

TRUST POLICY FOR RECRUITMENT

Reference Number: POL- HR/1897/06 Previously: HR2016030	Version: 6		Status: Final	Author: Amanda Parker
				Job Title: Assistant Director of People Planning and Development
Version / Amendment History	Version	Date	Author	Reason
	1	Sept 2006	Hannah Porter	Original Policy
	2	Sept 2008	Hannah Porter	Reformat for NHSLA
	2.2	Oct 2008	Pam Twine	Further amendments forNHSL
	2.3-2.4	Oct 2008	Pam Twine	Further amendments following Sub group meeting
	3	Oct 2010	Sue Hawkins	Major Amendments and additions
	4	Mar 2016	Estelle Carmichael	Revision of policy, major amendments and additions
	4.1	July 2018	Adam Race	Derby policy unified for UHDB. No other changes.
	5	Dec 2019	Andy Fletcher	Revision of policy, major amendments and additions
6	Sept 2023	Amanda Parker	Revision, amendments and separation of Managers Guidance	
Intended Recipients: All employees of the Trust				
Training and Dissemination: Launched through Intranet, TRAC communication updates. Managing Effective Recruitment and Selection module.				
To be read in conjunction with: Trust Policy for the Verification of Professional Registration, Inclusion Policy (nee Equality, Inclusion & Human Rights Policy), Induction Policy, Relocation Expenses Policy, NHS National Terms and Conditions agreements, Job Evaluation Guidance, Organisational Change Policy and the Trusts Workforce Strategy, Secondment Guidance and Redeployment Guidance is within the Organisational Change Framework, Documents and Templates. Retention Framework and the Guidance for Managers: Recruitment Incentives. Fit and Proper Person Requirements Policy				
In consultation with and Date: PRG, EDIG, PCG, TJPF, TDG				
EIRA stage One	Completed Yes			
stage Two	Completed Yes / No			
Approving Body and Date Approved	Trust Operational Group (TOG)			
Date of Issue	February 2023			
Review Date and Frequency	February 2023 then every 3 years			
Contact for Review	Assistant Director of People Planning and Development			

Executive Lead Signature

A handwritten signature in black ink that reads "A Rawlings". The signature is written in a cursive, flowing style.

Amanda Rawlings

Executive Chief People Officer

TRUST POLICY FOR RECRUITMENT

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TRUST POLICY FOR RECRUITMENT AND SELECTION

1. Introduction

This policy applies to the recruitment and selection of all staff that are being recruited by and for University Hospitals of Derby and Burton NHS Foundation Trust. Where the process differs for Medical and Dental recruitment, this will be highlighted separately.

The recruitment and selection of applicants with the appropriate skills, knowledge and competencies to perform their jobs effectively is crucial to providing safe, high quality health care. The main objective of the Trust's recruitment and selection policy and guidelines is therefore to provide Appointing Officers with a broad understanding of the recruitment process and support them to become effective when recruiting.

The Trust is committed to ensuring that equality, fairness and best practice is always followed during the recruitment and selection process. We will support Appointing Officer to ensure that people who are selected are from diverse groups and that they are able to demonstrate our Trust values and behaviours, to make a positive and innovative contribution towards delivering the Trust's objectives. These values and behaviours build upon the NHS values set out in the NHS Constitution. They inspire passion in the NHS and guide the Trust in everything it does to provide common ground for cooperative working to achieve a shared purpose.

This policy should be read in conjunction with the Recruitment and Selection Guidelines for Managers, Inclusion Policy and the Secondment Guidance. These guidelines will provide further support to Appointing Officers on the general principles for recruitment and associated processes including the recruitment of ex-offenders, the handling of Disclosure and Barring Service check (DBS) disclosure information, determining salaries on appointment and arrangements for secondments.

2. Aim and Purpose

To ensure we are best placed as a local and national employer of choice and to recruit the right staff in the right numbers with the right skills, competence, knowledge and experience to provide high quality patient care.

We aim to achieve this by:

- Ensuring that all recruitment meets the Trust's responsibility as an inclusive and diverse employer of choice, in supporting our local community to work for us.
- Describing the general principles for the recruitment process and associated processes for employment.
- Describing the process for ensuring that all appropriate employment checks are undertaken for all staff (temporary and permanent).
- Describing the process for monitoring our effectiveness in applying this procedure and associated procedures and policies against our objectives.

