, transparent, and based on merit; and
- ensure that all legislative requirements are met.

6. Safer Recruitment

As an NHS employer, the Trust will do everything possible to prevent unsuitable candidates obtaining employment in the NHS. This policy adheres to the NHS safer recruitment standards.

7. Process

When an employee resigns the recruiting/line manager should review whether there is a need for the post. If it is decided there is a need to recruit to the same post managers should commence the recruitment process as soon as a staff member has given their written notice of resignation. This will help reduce the recruitment lead time and temporary staffing costs. If the post is redesigned and there is a significant change in duties and responsibilities, managers should take advice from their HR Business Partner about whether the post needs to be submitted for agenda for change clustering/matching.

The Trust operates a redeployment register for staff that may be at risk of redundancy or seeking redeployment. Where it is considered a vacancy may have the potential to be suitable for a member of staff on the register, the vacancy will then be ring fenced to allow the person at risk, or seeking redeployment, the opportunity to express an interest in the post before it is advertised. If there are considered to be enough suitable applicants to apply for the post from within the Trust the recruiting/line manager may decide to advertise the post internally, after taking advice from Workforce and OD (W&OD).

The Trust is committed to the Apprenticeship agenda and expects that all Agenda for Change Band 2 - 4 posts are appointed as Apprenticeships, with a permanent role at the successful completion of the Apprenticeship.

There are agreed roles and responsibilities for managers and W&OD and timescales for action (see appendixes 3 & 4 of the procedure).

DBS Rolling Programme
The Trust has an on-going programme of DBS checking which will ensure that DBS checks are renewed every 3 years for all staff in applicable roles. The programme is managed and monitored by the Workforce and OD department. Where an employee fails to engage in the programme, this will be escalated to the employee's manager and may result in disciplinary action being taken in accordance with the HTFT Disciplinary policy.

A DBS Risk Assessment (Rolling Programme) form (available on the intranet) should be completed by the line manager to assess the risk of an individual who has an expired DBS in line with the Trust's DBS rolling programme, further advice should be sought from a Senior Workforce Advisor and discussion will need to take place with the employee.

Fit and Proper Person Test (FPPT)

For the appointment of Executive and Non-Executive Directors and Deputy Directors, the Trust must adhere to the Fit and Proper Persons Test Framework (FPPT). The Trust must seek the necessary assurance that all appointments to these posts are suitable and fit to undertake the responsibilities of their role.

Prior to any Recruitment and Selection process, Recruiting Managers should refer to the FPPT Process for new Board Members available from the Recruitment and Selection Team.

In meeting the recruitment and selection requirements as set out in the FPPT, Recruiting Managers must ensure that interview/selection processes for such roles include qualitative assessment and values-based questions, as well as reference to specific questions relating to the Leadership Competency Framework. No new appointments will be made to the post of Executive and Non-Executive Directors or Associate Directors (or their equivalents), unless the appointee concerned can demonstrate they have met the FPPT requirements.

Offers of employment will be conditional upon pre-employment checks as set out in the NHS Employment Checks Standards, which includes:

- Appropriate references(s) on the board member reference template, including the last employer and covering the last three years of employment with a suitable explanation of any gaps of employment.
- Qualification and professional registration checks.
- Right to work checks.
- NHS standard Identity checks.
- Occupational Health clearance.
- DBS declaration form and check (basic checks will be undertaken on all roles, as a minimum).
- Fit and Proper Persons Declaration form.

In addition to pre-employment checks a full FPPT assessment will take place to help provide reassurance that the successful candidate is of good character and exhibit appropriate personal behaviour and behaviours that do not place the values and/or reputation of our Trust at risk. This check includes:

- Search of insolvency and bankruptcy register.
- Search of disqualified directors register
- County Court Judgement (CCJs), High Court Judgement Check
- Employment Tribunal check.
- Social media check

(https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-5-fit-proper-persons-directors)

(https://www.nhsemployers.org/publications/summary-nhs-englands-fit-and-proper-person-test-framework)

The FPPT framework has implemented a new standard board member reference requirement for individuals who leave NHS board roles. All references will be held on file until the individual turns 75, including details on any ongoing or discontinued complaints and disciplinary issues. A copy of this reference template can be supplied on request. The board member reference template will also be used as standard when requesting references as part of onboarding processes.

Implementation and Monitoring
Recruitment data is taken to each Workforce and OD Committee and is included in the People Scorecard published on a monthly basis.

Recruitment performance is discussed at Operational Delivery Group.

Record Retention
The NHS Records Management Code of Practice sets out expectations in relation to retaining actual staff documents/records for a period of six years. However, NHS organisational case documents/records may be retained for longer than the standard six years, based on the facts of the case.

When determining how long to retain documents/records in relation to disciplinary and similar cases, the Trust will make an assessment as to the severity of the misconduct and/or mismanagement and its impact to the FPPT. The more serious the issue the longer the retention period will be.

In relation to ESR, the information and accompanying references will be kept career long, which at a minimum will be until the 75th birthday of the Board member.

Training and Compliance
All recruiting managers are expected to be suitability trained. The Trust has a recruitment and selection training course or recruiting managers may use a suitable management qualification or professional membership (e.g., CIPD) as relevant.

Supporting Documents
Remuneration and Nominations Committee Terms of Reference
Recruitment and Selection Toolkit
Management of Change Policy

8. Procedure

8.1. Establishing the Vacancy

The recruiting/line manager is responsible for identifying when there is a vacancy to be recruited to. All vacancies, whether new or current, must be reviewed in line with the needs of the service. Consideration must also be given as to whether the duties can be delivered in a different format (i.e., part-time or delivered more effectively by redesigning the role).

All vacancies should be reviewed by Recruiting Managers prior to advertisement to consider:

- Whether alternative responsibilities and/or banding might be more appropriate for the requirements of the service/ the career pathways within the structure/in meeting the service's BRS (Budget Reduction Scheme) etc.
- Whether the job description and person specification are fit for purpose
- Whether any flexible working opportunities could be considered for this role e.g., part-time, secondment etc.
- Band 2-4 roles are apprenticeship roles unless the role meets the requirements for exemption in the Apprenticeship Policy.

All recruitment will only progress with the approval of two budget approvers and will be recorded via TRAC.

8.2. Job Evaluation and Matching

All jobs covered by Agenda for Change (AFC) terms and conditions are graded using the NHS Job Evaluation Scheme.

Any new job descriptions, or those significantly updated, must be submitted for job evaluation in advance of being submitted for advert approval and publishing. Managers should ensure sufficient time is allowed to support this process to be undertaken. Guidance is available within the Trust's Job Evaluation procedure.

Job Descriptions for Medical Consultants and Specialty Doctors are subject to approval by the Royal College and approval should be sought prior to advertising the post. Recruiting Managers are responsible for the production of JDs, and the process will be supported by the Medical Workforce team.

Job descriptions for apprentice/apprenticeship roles will be adapted from the substantive post to reflect the role being recruited for as an apprentice position for the length of the apprenticeship.

8.3. Approval to Recruit

TRAC facilitates the process and enables posts to be approved electronically through the system. All vacancies must have a minimum of 2 approvers, finance, and the relevant departmental lead. Some departments may wish to add additional approvers.

Before submitting a vacancy for approval managers should ensure they have the following:

- position number
- approved job description and person specification by Job Evaluation
- advert wording
- any additional documentation to supplement the advert
- budget code/s
- short listing criteria identified from the person specification
- shortlister/s

The recruiting/line manager is responsible for completing the vacancy request form on Trac and attaching the advert text, job description and person specification and other documentation required.

The step-by-step guide to the approval process is defined in the Trac User Guide and in the Recruitment Toolkit.

