

Recruitment and Selection Policy

**Solent NHS Trust policies can only be considered to be valid and up-to-date if obtained from the intranet.
Please visit the intranet for the latest version.**

Purpose of Agreement	The purpose of this policy is to guide managers through the various stages of recruitment and selection processes and to ensure that all such activities are conducted in accordance with relevant legislation and best practice guidelines.
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Amend Number	Issued	Page	Subject	Action date
V2		L Bicknell		
V3	01/03/16	L Bicknell		01/03/16
V4	July 2020	K Milne	Throughout the document have updated team names and job titles, updated paragraph numbers etc.	November 2020
			Summary of Policy Paragraph numbers amended to reflect document changes and order Appendices removed to reflect policy changes and intranet updates Page numbers amended	
			Introduction and Purpose No changes	
			Scope and Definitions 2.1 Updated to reflect current scope, who it applies to 2.3 Added to reflect national / Gold Command paragraph 2.4 Updated to reflect current process	
			Process / Requirements 3.1.7 Added reference to Organisational Change and Consultation Policy and additional comment around posts not advertised if at risk employee can fill.	
			The Advertising Process 3.2.4 Wording updated to reflect social media promotion. 3.2.6 Additional paragraph for apprenticeship vacancies and how these are advertised. 3.2.9 Added reference to secondment policy 3.2.10 Additional paragraph regarding roles advertised internally and the short application form now available. With the exception of limited completion cases	
			The Selection Process 3.3.2 Two Ticks Scheme updated to Disability Confident Standard. Reference to interview checklist document 3.3.3 Additional paragraph regarding reasonable adjustments to be made for applicants 3.3.4 Additional information re: Organisational Change and Consultation Policy 3.3.11 Updated to reflect current process and	

			system updates 3.3.14 Updated to reflect location of documents referenced 3.3.15 Updated – HV Comment	
			The Appointment Process 3.7.2 Updated based on new process and system updates 3.7.4 Updated based on new process and system updates	
			Completion of Pre-employment checks 3.8.4 Updated based on new process and system updates	
			Equality and Diversity 6.2 Appendix number updated	
			New Equality Impact Analysis added	

Review Log

Include details of when the document was last reviewed.

Version Number	Review Date	Name of reviewer	Ratification Process	Reason for amendments
V2		L Bicknell		Minor changes
V3	01/03/16	L Bicknell	DDNC, JCC,	Incorporating changes to NHS jobs Medical recruitment and Fit and Proper Person requirements
V4	July 2020	K Milne	PSG, Clinical Executive Group	Review due

Summary of Policy

This policy explains the steps that must be taken in order to meet Trust requirements when recruiting to a position which are based on the NHS Standards and good recruitment practice. It outlines the authorisation process, and all steps that must be followed until the new employee commences work.

The policy incorporates Fit and Proper Person checks for Directors/Non-Executive Directors and the Appointment of Consultants Regulations.

The process requirements are contained within Section 4, which is split into 10 separate sub sections. The following sections cover:

- Section 3.1 reviewing the vacancy and includes the process used for 'at risk' individuals (paragraph 3.1.7)
- Section 3.2 the advertising process from workforce controls authorisation (paragraph 3.2.1), , acting up and secondment opportunities (paragraph 3.2.9), and how to extend closing dates (paragraph 3.2.11).
- Section 3.3 the selection process which includes short listing candidates (paragraph 3.3.1), applications from disabled candidates (paragraph 3.3.2), work based testing (paragraph 3.3.5), Director appointments (paragraph 3.3.6) candidates living outside the UK (paragraph 3.3.8), constitution of interview panels (paragraph 3.3.10), questions at the interview (paragraph 3.3.11) and explains the meaning of Resident Labour Market (paragraph 3.3.14)
- Section 3.4 what is accepted as proof of identity
- Section 3.5 user involvement
- Section 3.6 external assessors
- Section 3.7 the appointment process
- Section 3.8 pre-employment checks
- Section 3.9 recruitment of ex-offenders
- Section 3.10 recruitment of volunteers