Inclusion and Diversity

The Trust is fully committed to promoting equality of opportunity and we value inclusion and diversity.

This policy will enable us to ensure that this vision runs through all aspects of service provision and employment. The Trust responsibilities under the Equality Act 2010, in particular the Public Sector Equality Duty, the Equality Delivery System, the Workforce Race Equality Standards (WRES), the Workforce Disability Equality Standards (WDES) and supporting information, including monitoring of recruitment and selection processes, reflects a committed approach and represents a positive process where inclusion and diversity will consistently underpin all aspects of leadership and service planning.

We are committed to maximising opportunities for employment of underrepresented groups and actively seek opportunities to build and sustain diversity at all levels, working with local communities and local education providers.

We are fully committed and support the use of Positive Action for vacancies where we have underrepresentation of groups with protected characteristics in our workforce. Positive Action can only be used in situations where candidates are of equal merit.

For the further information on Inclusion and Diversity, please refer to the Inclusion Policy

The Trust recognises the value serving personnel, veterans and military families brings to our workforce. We pledge our commitment to Step into Health Programme for the Armed Forces community through engaging with various recruitment initiatives, which supports applications from veterans, military families and reservists.

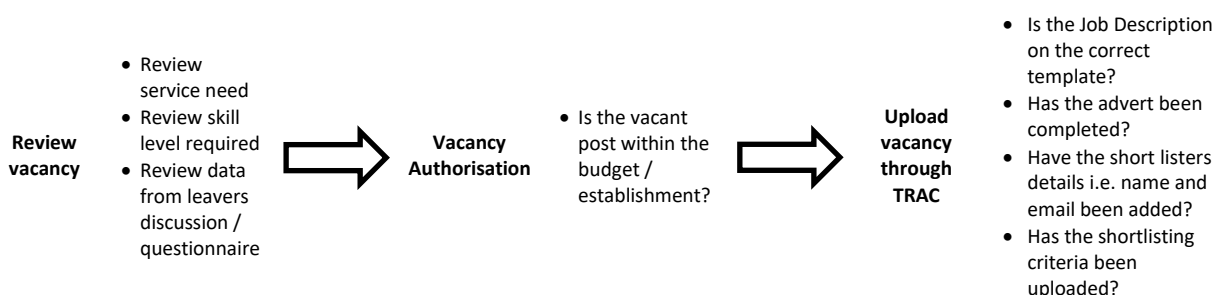
3. Recruitment and Selection Procedure

3.1. Reviewing a Vacancy

The process below illustrates the steps required to review a vacancy. It is important to note that incomplete information can result in delays to vacancies becoming active.

As part of the process of implementing an Organisational Change a vacancy may be created and under these circumstances appointment to that post(s) vacancy will managed as part of the process approved by the Organisational Change Review Group.

Further supportive information can be found in the recruitment and selection guidance and on the recruitment pages on Net-I.