8.4. Advertising

The Trust will seek to ensure that they maximise advertising capabilities and that its employer branding is optimised. All posts will be advertised on NHS Jobs and the Trust 'Humbelievable' website for a minimum of 2 weeks to allow maximum coverage. Social media platforms will be utilised to advertise posts if required such as Linked In, Twitter and Facebook. Apprenticeship posts will also be advertised on the find an apprenticeship website.

Where the recruiting/line manager believes it is necessary to advertise the role using alternative external methods (i.e., professional journals, local newspapers, job boards) they should discuss this with the recruitment team who will advise on the appropriateness and also the cost.

Where appropriate, a vacancy can be released as an internal advert; for example, where the Recruiting Manager is confident that suitably skilled candidates exist within the workforce, or where a vacancy must be restricted to a group of employees as part of a formal organisational change procedure. In these circumstances the vacancy will be advertised on the Trust intranet only.

Interview dates should be publicised in the advertisement. This increases the likelihood of candidates being available for interview and hence speeds up the recruitment process.

Managers may also wish to consider the use of rolling campaigns, open days, and assessment centres, where a number of similar posts, or a number of posts in the same department, are being recruited to at the same time. Advice should be sought from the recruitment team for these initiatives.

All applicants are required to apply online using the standard application form.

The recruitment team will advertise the post within 2 working days of all information being received and approved through the Trac system. In instances where relevant information is lacking the vacancy will be put back into draft until all amendments have been reviewed. Once the post is advertised a confirmation e-mail will be sent to the recruiting/line manager to confirm the advert details. Recruiting/line managers should block out time to shortlist applications as soon as possible after the closing date to prevent losing applicants to other organisations.

8.5. Selection

Shortlisting

When the advert has closed the shortlisting of candidates must be carried out.

After the closing date the recruitment team will move the vacancy to shortlist via Trac alerting the recruiting/line manager that the vacancy is ready for shortlist. Shortlisting is facilitated through Trac. The Trac on-line shortlisting guide provides support to recruiting/line managers.

Recruiting/line managers should complete shortlisting on Trac within three working days after the closing date of the vacancy.

Shortlisting should be completed by a minimum of two individuals and include at least one who will be on the interview panel. On some occasions recruiting/line managers may wish to shortlist as a panel. If this is the preferred option, the recruiting/line manager must ensure that a note is added to Trac to advise the recruitment team.

If a large number of applications have been received the recruiting/line manager should contact the recruitment team for advice and support on longlisting and also, if required, to negotiate a longer time period for shortlisting.

Recruiting/line managers should objectively assess all applicants against the person specification for the post and ensure that these criterions are fulfilled throughout the process as these elements are measured, checked, and verified throughout the process. Shortlisting reasons should be documented on Trac. The short-listing scores and feedback are retained for 12 months on Trac as they may be required, should a selection decision be challenged.
If there is a potential redeployment candidate, the employee relations team will flag these up with the recruitment team and the redeployment process will be initiated.

We are a Disability Confident employer and operate a guaranteed interview scheme for people who have declared themselves disabled (as defined by the Equality Act 2010) and meet the essential short-listing criteria. Trac will highlight candidates who have declared a disability when the lead shortlister finalises the shortlisting. The recruiting/line manager is responsible for ensuring all reasonable adjustments are made to ensure they can attend for interview. Further advice can be sought from the recruitment team.

Where a candidate has declared a conviction or caution, the recruiting/line manager should contact the recruitment team for further advice prior to the selection process taking place.

Preparing for interview

Once shortlisting has been finalised the recruiting/line manager should consider how best to assess the candidate/s.

As part of our Trust strategy to embed our Being Humber behavioural standards framework, Values-Based Recruitment (VBR) will feature in all onboarding processes. VBR is a selection approach to attract and onboard employees whose personal values and behaviours align to those of our Trust. Evidence demonstrates a direct link between staff values and the level of care and patient experience. As a minimum, all interviews must include at least three values-based interview questions to assess candidates' values and behaviours, in addition to competency-based questions. A bank of example values-based interview questions is available within the Recruitment Toolkit for recruiting managers to select from or adapt.

Evidence suggests only using an interview may not be the best predictor of future performance. Other interview methods such as presentations, skills tests/in-tray exercises and assessment days should be considered. Recruiting managers may also opt to include a values-based stakeholder panel for a more in-depth review of candidates' values and behaviours. This is particularly recommended for roles with significant responsibility for patient care and senior leadership positions. Further information on this option is included in the Recruitment Toolkit.

When considering the assessment method, timings should also be reviewed. As this is likely to be the first face to face meeting with the candidate it is best practice to ensure there is a minimum of 45 minutes allowed per candidate.

It is also important to note that the reference process should not be utilised as the final decision-making tool. The Trust operates a factual reference process only which will confirm employment basics only. Recruiting/line managers should allow at least seven calendar days' notice to the candidates when passing their shortlist to the recruitment team. Wherever possible the interview date should have been included in the advertisement, so candidates are aware.

Once the interview method/s have been decided the recruiting/line manager needs to complete the process on Trac. The system will guide through to the interview gateway and all the interview details need to be completed including:

- interview times
- interview venue
- directions
- any interview preparation required
- notification of any presentations/assessment etc.

If a presentation to an invited audience is required as part of the recruitment process, the recruiting/line manager is responsible for organising the attendance of key stakeholders.

The recruitment team will ensure that candidates are notified that they have been shortlisted for interview within one working day of receiving the shortlist from the recruiting/line manager.

The Trac system will automatically send an interview panel pack with confirmation of attendance and the final schedule. The interview panel will receive these two working days prior to interview. Managers can log onto Trac and print the interview pack at any time prior to interview.

All candidates receive a regret email in the event that they are not shortlisted for interview.

Interview
The interview panel must be made up of at least two members, all of which must be suitably trained, and one of which must be the recruiting/line manager. The recruiting/line manager should lead the interview and ensure it is conducted objectively and fairly.

Prior to the commencement of the interviews, the Chair of the interview panel, normally the recruiting/line manager, will ensure that the panel agree a common understanding of the criteria drawn from the job description and person specification, which will be used to assess candidates. He/she will agree with the panel the relevant questions to be asked and the order in which this will take place.

The panel must use the interview record sheet and scoring matrix, which can be located in the Recruitment Toolkit.

Interviews should:

- be structured with a previously agreed set of questions that relate to the job description and person specification and should also include questions to verify suitability of candidates in line with the Trust's Behavioural Framework and the Trust values of Caring, Learning and Growing. The same set of questions should be asked of each candidate even though probing/supplementary questions can be asked as appropriate
- cover discussion of any career gaps or convictions if appropriate
- allow candidates the opportunity to ask any questions
- let candidates know what will happen next and when they are likely to be notified of a decision.

The recruiting/line manager is responsible for ensuring that accurate interview notes are taken by all panel members, which includes answers to the questions and scoring/decision making rationales. An Interview Record Form should be completed for each candidate. These notes, and the Interview Record Form, which are disclosable, should be kept for 12 months in case there is a request for feedback in line with appropriate guidance.

The decision of the panel must be based on the information received during the selection process and based solely on the candidate's suitability for the post when compared with the person specification.

Once the interviews have concluded, and the panel have decided, the Chair of the panel must contact the preferred candidate(s) to make a verbal offer.

Unsuccessful candidates should also be contacted by the Chair within 1 working day of the interviews and offered feedback where requested.

Whilst not mandated, it is advised that where possible, the selection process involves service users. Separate advice is included in the Volunteer Policy incorporating Reimbursement of Expenses to Patients and Carers for Engagement Work.

