

POLICY CONTROL SHEET
(updated August 2011)

| | | | | |
|---------------------------------------|---|-----------------------|--|-------------------|
| Policy Title and ID number: | Recruitment and Selection Policy - GEN 6.84 | | | |
| Sponsoring Director: | Director of Human Resources and Organisational Development | | | |
| Implementation Lead: | Senior Human Resources Manager – Corporate | | | |
| Impact: | (a) <i>To patients</i> | Yes | | |
| | (b) <i>To Staff</i> | Yes | | |
| | (c) <i>Financial</i> | Yes | | |
| | (d) <i>Equality Impact Assessment (EIA)</i> | Completed: Yes | | |
| | (e) <i>Counter Fraud assessed</i> | Completed: Yes | | |
| | (e) <i>Other</i> | | | |
| Training implications: | <i>To be incorporated into induction:</i> No | | | |
| Date of consultation: | Approval Process | Date | Local Consultation | Date |
| | <i>Executive Team</i> | | <i>Joint Partnership Forum</i> | |
| | <i>Board Committee:</i> | | <i>Local Negotiating Committee</i> | |
| | • <i>Clinical Governance</i> | | <i>Infection Control Committee:</i> | |
| | • <i>Non Clinical Governance & Risk</i> | 6/6/12 | <i>Health & Safety Committee</i> | |
| | • <i>Audit Committee</i> | | <i>Quality Safety Improvements & Effectiveness Board</i> | |
| | • <i>Finance Committee</i> | | <i>Investment Board</i> | |
| | • <i>RATS</i> | | <i>Patients Experience Board</i> | |
| | <i>Trust Board Approval / Ratification</i> | | <i>Other:</i> | |
| | <i>Other:</i> | | <i>Policy Review Group</i> | 16/2/12 & 29/3/12 |
| | | | | |
| Approval/Ratification at Trust Board: | June 2014 | Version Number: | 2 | |
| Date on Policy Warehouse: | | Team Brief Date: | | |
| Circulation Date: | | Date of next review: | June 2014 | |

| For completion by ET for <i>new</i> policies only: | | | | |
|--|--------------------|---|--------------|------------------------|
| Additional Costs | | | Budget Code: | Revenue or Non Revenue |
| | (a) Training | £ | | |
| | (b) Implementation | £ | | |
| | (c) Capital | £ | | |
| | (d) Other | £ | | |

RECRUITMENT AND SELECTION POLICY

POLICY ID: GEN 6.84.

March 2012

**SPONSORING DIRECTOR: DIRECTOR OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT**

RECRUITMENT AND SELECTION POLICY

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BARNSELEY HOSPITAL NHS FOUNDATION TRUST

RECRUITMENT AND SELECTION POLICY

1 Statement of Intent

- 1.1 Barnsley Hospital NHS Foundation Trust aims to provide high quality health services to its local population and other service users. This requires it to recruit staff of a high calibre to provide these services and develop them to meet the changing needs and expectations of patients and service users.
- 1.2 The Trust recognises that its employees are its most important asset. The success of the Trust is dependant on recruiting and retaining a highly motivated workforce.
- 1.3 It is also the aim of the Trust to work towards a workforce which is representative of the community we serve, at all levels of the organisation and across all disciplines. The Trust will target recruitment activity where necessary to achieve a workforce which is more representative of the local population, particularly in terms of ethnic origin, gender, disability and numbers of staff with caring responsibilities, and other circumstances which may lead people to being disadvantaged. A workforce which is more representative of the local community will provide better quality health services to all sections of the population.
- 1.4 The Trust recognises that securing employment helps people from disadvantaged groups improve their financial status and improve their overall quality of life and health.

2 Introduction

- 2.1 This policy promotes fair and equitable recruitment procedures which help managers comply with legislation and provide a positive image of Barnsley Hospital NHS Foundation Trust as an employer of choice to job applicants.

3 Scope

- 3.1 The policy applies to the recruitment and selection of all staff within Barnsley Hospital NHS Foundation Trust.

4 Approved recruitment and selection methods

- 4.1 As a minimum the Trust will require all job applicants to complete an online NHS job application form and if shortlisted, attend a job selection interview.

- 4.2 The Trust may also choose to use other selection methods, such as presentations, stakeholder discussion groups, psychometric and personality tests, to assist in the selection of senior appointments.