3.2. Advertising and Shortlisting

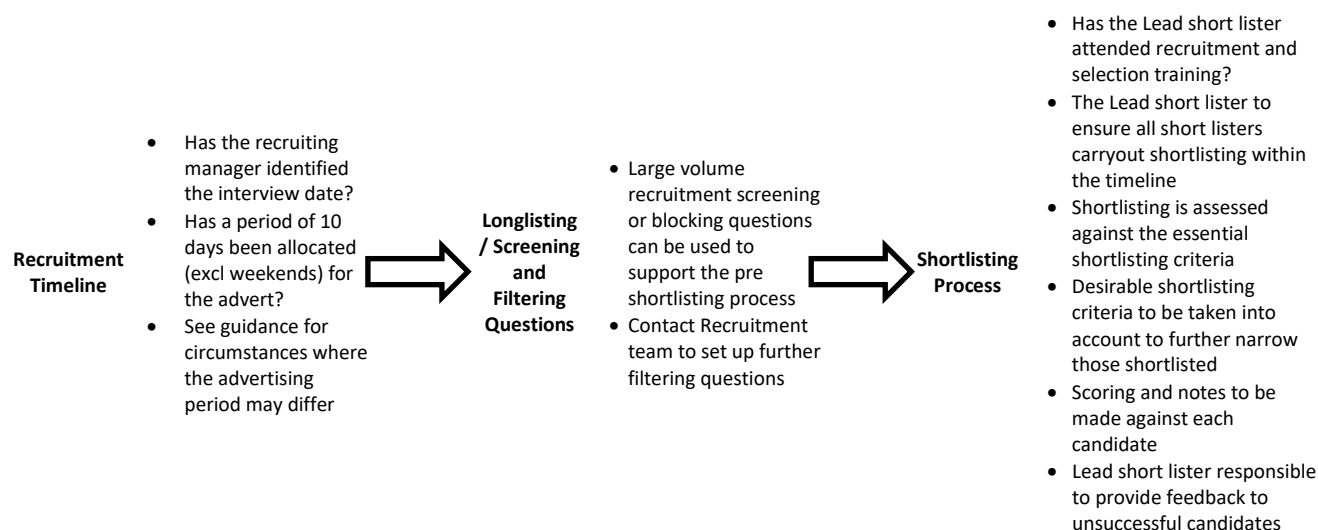
Once the Vacancy Authorisation steps have been completed, the Recruitment Team will move the vacancy into the Advertising and shortlisting phase as illustrated below.

Advertisement of vacant posts must be made via the TRAC System. Vacancies may be advertised utilizing

other methods depending on the vacant role and must be discussed with the Recruitment team to explore if this is necessary.

It is best practice that at least one short lister is more senior than the role advertised.

Further supportive information can be found in the recruitment and selection guidance and on the recruitment pages on Net-I.



3.3. Selection Process

Appointing Officers must be aware of the redeployment process and consider suitable candidates who are 'at risk'. The Trusts redeployment guidance can be found on Net-I and advice can be sought from the People Services Advisory Team

There are a range of assessment tools and methods that an Appointing Officer can use to assess an applicant's suitability for the post, the most widely adopted method being the interview. However, for certain posts the interview alone may not sufficiently demonstrate the skills, values, behaviours, knowledge and abilities, therefore other methods of assessment should be considered in conjunction with the interview. Advice and access to approved assessment tools can be obtained from the Recruitment Team.

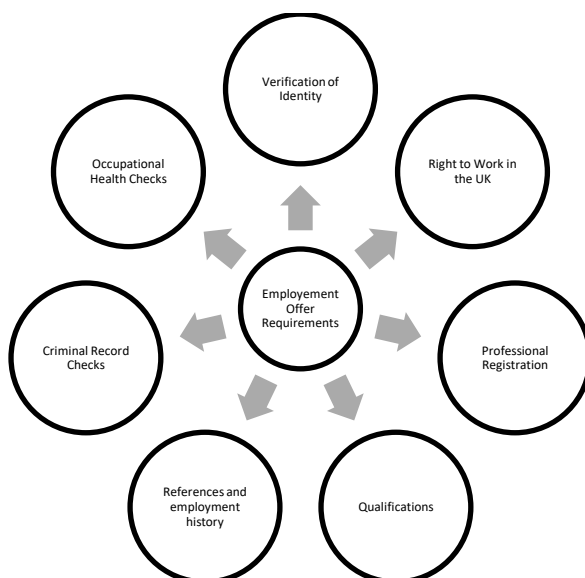


Further information can be found in the Recruitment and Selection Guidance and on the recruitment pages on Net-I.

Please note medical and dental advertisements may be placed without an interview date

3.4. Offer and Confirmation of Appointment

Once the candidate has been moved to Offer status, the Recruitment Team will send out a conditional offer of employment based on the information submitted by the Appointing Officer on the TRAC System and will start the relevant pre-employment checks in accordance with the six Employment Standards requirements issued by NHS Employers identified below.