Medical Consultant Appointments
When interviewing consultants an Advisory Appointments Committees (AAC) will be arranged. The members of this panel are as follows:

- A lay member (often the chair of the Trust or another non-executive director or member of Council of Governors)
- An external professional assessor, appointed after consultation with the relevant college or faculty
- The Chief Executive (or a Board level Executive or Associate Director)
- The Chief Medical Officer (or person who acts in a similar capacity)
- A Consultant from the Trust, who, if available, should be from the relevant specialty
- In the case of appointments to posts which have either teaching or research commitments or

both, the committee must also include a professional member nominated after consultation with the relevant university

All members (or their appointed deputy) must be present for the interview to go ahead. However, if at short notice an AAC Panel member is not available then the interview process continues provided the panel still has a medical majority.

Any panel member with prior knowledge of a candidate must declare this to the panel. If a conflict of interest is identified e.g., interviewing a relative; spouse, etc., the panel member should be replaced.

8.6. Offer

The Lead Interviewer is responsible for ensuring the decision is recorded on Trac for the successful candidate/s and for those not appointed. All documentation pertaining to the selection process should be retained by the Chair for 12 months, and then destroyed confidentially. Interview notes of successful candidates must be uploaded to Trac.

Conditional Offer

Following the selection process the preferred candidate should be verbally offered the position by the recruiting/line manager, subject to satisfactory pre-employment checks.

For medical staff this will be in line with the most recent Medical and Dental Pay circular and the individual terms and conditions of service for each grade. Please seek guidance from the medical workforce team before confirming a starting salary.

Once the outcome of the interviews has been confirmed on Trac, the recruitment team will send the conditional offer letter within 2 days of the information being received. The Recruiting Manager also needs to send the completed Occupational Health Questionnaire to the Recruitment Team.

Pre-employment Checks

Upon receiving notification of the successful candidate/s, the recruitment team will ensure all relevant pre-employment checks are completed.

Pre-employment checks seek to verify that candidates comply with the NHS Employment Checks Standards. The level and degree of checks carried out should be proportionate to the potential risks relating to the post.

Conditional offers are subject to the six pre-employment checks prescribed by NHS Employers regulations. Internal and external candidates will be checked against these and documents to support this process will be requested if required. For internal candidates, including bank workers, ESR records will be checked and if the necessary checks were undertaken previously, and deemed satisfactory the recruitment team will not re-request the information. This process avoids duplication and the collation of information only where required. The recruitment team will ensure that the correct checks are outlined in the conditional offer letter.

All documentation seen and copied must be verified with the signature and date of the receiver.

Pre-employment checks will consist of the following:

- proof of identification either two forms of photographic personal identification, and one document confirming their current residing address or one form of photographic personal identification from and two documents confirming their current residing address
    -
    - right to work
    - Occupational health assessment
    - proof of professional registration and qualifications (if required)
    - Disclosure and Barring Service (DBS).

A minimum basic DBS certificate is required for all Executive Directors, Non-Executive Directors and Deputy Directors. Dependent on the role, a standard or enhanced DBS certificate may be required.

- employment history and reference checks

Checks for internal candidates will be determined by the role they are moving from and to, and the current information held on them. As a result, internal checks may be processed at a quicker pace.

The recruitment team will invite each candidate to an ID appointment to enable them to see the original documents required for each of the six checks. Once the documents have been submitted the following will be processed:

- if a DBS is required for a post a link will be sent to the individual for them to complete and submit their application, and

- if a Skilled Worker Visa is required, the recruitment team will ensure the post is an eligible occupation / shortage occupation before making an application.

Once the conditional offer has been sent the reference/s will be applied for via Trac. All new recruitment to the Trust is subject to a factual reference covering a 3-year period. Candidates moving from another NHS organisation are subject to the recent employer reference only, apart from medical staff for whom 3 references are required.

Whilst processing the conditional offer letter the recruitment team will, for candidates currently employed in the NHS, process a pre-hire Inter Authority Transfer (IAT). This process enables the Trust the ascertain employment details from the individual’s previous employer/s.

Some situations may require that a risk assessment for pre-employment checks is completed. The recruitment team will be able to support managers through this process.

8.7. DBS – commencing employment pending DBS risk assessment.

In the majority of cases, all pre-employment checks will have been completed prior to an individual commencing employment. However, in exceptional circumstances, where the DBS disclosure is delayed, new recruits may be allowed to commence work within the Trust provided the following requirements are met and a DBS Risk Assessment (available in the Recruitment and Selection Toolkit) has been completed:

- All other pre-employment checks, including reference and professional registration etc, have been completed and found to be satisfactory.

- The specific risks associated with the new recruit starting work prior to receipt of their DBS have been identified and assessed.

- Measures to be put in place to mitigate this risk have been identified.

- Monitoring arrangements to cover the period from the employee's commencement until DBS clearance is confirmed have been identified.

These requirements must be documented by the recruiting manager on the DBS Risk Assessment Form and must be authorised by the Deputy Director of Workforce & OD. This form should then be forwarded to the Recruitment Team.

8.8. DBS – on receipt of DBS information disclosure risk assessment.

If a DBS disclosure reveals information that a candidate has failed to disclose convictions throughout the recruitment and selection process, could lead to withdrawal of an offer of employment. Further advice should be sought from a Senior Workforce Advisor and discussion will need to take place with the candidate. A DBS Risk Assessment (Rolling Programme) must be completed prior to a decision being reached.

8.9. Unconditional Offer of Employment
Once all the pre-employment checks have been confirmed and validated the candidates will be contacted to arrange a start date.

The recruiting/line manager must comply with agenda for change terms and conditions when agreeing the starting pay point. Starting salaries should normally be at the bottom of the pay band in line with NHS Agenda for Change terms and conditions. Recruiting/line managers should discuss any variations to this with the recruitment team. For medical staff this will need to be discussed with the medical workforce team.

All new/external candidates to the Trust are booked onto the New Starter Welcome by the Recruitment Team. The arrangements for this are shared in the unconditional offer letter.

Once the terms and conditions of employment, and start date, have been agreed between the recruiting/line manager and the candidate the recruitment team or medical workforce team will write to the candidate to confirm the unconditional offer of employment and issue their contract of employment.

9. Apprenticeship initial assessment and signup

Once the candidate has confirmed the unconditional offer of employment, the respective training provider will be contacted to complete an initial assessment and to enrol the candidate onto the apprenticeship. For higher level apprenticeships, candidates will be expected to adhere to the recruitment process of the provider which may differ due to the set enrolment dates which would delay the initial assessment and enrolment until after they have started.

10. False Declaration/Non-Disclosure

In the event of a candidate failing to declare information such as previous criminal convictions or providing false information as part of the pre-employment checks process, the conditional offer of employment may be withdrawn.

The recruiting/line manager should meet the candidate to discuss the reasons for non- disclosure and decide whether or not to proceed with recruitment, following discussion with the recruitment team.

11. Withdrawal of Employment

A withdrawal of the conditional offer of employment may be required due to the unsatisfactory completion of pre-employment checks (e.g., references and right to work).

If consideration is being given to withdrawing an offer, candidates should first have an opportunity to explain or clarify, and it may be necessary to seek more information from the applicant/referee in order to rule out the possibility of a simple misunderstanding or mistake.

The recruiting/line manager will inform the candidate of the decision to withdraw the offer and inform the Recruitment Team of this decision.

If a potential employee is not responding to requests from the recruitment team, the Recruiting Manager will be informed and the candidate will be given a date to respond and, failure to do so will result in the offer being withdrawn.