The roles and responsibilities of individuals involved in the recruitment process are explained in Section 4

Appendix 1 gives a flow chart of the recruitment process,

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SOLENT NHS TRUST RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION AND PURPOSE

- 1.1 Solent NHS Trust is committed to ensuring the highest possible standards of service delivery. One key way in which this may be achieved is through the use of effective recruitment and selection procedures. The purpose of this policy, therefore, is to guide managers through the various stages of these processes and to ensure that all such activities are conducted in accordance with relevant legislation and best practice guidelines.

2. SCOPE & DEFINITIONS

- 2.1 This policy applies to bank, locum, permanent and fixed term contract employees (including apprentices) who hold a contract of employment or engagement with the Trust, and secondees (including students), volunteers (including Associate Hospital Managers), Non-Executive Directors, governors and those undertaking research working within Solent NHS Trust, in line with Solent NHS Trust's Equality, Diversity and Human Rights Policy. It also applies to external contractors, Agency workers, and other workers who are assigned to Solent NHS Trust.
- 2.2 All recruitment and selection to posts within the Trust will proceed in accordance with this policy in order to ensure a transparent, fair, effective and efficient process which is in line with current equality legislation.
- 2.3 Staff are expected to adhere to the processes and procedures detailed within this policy. During times of national or 'Gold command' emergency Solent NHS Trust may seek to suspend elements of this policy in order to appropriately respond to a critical situation and enable staff to continue to work in a way that protects patient and staff safety. In such cases Quality Impact assessments will be completed for process changes being put in place across the organisation. The QIA will require sign off by the Solent NHS Ethics Panel, which is convened at such times, and is chaired by either the Chief Nurse or Chief Medical Officer. Once approved at Ethics panel, these changes will be logged and the names/numbers of policies affected will be noted in the Trust wide risk associated with emergency situations. This sign off should include a start date for amendments and a review date or step down date when normal policy and procedures will resume.
- 2.4 It is acknowledged that the majority of Junior Doctor rotation appointments will be made in accordance with the Wessex Deanery Recruitment policy, however non Deanery funded posts will be recruited in accordance with this policy.

3. PROCESS / REQUIREMENTS

3.1 *Reviewing the Vacancy*

- 3.1.1 When a post becomes vacant, the line manager should consider both current and future service needs, taking account of skill mix requirements and job design, and ensuring that any recruitment activities are consistent with the workforce plan for the service. Any relevant factors which have been highlighted by a previous incumbent of the post should also be borne in mind when reviewing a job description for the purposes of recruitment.
- 3.1.2 For posts covered by the National terms and conditions both the job description and person specification should be developed in accordance with the Agenda for Change (AfC) requirements. All Job Descriptions must be submitted using the Trust approved Job Description and Person Specification template. People Services will not process any vacancy that has not been through the AfC job evaluation process. Copies of the current Trust Job description and Person specification

templates are available on the Trust intranet. For Medical and Dental positions, job descriptions should be developed in accordance with national templates and for Medical Consultants the relevant Royal College must be consulted.