- i. **Verification of Identity** – This is a check of a person's identity through a number of documents including those that contain photographic ID
- ii. **Right to Work in UK** - certain documents or a combination of documents will prove the right of an individual to work in the UK. These documents need to be original and valid as some have an expiry date. If an individual's right to work lapses then, it is illegal for the Trust to continue to offer the work and as such their employment or work with the Trust will be terminated. If an individual does not have the right to work and we want to pursue recruitment due to the post being difficult to recruit into, then we can apply for a Certificate of Sponsorship depending on the type of role it is and whether it is on the shortage occupational list
- iii. **Professional Registration**– when it is a contractual requirement that a post requires a specific professional registration it is checked at conditional offer stage, recorded on TRAC System and verified again on commencement with details uploaded/checked in ESR (Electronic Staff Records). The professional registration will then be regularly checked as outlined by registered / professional bodies.
- iv. **Academic Qualifications** – Registration with a regulatory or licencing body does assume that the appropriate documentary evidence has already been provided and validated in order for the individual to register and practice. For all other roles the recruitment team would verify and take copies of relevant qualifications that are associated with the post.
- v. **Employment History and References** - References are sought after a conditional offer has been made via the TRAC System which are cross checked against individuals' application forms. The number of references required are outlined in the Guidance Notes
- vi. **Criminal Record Checks** - All shortlisted applicants are asked to complete a self-declaration

providing details of any criminal records using the appropriate model declaration form either Form A (for Patient Facing Roles) or Form B (Non-Patient Facing Roles) and initiates an enhanced or standard DBS.

Details regarding DBS requirements are outlined in the Guidance Notes

- vii. **Occupational Health** – all new starters including internal appointments are required to undergo a work health assessment. The type of occupational health assessment required will depend on the nature of the workplace and the job, medical history of the employee and the requirements of health and safety legislation.

3.5. Post pre-employment Checks

Once all the relevant NHS employment checks have been met, the Appointing Officer will be notified via TRAC, and will be asked to arrange a start date with the applicant. The Recruitment Team will book individuals onto the Trust Induction and individuals will be sent links to access the Induction site. This will enable individuals to access information to welcome them into the Trust and access some training, via e learning, prior to their start date which should fall on a Trust Induction Day.

Once a start date has been confirmed by the manager, the Recruitment Team will confirm an unconditional offer of employment and issue a statement of main terms and conditions of employment, which in all cases will be sent electronically prior to the applicant starting in post. Where in circumstances the main terms and conditions are not sent prior to the employee starting in post they will receive this within 8 weeks of their commencement date.

Following the Trust Induction, individuals will start in their new area of work, and they will receive their Local Induction. In exceptional circumstances should your new starter need to start on a non-induction day appropriate approval must be gained via completing the pre-employment checks disclaimer form available from Recruitment.

Doctors and Dentists in Training attend an alternative Induction co-ordinated by the Medical Education Department.

For more detail, please refer to the Developing People Framework on Net-i

3.6. Development and Performance Review of New Employees

In line with Developing Our People framework all employees will have yearly Development Reviews with their manager. As good practice line managers should regularly review the requirements of the role and provide support and encouragement to the new employee to allow them to meet the requirements and expectations of their role. Newly qualified professional staff will also need to demonstrate competencies at agreed preceptorship periods in order to progress.

Ongoing development and support can be discussed during these conversations. Any action taken should be in accordance with the disciplinary, attendance and capability procedures and may result in the deferment of gateway progression.

For Medical and Dental staff, see separate policies for supporting Revalidation and Appraisal and a Health Education England managed process for doctors and dentists in training.

4. Monitoring Compliance and Assurance

The effectiveness of this policy will be reviewed and monitored through a number of reporting routes including:

The Equality, Diversity and Inclusion Group will receive and discuss compliance data and provide appropriate reports internally and externally to measure parity throughout the recruitment process with the following:

- Workforce Race Equality Standards (WRES)
- Disability Equality Standard (WDES)
- EIRA (Equality Impact Risk Assessment) monitoring report
- Gender Pay Gap

Provision and monitoring high standards of recruitment processes including:

- All personal and sensitive recruitment data adheres to Information Governance and Data Protection standards including recruitment records being kept for a period of 12 months
- Compliant with NHS Employers recruitment standards as indicated in the Guidelines
- Time to Hire Key Performance Indicators
- Privacy Notice available on our Trust website: <https://www.uhdb.nhs.uk/information-governance>

5. References

NHS Employers NHS Constitution

Disclosure and Barring Service

Equality Act 2010

6. Appendix i.

6.1. Definitions and Keywords

Corporate Induction: a process through which new employees are welcomed into the Trust, learning about the values, behaviours, culture, policies and procedures.