12. Staff at risk of redundancy or redeployment

There may be occasions when, for a number of reasons, some roles are affected by organisational change. As a result of this change staff may become at risk of redundancy and therefore deemed ‘at risk’. In these circumstances the Trust will follow guidelines as detailed in the Management of Change Policy. Displaced employees will have the right to be considered preferentially for posts and will not be unfairly denied a substantive post.

Recruiting Managers will be able to identify such staff as applicants for their vacancy via the Trac system during the shortlisting stage.

There may also be circumstances where employees may be re-deployed or seek redeployment on the basis of ill health and/or capability. The Managing Sickness Absence Policy and Capability Policy provide further details.

13. Reckonable Service

Reckonable service, in accordance with Agenda for Change Terms and Conditions, has been locally agreed as any previous employment in the NHS or recognised non-NHS organisation. There are different entitlements, dependent upon the organisation and contractual element. Reckonable service for medical staff is in accordance with the Department of Health and BMA guidance.

The Agenda for Change (AfC) Agreement and Agenda for Change: NHS Terms & Conditions of Service Handbook set out the basis under what type of NHS Service should be recognised for determining annual leave entitlement, however as confirmed in paragraphs 12.1 and 12.2 of the Agenda for Change: NHS Terms & Conditions of Service Handbook, the Trust is given discretion to determine exactly what service should be recognised and as how this service should be validated and verified. This policy confirms the service that Humber NHS Foundation Trust recognises as reckonable.

This policy supports the compliance with the Care Quality Commission Regulation 10, outcome 14 ‘supporting workers’ which states people are kept safe, and their health and welfare needs are met, because staff are competent to carry out their work and are properly trained, supervised, and appraised.

13.1. Procedure

13.1.1. NHS Employment

An employee’s continuous previous service with any NHS employer counts as reckonable service in respect of NHS agreements on redundancy, maternity, paternity, sick pay and annual leave, but does not impact upon starting salaries or pay banding (refer to section 12 of the Terms and Conditions Handbook)

13.1.2. Re-appointment of previous NHS Employees

i) On returning to NHS employment, a previous period or periods of NHS service will be counted cumulatively towards the entitlement to annual leave only, irrespective of the length of the break.

ii) On returning to NHS employment a previous period or periods of NHS service, will be counted towards the employee’s entitlement to maternity/paternity where there has been a break or breaks of 3 months or less.

iii) On returning to NHS employment a previous period or periods of NHS service, will be counted towards the employee’s entitlement to sick leave and redundancy where there has been a break or breaks of 12 months or less.

Please note – Whilst there are occasions our recruitment team are able to obtain information through an Inter Authority Transfer (IAT), for avoidance of doubt, in <u>all</u> cases appointees will need

to declare whether they have any reckonable service they would like to be considered within the relevant timeframe and provide relevant evidence. See section 5.6 and Appendix: Reckonable Service Declaration Form.

13.1.3. NHS related employment – annual leave

In accordance with section 12 of the Terms and Conditions handbook, the Trust has determined that relevant employment with the following organisations/services will be recognised for the purpose of counting towards annual leave entitlement:-

All NHS agencies e.g., Department of
Health Local Authority – Social Services
GP Practices
City Healthcare Partnership

N.B. This list is not meant to be exhaustive and may be revised from time to time.

13.1.4. NHS related employment – maternity/paternity

Where there has been a break in service the cumulative period will count where the break or breaks are less than 3 months. Previous service will count towards maternity/paternity entitlement if continuous and NHS related in the following organisations:-

All NHS agencies e.g., Department of
Health Local Authority Social Services
GP Practices
City Healthcare partnership

13.1.5. NHS related employment – sick leave & redundancy

Where there has been a break in service the cumulative period will count where the break or breaks are less than 12 months. Previous service will count towards Occupational Sick Pay entitlement and redundancy if continuous and NHS related, in the following organisations:-

All NHS agencies e.g., Department of
Health Local Authority Social Services
GP Practices
City Healthcare partnership

On returning to NHS employment, a previous period, or periods of NHS service will be counted towards the employee's entitlement to sick leave where there has been a break, or breaks in service of twelve months or less.

13.2. Process to gain recognition of previous service –

Supporting evidence New Starters

In all cases, appointees will need to declare whether they have any reckonable service they would like to be considered. See appendix: Reckonable Service Declaration Form. All employees are required to provide documentary evidence of any employment they wish to be considered as reckonable service, e.g. a letter from the employing organisation. Employees may state their reckonable service on the form attached and provide the necessary documentation at a later date. However failure to provide this information or provision of incorrect information will lead to appropriate adjustments being made and backdated as appropriate.

If employees do not wish to sign a statement to this effect, they will receive the minimum entitlements until they provide the relevant documentary evidence, at which point any entitlement will be backdated appropriately. In respect of staff transferring in from other NHS organisations a service transfer form (Form T1) would be requested by payroll from the most recent employer if this has not been forwarded automatically.

N.B. All applications for reckonable service, along with supporting evidence must be submitted within **six months** of joining Humber NHS Foundation Trust.

13.3. Bank Staff

Any service with the NHS, where a Bank Worker is engaged on a bank Terms of Engagement is counted as reckonable service when the worker has worked for a minimum of 12 months and has worked at least 488 hours. For all entitlements, the above definition equates to one year's service and only full years may be counted.

Any queries about what should be counted as reckonable service must be referred to a Senior Workforce Advisor to ensure consistency across the organisation.