5 Responsibilities of the Human Resources Department

- 5.1 To ensure that all appointments made have received vacancy control approval (bank appointments excluded).
- 5.2 To ensure that all stages of the recruitment and selection procedure are dealt with efficiently and effectively and in line with the policies of Barnsley Hospital NHS Foundation Trust and the policies of the Department of Health.
- 5.3 To ensure that recruitment is carried out lawfully and in accordance with good practice and current employment legislation.
- 5.4 To ensure that no employee commences work prior to completion of all required pre – employment checks and that the six pre-employment checks documents of the NHS Employment Check Standards July 2010, are adhered to, namely:

Verification of Identity Checks
Criminal Records Checks
Right to Work Checks
Registration and Qualifications Checks
Employment History and References Checks
Occupational Health Checks

6 Responsibilities of Managers

- 6.1 The prime responsibility for the recruitment and selection of staff lies with the relevant line manager or supervisor and they will be responsible for carrying out recruitment and selection in a fair and non-discriminatory manner in accordance with the principles of the policy.
- 6.2 The recruiting manager is responsible for undertaking a number of pre-employment checks at interview, namely; identity verification, right to work, professional registration and qualifications checks. For posts where a CRB disclosure is required, the recruiting manager is also responsible for verifying the required identity documents at interview. Original documentation produced must be checked, recorded and a photocopy of the document retained and signed as a certified copy. The Human Resources Department will provide advice and support to managers.
- 6.3 The recruiting manager will also be responsible for ensuring that adequate records of the recruitment process exist which can respond to subsequent queries or challenges about the decisions made at different stages of the procedure.

- 6.4 Managers must ensure that all internal staff appointments to new positions have gone through the recognised Trust recruitment process in order to satisfy vacancy control and equal opportunities obligations.
- 6.5 The recruiting manager must ensure that any verbal job offers made, following interview, are based on the salary, terms and conditions outlined in the job description and advertisement.

7 Training

- 7.1 The Trust is committed to providing training to all its managers and supervisors with recruitment and selection responsibilities.
- 7.2 All Chairs of interview panels must have attended the Trust's recruitment and selection management masterclass to update their skills and knowledge of good recruitment practices and the Trust's recruitment procedures and documentation. Course details are available on the Learning and Development intranet site.
- 7.3 At least one panel member must also be compliant with the Trust's mandatory training on equality and diversity, safeguarding adults and safeguarding children. Details are available on the Learning and Development intranet site.
- 7.4 The ultimate aim is for all managers with recruitment and selection responsibilities to have received formal training.

8 NHS Jobs

- 8.1 NHS Jobs, the e-recruitment service for the NHS, is the main, and in the case of most vacancies, the sole recruitment site used by the Trust for the advertising of its vacancies free of charge.
- 8.2 All applicants are required to complete an on line standard NHS application form available on the NHS Jobs website, along with the required equal opportunities monitoring form. The Trust no longer accepts paper based applications.
- 8.3 The NHS Jobs service also provides application manager systems including enhanced on – line shortlisting tools, pre-application screening questions, key shortlisting questions, and vacancy analysis activity reporting for use by recruiting managers, with support and advice available from the Human Resources Department.

9 Electronic Staff Record (ESR)

- 9.1 The Electronic Staff Record is an HR management system that is fully integrated with human resources, payroll, learning and development, and occupational health information and since March 2008, used consistently across the whole of the NHS.

- 9.2 At Barnsley Hospital NHS Foundation Trust, ESR/NHS Jobs manages the entire recruitment process. The data that is captured during this process creates and builds the Electronic Employee Record. ESR integrates with the NHS Jobs on line service, enabling single data entry.

10 Monitoring

- 10.1 The Trust will monitor changes in the make up of its workforce as well as the characteristics of job applicants for different posts, so that the relative success rates of applicants from different backgrounds in being short listed and/or appointed can be measured. Appropriate action can then be identified to address any difficulties highlighted in monitoring information.
- 10.2 Monitoring information is automatically separated from the application form as part of the on line application process. This information will not be disclosed to the line manager or supervisor without the prior permission of the job applicant, and then only in circumstances where this is necessary for the recruitment and selection process e.g. where an adjustment is required by an applicant with a disability.
- 10.3 To ensure that monitoring is accurate and effective, managers must return all job details, including reasons for not short listing or appointing applicants, to the Department of Human Resources following appointment of the successful candidate.

11 Policy Review Date

- 11.1 This policy will be reviewed after 2 years following implementation or sooner should service developments or changes in employment legislation require earlier review.

12 Relevant Legislation

- 12.1 This policy reflects the requirements of the following legislation:

The Equality Act 2010
Rehabilitation of Offenders Act 1974
Rehabilitation of Offenders 1974 (Exceptions) Order 1975
Police Act 1997
Care Standards Act 2000
Data Protection Act 1998
Human Rights Act 1998
The Safeguarding Vulnerable Groups Act 2006
Criminal Justice and Court Services Act 2000
Sex Discrimination (Gender Reassignment) Regulations 2000
Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
Civil Partnership Act 2004

Gender Recognition Act 2004
The Immigration (Restriction on Employment) Order 2004
Immigration, Asylum and Nationality Act 2006

13 Other Related Trust Policies/Documents

Equality and Human Rights Policy
Occupational Health Screening Guidelines
HIV/AIDS Policy
Professional Clinical Registration Policy and Procedure
Employment Checks Policy and Procedure
Job Share Procedure and Guidance
Procedure for the employment and retention of people with disabilities
Criminal Records Check Policy and Procedure
Equality Statement
Relocation Expenses Support Policy