Disclosure and Barring Service check (DBS) – is an Executive Agency of the Home Office, providing 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 involving children or vulnerable adults. It replaces the Criminal Records Bureau and Independent Safeguarding Authority.

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.

Job Share: this is a form of flexible working which enables two employees to voluntarily share the responsibilities and duties of one full-time job. The pay, benefits and annual leave entitlement for job sharing are allocated on a pro rata basis.

Model Declaration Forms are self-disclosure forms provided by NHS Employers where the Trust is legally permitted to ask applicants questions in certain circumstances. There are two types of forms:

1. **Model Declaration Form A:** applicants are required to complete this form for roles which are identified as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) where they are eligible for standard or enhanced DBS check.
2. **Model Declaration Form B:** applicants are required to complete this form for roles which are non-exempt under the Exception Order.

NHS Standard Employment Checks: these are the 6 employment checks which outline the type and the level of checks NHS organisations must carry out prior to recruiting staff into NHS positions.

NHS Terms and Conditions: refers to the NHS nationally agreed pay, terms and conditions

On boarding: the term used to describe the process through which new employees acquire the necessary knowledge, skills and behaviours to become an effective member of the organisation. This can involve regular communication during the recruitment process, arranging welcome meetings and preparing new employees with the necessary information and resources in order for them to carry out their duties.

Person Specification: outlines the skills, knowledge and experience needed for the role.

Pre-employment checks: these checks are 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.

Recruitment and 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.

Recruitment Records: Advert, application form, Job Description, shortlisting criteria and outcome, interview assessment form, interview outcomes

Shortlisting: The process by which applications are considered and assessed prior to the selection and interview process.

Tier 2: is the main immigration route for working in the UK and is for skilled workers with a job offer. Visa sponsorship is required by the Trust and the visa is linked to a specific job.

TRAC System: is an intelligent application recruitment management system for the NHS to allow more effective and efficient recruitment to be undertaken.

Vacancy: A post that currently has no postholder and is being considered for future recruitment.

6.2. Key Responsibilities/Duties

Assistant Director of People Planning and Development: Has responsibility for the operational management of the recruitment function to ensure policies and legislation are adhered to.

Recruitment / Medical Resourcing Manager: will work autonomously managing the respective recruitment services teams and will work with managers to understand and address their needs to ensure compliance against policy and legislation and will be responsible for developing and implementing recruitment strategies using multi-faced approaches to recruit and retain appropriately qualified and experienced staff, enabling the Trust to deliver its services and meet its objectives.

Deputy Recruitment / Medical Resourcing Manager: will support the Recruitment/Medical Resourcing Manager in the delivery of a professional recruitment service team, ensuring compliance against policy and legislation. They will work closely with the recruiting/medical resourcing manager and support the development of recruitment strategies and with identifying and implementing diverse recruitment methods to address different needs within the organisation.

Recruitment Team and other recruitment administrative teams: work with the Appointing Officers and their teams to ensure that vacancy needs are met in accordance to Trust's Key Performance Indicators (KPIs). Working closely with applicants (both successful and unsuccessful candidates) ensuring all the pre-employment checks are completed against the 6 Employment Standards issued by NHS Employers and recording all outcomes.

Human Resources Business Partner: may be involved in resolving any discrepancies so must ensure that they understand and follow this procedure.

Interview Panel Chair: must as a minimum have received appropriate training in Recruitment and Selection and are required to read and understand this procedure and to follow the instructions given through the process by the Recruitment Team. The Chair of the interview panel has the overall responsibility for ensuring that a fair and valid recruitment process is carried out. The Chair will have ultimate responsibility of making the final decision on confirming shortlisting, selection and offer of the post and ensuring that the recruitment records are kept for a period of 12 months post interview for unsuccessful applicants.

Appointing Officer: are required to read and understand this procedure and the recruitment guidance on the intranet, and to follow the instructions given during the process by the recruitment teams. The appointing officer is also responsible for maintaining recruitment records for a period of 12 months post interview for unsuccessful applicants.

Recruitment Inclusion Guardian (RIG) - The RIG is a champion role and part of the interview panel to support in the recruitment of Band 8b posts and above to support equality, diversity, inclusion and fairness in the workplace.