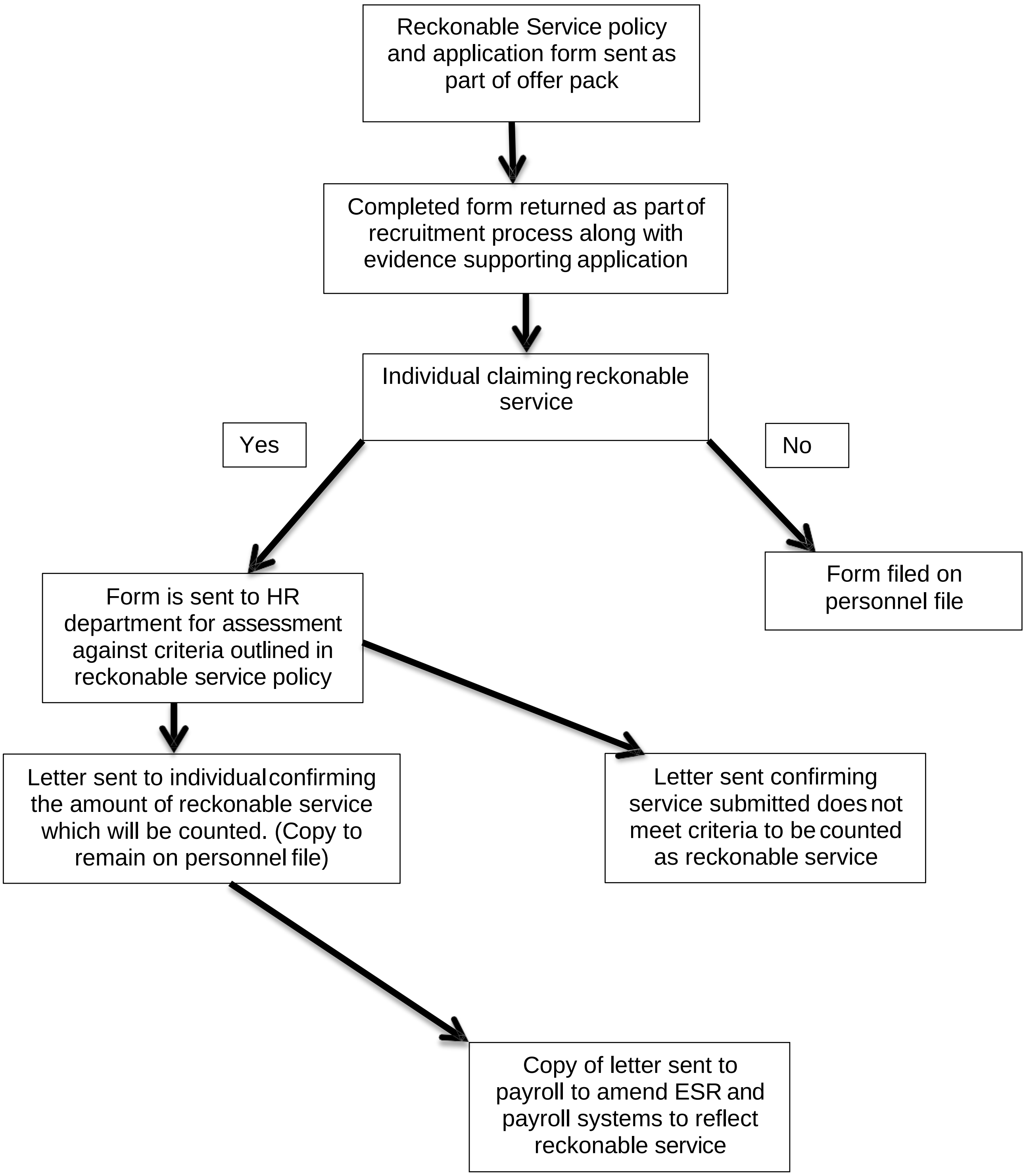
Valid Supporting Evidence

All service that the individual wishes to be counted as reckonable needs to be verified if it is to be counted by the Trust. Unverified service will not be counted as reckonable service for annual leave and/or sick pay entitlement.

The Trust will accept the following evidence of previous NHS service:

- Contract of employment
- Employment reference which includes job title and employment dates
- P45 if combined with payslips
- Inter Authority Transfer Form.

The documentation will be verified by Human Resources. Should the service meet the criteria outlined above then HR will send a letter to the individual confirming the service that is to be counted as reckonable. This will trigger a copy of the letter to payroll to update the ESR record for the individual.


Reckonable Service policy and application form sent as part of offer pack
Completed form returned as part of recruitment process along with evidence supporting application
Individual claiming reckonable service
Yes
No
Form is sent to HR department for assessment against criteria outlined in reckonable service policy
Form filed on personnel file
Letter sent to individual confirming the amount of reckonable service which will be counted. (Copy to remain on personnel file)
Letter sent confirming service submitted does not meet criteria to be counted as reckonable service
Copy of letter sent to payroll to amend ESR and payroll systems to reflect reckonable service

14. Internal Transfer Initiative for Band 5 Nurses and Band 3 Health Care Support Workers

Humber Teaching NHS Foundation Trust is committed to the development and support of its staff and their chosen career pathways. It is recognised and expected that staff may wish to develop their career after a period of consolidation and move to a new area of speciality at the same band.

To support staff retention whilst also offering staff the opportunity to develop their career at the Trust; an internal staff transfer initiative is in place for staff wishing to explore internal opportunities at the same band.

This initiative applies to band 5 Nurses and Band 3 Health Care Support Workers only.

Benefits

For the Transferor:

- The opportunity for wider career and professional development.
- To gain experience in different clinical areas/specialties/areas of the Trust.
- To gain new skills and knowledge of different specialties / within areas of the Trust.
- Faster transfer times and reduced duplicated application processes.

For the Organisation:

- Retention of Band 5 Nursing Staff / Band 3 Health Care Support Workers.
- Speed up the internal moves process and reduce unnecessary advertising of internal roles.
- Improved staff motivation, job satisfaction and effective performance of nursing staff.

There will be four ‘windows’ each year where the applications will be processed:

- January
- April
- July
- October

More information is available regarding benefits, eligibility, and application process for this initiative on the Humber Intranet.

The ongoing provision of the initiative is at the discretion of the Trust and is subject to periodic reviews against its aims and benefits.

15. Refer a Friend Recruitment Initiative

To ensure an outstanding and safe service to patients it is essential that the right staff are recruited and retained by the Trust. This approach will allow employees to recommend someone they know, such as a friend or family member, and both the existing and new employee will receive £750 if the candidate is successfully appointed to a post which the Trust has defined as ‘hard to recruit to’.

Please note that the list of ‘hard to recruit to’ posts is updated regularly and subject to change, so staff should check this list before referring a friend via the Scheme. If you are a manager, and you consider that a position should be included on the list, you should contact the Care Group Strategic HR Business Partner to discuss this.

More information is available regarding benefits, eligibility, and application process for this initiative on the Humber Intranet.

The ongoing provision of the initiative is at the discretion of the Trust and is subject to periodic reviews against its aims and benefits.

16. Relocation Expenses

16.1. Introduction

This section aims to support the Humber Teaching NHS Foundation Trust (the Trust) recruitment processes by offering financial assistance to newly appointed employees who are required to relocate their home in order to take up a post with the Trust. Relocation expenses are a discretionary benefit and not an automatic entitlement, and where paid, are funded from the relevant service area budgets.

The main aims are to:

- encourage applicants to apply for particular posts at home and from overseas
- assist newly appointed employees to move close to their new work base quickly
- contribute towards additional travel costs and/or costs of moving home

Relocation expenses are a discretionary benefit and where paid are funded from the relevant service area budget.

Relocation expenses will only be paid if they:

- are a recruitment incentive, i.e., if they have been included in the job advertisement and further details of the vacancy.
- enable employees taking up an appointment with the Trust to move into a suitable residential area for the new appointment as quickly as possible.

Executive Directors
Oversight and sign off all relocation expenses.

Senior Managers, Line Managers and Clinicians
Recruiting managers must ensure consistent application of the policy within their area of responsibility.

16.2. Schemes

There are two schemes' managers may select from: 'Basic Scheme' and 'Enhanced Scheme':

- the Basic Scheme provides an allowance for relocation equal to 15% of the starting salary.
- the Enhanced Scheme provides an allowance for relocation equal to between 16% and 25% of the member of staff's salary.

The Basic Scheme will apply to posts where managers wish to offer relocation as a recruitment incentive.

The Enhanced Scheme may be applied to improve the attractiveness of the relocation package or for overseas recruitment, posts that are hard to recruit to or where there is particular skills shortage.

If the Enhanced Scheme is selected. the manager must confirm with the Recruitment Team and the Payroll Team the percentage that the appointee will be entitled to when they start. The Recruitment Team may choose to include this on the advert if required.

Before making use of the scheme, the manager must read and refer to the Relocation of Expenses Guidance available on the intranet for information as to;

- what expenses employees can claim
- staff recruited from overseas
- payment of allowances (including payment conditions, process to making a claim)
- details of the Nursing International Recruitment Programme
- Relocation Agreement Form
- Template Relocation Expenses Letter

17. Secondment Pre-Employment Checks

Managers hosting a secondment from an external organisation should follow the Secondment Agreement Pre-Employment Check document available on the Intranet Recruitment & Selection (humber.nhs.uk) page.

18. Equality Impact Assessment

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust-approved EIA (Appendix **6**). This policy is regarded as equitable to all and as a result of its implementation no individual will suffer any form of discrimination, inequality, victimisation, harassment or bullying.

19. Review and Revision

This policy will be reviewed every three years, however there may be some review and revision as and when needed to accommodate changes to tribunal decisions and legislation. These reviews and revisions will be in consultation with the Trust's recognised trade unions.

20. Dissemination and Implementation

This policy will be disseminated by the method described in the Document Control Policy.

The implementation of this policy requires no additional financial resource

Appendix 1 – Consultant Recruitment Process

	TASK	WHEN	WHO
1	**Review of post and agree it needs to be filled. Finance must be available**	Within 5 days of notification of resignation	Recruiting Manager / Clinical Lead/ /Finance
2	**Clinical Lead/ General Manager, confirm agreement to fill post.**	Within 5 days of notification of resignation	Clinical Lead / General Manager
3	**Review and/or create a Job Description, Person Spec and advert text for post.**	Within 10 days of agreement to fill vacancy	Recruiting Manager / Clinical Lead / General Manager
4	**All doctors' JD & PS will be sent to Royal College in line with section 6.1 of this policy. (You may advertise the vacancy with a non-approved JD whilst waiting for RC approval but should not appoint)**	Within 1 day of completing 3 above	Recruiting Manager
5	**Create vacancy on Trac. Upload JD, PS, advert, and any relevant documentation onto TRAC.**	Within 2 days of creating job description.	Medical Workforce team
6	**Check advert, post details, allocate a job reference number and add authorisers**	Within 2 days of 4 above	Medical Workforce Team
7	**Finance and Work structures approval given via TRAC**	Within 2 days of 4 above	Finance and Medical Workforce Team
8	**Agree interview date, time, and venue** **-Consultant interview dates will be pre booked, please check with medical workforce team.** **-Include interview date in advertisement**	Within 1 day of approval to fill the vacancy (see 6 above)	Recruiting Manager / Clinical Lead
9	**The advert must be placed and for the duration of the advert in two separate media areas. An option for this could be the British Medical Journal (BMJ) publication. Medical Workforce to get a quote and Manager to provide a PO number.**	Within 2 days of 5 above	Medical Workforce Team/ Recruiting Manager
10	**Post advertised for 2 weeks (Internal or External)**	Within 2 days of 5 above	Medical Workforce Team
11	**Advert closes – application forms uploaded onto TRAC from NHS Jobs**	Within 2 days after advert closes	Medical Workforce Team
12	**Recruiting Manager notified to shortlist candidates**	Within 2 days after advert closes	Medical Workforce Team
13	**Shortlisting completed via TRAC and Medical Workforce Team notified**	Within 5 days of being notified to shortlist	Recruiting Manager / Clinical lead / General Manager
14	**Interview Panel for consultants to be arranged by Medical Workforce Team.**	Within 3 day after shortlisting completed	Recruiting Manager /Medical Staffing

			Team
15	**Send out invites for interview via TRAC - interviews to be set a minimum 7 days after invites sent**	1 day after shortlisting completed	Medical Workforce Team
16	**Automatic job pack sent out via TRAC for interviews.**	2 days before the interview	TRAC
17	**Interviews completed - Advise each candidate if successful / unsuccessful and give feedback**	Same day as interviews / 1 day post interview	Recruiting Manager
18	**Update TRAC to confirm successful candidate/s including any incentives**	1 day post interview	Recruiting Manager
19	**Salary to be confirmed**	Within 2 days of 18 above	Medical Workforce Team
20	**Conditional Offer letter sent via TRAC**	Within 2 days of 18 above	Medical Workforce Team
21	**Employment checks commence via TRAC - DBS, ID, references, OH, professional registration, etc.**	2 days post interview	Recruitment Team
22	**ID checks - if not completed at interview (advise candidate of options to have ID check)**	Within 5 days from CO letter being sent	Recruitment Team
23	**Employment checks completed (OH, DBS, References, ID, Declaration, Monitoring info, Professional Registration, IAT) - Recruiting Manager notified**	Same days as all checks completed	Recruitment Team
24	**Unconditional offer letter sent on TRAC and Trust start dates included. Manager and candidate to decide on a set date.**	Same day as all checks completed	Medical Workforce Team
25	**Start date agreed**	Within 1 day of 24 above	Recruiting Manager
26	**Email Training Team with confirmation of start date for Trust Induction.**	Within 1 day of 24 above	Recruitment Team
27	**T & C's agreed and issued**	Within 5 days of 25 above	Medical Workforce Team
28	**Send file to ESR Team**	Before monthly payroll cut-off date	Recruitment Team
29	**Details input onto ESR**	Within 2 days of ESR Team being informed	Recruitment team/ESR Team
30	**Payroll set up employee for payment**	Before monthly payroll cut-off	Payroll Team
31	**Complete ORCS form on SUSI and send to IT**	Once start date has been agreed	Recruiting Manager
32	**Arrange Local Induction and Trust Induction via**	Once start date has been agreed	Recruiting Manager

Appendix 2 – Recruitment Process Non-Medical

	TASK	WHEN	WHO
1	Review of post and agreement it needs to be filled and budget is available is available	Within 5 days of notification of resignation	Recruiting Manager / /Finance
2	Recruiting Manager, General Manager/Exec Director, confirm agreement to fill post	Within 5 days of notification of resignation	Recruiting Manager
3	Review and complete JD, PS and advert for post	Within 5 days of agreement to fill vacancy	Recruiting Manager
4	Apprenticeship vacancies that are approved will need to be checked with the apprenticeship team to make sure a suitable apprenticeship standard is available and that we have a training provider ready to deliver.	Within 5 days of agreement to fill vacancy	Recruiting Manager and Recruitment Team (HR)
5	Upload JD, PS, advert and any relevant documentation onto TRAC	Within 5 days of agreement to fill the vacancy	Recruiting Manager
6	Finance and Executive Director should be listed as the approvers on Trac	At the point the vacancy is added to Trac	Finance and Work Structures
7	Agree interview date, time, and venue - include interview date in advertisement	Within 1 day of approval to fill the vacancy (see 6 above)	Recruiting Manager
8	Post advertised for 2 weeks	Within 2 days from vacancy granted on trac	Recruitment Team (HR)
9	Advert closes – application forms uploaded onto TRAC from NHS Jobs	Within 2 days after advert closes	Recruitment Team (HR)
10	Recruiting Manager notified to shortlist candidates	Shortlisting to be completed within 5 days	Recruitment Team (HR)
11	Once shortlisting completed the Recruiting Manager is prompted to arrange the interview schedule following which the recruitment Team will send the invite to interview	Within 3 days of being notified to shortlist (see 10 above)	Recruiting Manager
12	Send out invites for interview via TRAC (see 7 above) - interviews usually set for 7 days after invites sent	1 day after shortlisting completed	Recruitment Team (HR)
13	Complete and send job packs to panel via TRAC	Automatically prompted to manager from trac day before	Recruitment Team (HR)
14	Interviews completed - Advise each candidate if successful / unsuccessful and give feedback	Same day as interviews / 1 day post interview	Recruiting Manager
15	Update TRAC to confirm successful candidate/s including proposed starting salary	1 day post interview	Recruiting Manager
16	Conditional Offer letter sent via TRAC	2 days post interview	Recruitment Team (HR)
17	Employment checks commence via TRAC - DBS, ID, references, OH, professional registration,	2 days post interview	Recruitment Team (HR)
18	ID checks - if not completed at interview (advising recruit the nearest place to have ID check)	5 days from CO letter (see 16 above)	Recruitment Team (HR)
19	Employment checks completed (OH, DBS, References, ID, Declaration, Monitoring info,	Same days as all checks completed	Recruitment Team (HR)

	Professional Registration, IAT) - Recruiting Manager notified		
20	Start date agreed, salary confirmed - Recruitment Team notified	1 day after notification that employment checks completed & unconditional offer sent	Recruiting Manager
21	Unconditional Offer letter and Contract sent once start date is confirmed.	Same day as all checks completed	Recruiting Team (HR)
22	Training provider to contact candidate and complete initial assessment and enrolment.	Within 5 days of 20 above.	Recruiting Team (HR)
23	The Recruitment Team enter the details onto ESR and send documentation to Transactional HR and Payroll.	2 days of ESR Team being informed	Recruitment Team Team (HR)
24	Complete IT Systems form and send to IT	At least one week before Start Date	Recruiting Manager
25	Recruitment Team book a place on the Trust New Starter Welcome and send an MS Teams invite to the new starter. The detail is sent in the unconditional offer letter	At least one week before Start Date	Recruitment Team

Appendix 3 – Professional Registration Procedure

INTRODUCTION

Certain professional groups of staff are required to be registered with the appropriate professional authority in order to practice. These groups of staff include doctors, qualified nurses, pharmacists, health visitors, district nurses, school nurses, physiotherapists, podiatrists, occupational therapists, dieticians and speech therapists.

Any individual who fails to renew their registration is unable to practice at a qualified grade. Failure by an employee to ensure they hold current registration is regarded as a fundamental breach of the terms of their Contract of Employment.

PROCEDURES

For all qualified staff where the post requires that they are registered with a professional body, the following procedure applies:

• At interview candidates will be asked to produce relevant original qualifications and registration certificates.
• Following receipt of all clearances and prior to adding to the Payroll via the Electronic Staff Record (ESR), the HR Team will check directly with the relevant professional body to ensure that the new employee has or continues to hold an up-to-date registration.
• The employee will be required to produce a current Professional Registration Number and evidence of identity; this will be copied and held on the employee's personnel file.
• On a monthly basis the ESR/Recruitment Team will run a report detailing when registrations are due and where a registration has lapsed, an email will be sent to the Manager informing and advising them that the employee will not be able to practice as a qualified member of staff until their professional registration has been renewed. The manager will speak to the employee and decide whether he/she should be allowed to practise as an unqualified member of staff on reduced pay.

This procedure also applies to Approved Mental Health Practitioners (AMHPs) in their requirement to maintain a valid warrant to practice.'

LAPSED REGISTRATION

All employees requiring a current registration are required to comply with this procedure; individuals have the ultimate responsibility for:

• Ensuring they are properly registered and that registration is reviewed and promptly renewed.
• Ensure that they do not practice in a post which requires registration without holding a current valid registration.

Steps to be taken

• Where a directly employed member of staff allows their registration to lapse the Trust will take steps to ensure the employee does not undertake work that would require registration and will endeavour to find them alternative employment. In such circumstances the individual will be paid the rate for the band in which they will be working.
• Where no alternative employment can be found the Trust will immediately suspend the employee without pay.
• In relation to independent contractors, an incident report will be submitted to the Risk Management Committee, and the procedure relevant to the professional body will be followed.

List of website addresses for checking professional registration
GENERAL PHARMACEUTICAL COUNCIL http://www.pharmacyregulation.org/register
NURSING AND MIDWIFERY COUNCIL www.nmc-uk.org
HEALTH PROFESSIONS COUNCIL www.hpc-uk.org
GENERAL MEDICAL COUNCIL http://www.gmc-uk.org

Appendix 4 – Reckonable Service Declaration Form

RECKONABLE SERVICE	
Name:	**Job Title:**
Care Group:	**Manager:**
Location:	**Start Date:**

Please confirm if you have previous service that the Trust would consider as reckonable service for your employment with Humber NHS Foundation Trust: (please tick one)

☐ Yes - Please continue

☐ No - Please go to the end of the form and sign and date

Please list below all periods of previous NHS related service.

(n.b. all periods of employment listed below must be supported by documentary evidence e.g. a letter from previous employers stating your start and end dates along with job title, a copy of your contract or P60 for the end of each year)

Start Date	**End Date**	**Employment Trust or Organisation**	**Documentary Evidence (please tick)**

Please confirm whether you have been in receipt of any NHS or Local Authority pension benefits (please tick one)

☐ Yes

☐ No

Have you been made redundant from the NHS in the last 12 months?

☐ Yes – If yes please state the organisation name……………..…………………………

☐ No

I hereby confirm the above information to be correct:

Employee's signature: ……………………………………………………………………….

Date: ………………………………………………………………………………………….

Appendix 5 – Document Control Sheet

<table>
<tr><td>Document Type and Title:</td><td colspan="3">Recruitment and Selection Policy HR-032</td></tr>
<tr><td>Document Purpose:</td><td colspan="3">To define the Trust position on Recruitment and Selection</td></tr>
<tr><td>Consultation/ Peer Review</td><td>Date</td><td colspan="2">Group / Individual</td></tr>
<tr><td rowspan="4">list in right hand columns consultation groups and dates</td><td>08.02.2024</td><td colspan="2">TCNC</td></tr>
<tr><td>08.04.2024</td><td colspan="2">EDI Networks</td></tr>
<tr><td>26.03.24</td><td colspan="2">ODG</td></tr>
<tr><td></td><td colspan="2"></td></tr>
<tr><td>Approving Body:</td><td>EMT</td><td>Date of Approval:</td><td>25 June 2024</td></tr>
<tr><td>NB All new policies and policies subject to significant amendments require approval at EMT and Board ratification.</td><td></td><td colspan="2">(see document change history below for minor amendments and dates)</td></tr>
<tr><td>Ratified at:</td><td>Trust Board</td><td>Date of Ratification:</td><td>31 July 2024</td></tr>
<tr><td>Training Needs Analysis:
(please indicate training required and the timescale for providing assurance to EMT as the approving body that this has been delivered)</td><td>Recruitment and Selection Training is available and is recommended for all recruiting managers</td><td>Financial Resource Impact:</td><td>N/A</td></tr>
<tr><td rowspan="2">Equality Impact Assessment undertaken?</td><td>Yes [√]</td><td>No [ ]</td><td>N/A [ ]</td></tr>
<tr><td>If N/A, state rationale:</td><td colspan="2"></td></tr>
<tr><td>Publication and Dissemination</td><td>Intranet [√]</td><td>Internet [ ]</td><td>Staff Email [√]</td></tr>
<tr><td>Master version held by:</td><td>Policy Management Team [√]</td><td colspan="2">Author to send final document to HNF-TR.PolicyManagement@nhs.net</td></tr>
<tr><td>Implementation:</td><td colspan="3">Describe implementation plans below - to be delivered by the author:
Implementation will consist of:
▪ Managers newsletter
▪ Intranet
▪ Inclusion in recruitment and selection training
▪ Launch programme in August/Sept-23 with a view for the change (values based recruitment) to be mandated from October-23.</td></tr>
<tr><td>Monitoring and Compliance:</td><td colspan="3"></td></tr>
</table>

<table>
<tr><td colspan="4">Document Change History:</td></tr>
<tr><td>Version Number / Name of procedural document this supersedes</td><td>Type of Change i.e. Review / Legislation</td><td>Date</td><td>Details of Change and approving group or Executive Lead (if done outside of the formal revision process)</td></tr>
<tr><td>3.01</td><td>Review</td><td>14/1/11</td><td>TCNC approved 5/5/11</td></tr>
<tr><td>4.00</td><td>Review</td><td>14/1/11</td><td>Governance Committee approved</td></tr>
<tr><td>5.00</td><td>Legislation</td><td>3/9/12</td><td>CRB checks, retire and return, 15 hours or less etc</td></tr>
<tr><td>6.00</td><td>Legislation</td><td>1/8/13</td><td>Change in recruitment process, legislative, DBS, NHS standards</td></tr>
<tr><td>6.01</td><td>Review</td><td>6/3/14</td><td>Removal of 'to whom it may concern' from section 4 following feedback Governance Committee</td></tr>
<tr><td>6.02</td><td>Review</td><td>23/5/16</td><td>Reviewed incl changes of recruitment process</td></tr>
<tr><td>6.03</td><td>Legislation</td><td>11/7/16</td><td>Reviewed to include changes in processes, clearances, DBS</td></tr>
<tr><td>7.0</td><td>Review</td><td>1/11/21</td><td>Expired and renewed
Full update with launch by HR
Approved EMT (13-Dec-21) and ratified at Board (26-Jan-22)</td></tr>
<tr><td>7.1</td><td>Non-review Consolidation</td><td>19/12/22</td><td>No changes to recruitment and selection policy. Incorporated three other documents into this policy only:
• Nurse Transfer Initiative – downgraded from a policy - an initiative only. Incorporated into this policy.
• Refer a friend scheme – An initiative only. Incorporated into this policy.
• Reckonable Service Policy - Incorporated into this policy.</td></tr>
</table>

			Approved as minor change under delegation of Director of Workforce and Organisational Development (19/12/22)
7.2	*Review*	*10/07/23*	*Reviewed to include Values Based Recruitment. Approved at EMT (10 July 2023).*
7.3	*Non-review Consolidation*	*24/08/23*	*No changes to recruitment and selection policy. Incorporated relocation policy into the recruitment and selection policy.* *Changes made:* *Section 16: Wording added, taken like-for-like from:* • *Relocation Expenses Policy* *Approved by director Sign-off (Karen Phillips - Deputy Director of WOD - 24.08.23).*
7.4	*Ful Review*	*July 2024*	• *7: Fit and Proper Persons Test – updated* • *7: DBS rolling programme – added wording:* • *A DBS Risk Assessment (Rolling Programme) form (available on the intranet) should be completed by the line manager to assess the risk of an individual who has an expired DBS in line with the Trust's DBS rolling programme, further advice should be sought from a Senior Workforce Advisor and discussion will need to take place with the employee.* • *8.6 Pre-Employment checks. Wording added:* • *A minimum basic DBS certificate is required for all Executive Directors, Non-Executive Directors and Deputy Directors. Dependent on the role, a standard or enhanced DBS certificate may be required.* • *8.6 Pre-Employment Checks. Wording updated. Government replaced previous terminology with Skilled Worker Visa.* • *Added new sections at* *8.7 DBS – commencing employment pending DBS risk assessment and* *8.8.DBS – on receipt of DBS information disclosure risk assessment.* *These are not intended to add any new responsibilities or steps. But to make it clear that a risk assessment should be completed.* • *Added new section at* *17.Secondment Pre-Employment Checks* *To ensure managers follow the correct checklist when hosting secondment.* • *Section 14: updated to expand the transfer initiative from B5 Nurses only, to also include HCSW's* *Approved at EMT (25 June 2024) and ratified at Trust Board (31 July 2024).*

Appendix 6 – Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document of Process or Service Name Recruitment and Selection policy: Recruitment and Selection Policy and Procedure
2. EIA Reviewer (name, job title, base and contact details): John Duncan, EDI Lead, Learning Centre, john.duncan6@nhs.net
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other?: Policy and Procedure

Main aims of the Document, Process or Service The aim of this policy is to act as a framework for all managers and staff involved in the recruitment and selection process at any level. It is also intended to promote and maintain high professional standards of recruitment, which are fair, consistent, and efficient, ensuring that the Trust complies with employment legislation and best practice.
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the proforma

Equality Target Group 10. Age 11. Disability 12. Sex 13. Marriage/Civil Partnership 14. Pregnancy/Maternity 15. Race 16. Religion/Belief 17. Sexual Orientation 18. Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern(Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? f) who have you consulted with g) what have they said h) what information or data have you used i) where are the gaps in your analysis j) how will your document/process or service promote equality and diversity good practice

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people, Young people, Children, Early years	Low	Access to the information on and communication about the policy is equal, irrespective of age. As a result, this procedure is unlikely to have a differential impact on staff depending on age group. Age-related impairments such as degeneration in sight and hearing may affect older staff disproportionately. However, the accessible formats available to all staff will mitigate any potential negative impact this may have on older colleagues.
Disability	Where the impairment has a substantial and long-term adverse effect on the ability of the person to carry out their day-to-day activities: Sensory, Physical, Learning, Mental Health (and including cancer, HIV, multiple sclerosis)	Low	Provision for supporting individuals who have underlying medical conditions as defined by the Equality Act 2010 are taken into consideration in the application of the policy. The shortlisting during recruitment and selection of disabled staff is monitored through the WDES reporting mechanism, as is representation in differing bandings across the Trust, with associated action planning. Access to information regarding the procedure is available via the Trusts intranet. All Trust communications are available in accessible formats on request as are Trust Policies e.g. in larger print. External access to the intranet is assisted through the options to increase text size and to browse Webpages ‘Aloud’, enabling visually impaired individuals to access information. There is no evidence that staff with a disability are differentially impacted by the implementation of this policy and procedure.
Sex	Men/Male, Women/Female	Low	Analysis of employee data indicates that more women than men are employed in the Trust (79% are female) yet in the local population the gender split is almost equal. The policy is written in line with current legislation and best practice to ensure a fair and consistent process is followed throughout the Trust when dealing with recruitment, selection and pre-employment checks. Subsequently, there is no evidence to suggest that this protected characteristic would be negatively impacted by the implementation of the policy.
Marriage/Civil Partnership		Low	There is no evidence to suggest that this protected characteristic would be negatively impacted by the implementation of the policy.
Pregnancy/Maternity		Low	There is no evidence to suggest that this protected characteristic would be negatively impacted by the implementation of the policy.

Race	Colour, Nationality, Ethnic/national origins	Low	As the procedure is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. Overall, at the time of writing, the Trust is generally representative of ethnically diverse populations in communities it serves. However, representation is lower in higher pay bands and higher in lower pay bands. Such disparities are actioned in the Trusts WRES report. It is worth noting, shortlisting during recruitment and selection of ethnically diverse staff is monitored through the WRES reporting mechanism, as is representation in differing bandings across the Trust, with associated action planning. Other than the above, there is little evidence of differential impact on this group, the procedure aims to provide clear guidance when undertaking recruitment and selection for job roles.
Religion or Belief	All Religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	There is no evidence to suggest that this protected characteristic would be negatively impacted by the implementation of the policy.
Sexual Orientation	Lesbian, gay, heterosexual, straight, asexual, bisexual, queer, polysexual, and pansexual (also called multisexual and omnisexual) including other forms of gender expression or identity	Low	There is no evidence to suggest that this protected characteristic would be negatively impacted by the implementation of the policy.
Gender Re-assignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Trans people have historically suffered discrimination in society and in recruitment, and this policy provides clarity and sets out fair recruitment practices and procedures to ensure a welcoming recruitment experience for gender-nonconforming, questioning, non-binary, and transgender colleagues. As such, there is no evidence that this community will be negatively affected by the policy.

Summary

Please describe the main points/actions arising from your assessment that supports your decision above The policy is written in line with current legislation and best practice to ensure a fair and consistent process is followed throughout the Trust when dealing with recruitment, selection and pre-employment checks. There is no evidence to suggest that any of the protected characteristic groups are negatively impacted. It is worth noting the Trust WRES and WDES analysis examines shortlisting data as well as underrepresentation in employment and associated resulting actions may include recruitment and selection.	
EIA Review John Duncan	
Date Completed: 27.07.2023 (reviewed June 2024)	**Signature**: John Duncan