- 3.1.3 Person specifications are used to determine the skills and abilities, knowledge and experience which are requirements of the post, and should be used for shortlisting suitable candidates during the recruitment process to help assure only suitable candidates are interviewed. It is generally expected, however, that the successful candidate would have the necessary skills to undertake the role and capacity / ability to develop further over a period of time. The post-holder should demonstrate within the application and selection process they fulfil the necessary skills and competencies to undertake role.
- 3.1.4 In all but exceptional circumstances managers should not specify a minimum number of years' experience required for any post as this does not necessarily relate directly to an individual's competence and may, in fact, contravene age discrimination legislation.
- 3.1.5 Solent NHS Trust promotes a range of employee friendly working practices and, as such, the recruiting manager should consider which of these options may suit the particular post which is being advertised.
- 3.1.6 To ensure the Trust complies with its legal requirements, it is important that the use of fixed term contracts is appropriate and limited to circumstances where this is strictly necessary. Fixed term contracts should only be used to provide time-limited cover i.e. for maternity leave, specialist training, secondment or career breaks; as part of an agreed planning process for structural and organisational change; or for the purposes of fulfilling a particular short term project.
- 3.1.7 All approved vacancies will be highlighted to HR Consultancy in the first instance to identify any individuals who are:
- Identified as 'at risk' and are suitable to be considered for redeployment.
 - On the redeployment register due to health reasons and the vacancy is suitable for the re-deployee.
 - Employees at risk are given priority for posts, if they meet the minimum criteria as detailed in the job Person Specification. Posts are not advertised if someone at risk can fill them.

Please refer to Organisational Change and Consultation Policy

3.2 The Advertising Process (Refer to page 16 – Appendix 1 Flowchart)

- 3.2.1 Authorisation must be sought through the relevant workforce controls process before any vacancy may be advertised. The most up to date Trust approvals process can be found on the Trust intranet.
- 3.2.2 It is advisable for the recruiting manager to provide potential applicants with as much relevant information as possible about the post. All such information should be uploaded to the NHS Jobs website to ensure that this is made available to either potential applicants or short-listed candidates at the appropriate time.
- 3.2.3 Recruiting managers must set an interview date prior to advertising in order that this may then be publicised from the outset for the benefit of those applicants who are short-listed. It is also good practice to encourage informal visits and/or telephone calls whilst the post is being advertised to enable potential applicants to develop a greater understanding of the vacant post and Solent NHS Trust in general.

- 3.2.4 All vacancies must be advertised on the NHS Jobs website in the first instance targeting a wide pool of potential applicants, upon request or for hard to fill posts, vacancies will also be promoted on Social Media platforms and shared amongst networks. Where this does not generate a sufficient pool of suitable applicants, however, the recruiting manager may request that the post is subsequently advertised through an alternative means, e.g. professional journals, local or national newspapers etc. Approval for expenditure in this respect must be provided by the appropriate Associate Director/Operational Director and will be charged to the recruiting manager's cost centre.
- 3.2.5 For medical and dental consultant positions, posts will be advertised through two different types of media (NHS Jobs and British Medical Journal or equivalent), as specified in the National Health Service (Appointment of Consultant Regulations 2004 (as amended)).
- 3.2.6 Apprenticeship vacancies will follow the standard process for advertising. These posts will be advertised via the NHS Jobs website and the national apprenticeship website www.apprenticeships.gov.uk. These posts will also be promoted via social media and circulated to further education establishments
- 3.2.7. All vacancies will be advertised as follows:
- *Internal* – minimum of 5 days
 - *External* – minimum of 5 days unless the post is being advertised to link in with external advertising or to comply with the Resident Labour Market conditions set out by the Home Office where posts could attract candidates from outside the EEA where the minimum period will be 21 days.
 - *Medical and Dental Consultants* – the minimum period will be 21 days.
- 3.2.8 All advertisements will include a statement of the Solent NHS Trust's commitment to equal opportunities, diversity and inclusion. Discriminatory statements must not be used and every care should be taken to avoid the use of potentially discriminatory language. Likewise, person specifications should not include unjustifiable criteria which may indirectly discriminate against any potential applicants.
- 3.2.9 All acting up and secondment opportunities should be advertised in accordance with the secondment policy.
- 3.2.10 Roles advertised internally will be advertised through NHS jobs and will be highlighted on SolNet. Applications will be accepted using a short application form available on Solnet and NHS Jobs which applicants will attach as a document when applying. As with all recruitment applications will be anonymous when recruiting managers are shortlisting. With the exception of limited competition cases, where applications are only open to employees within a particular service / team / role, see the Organisational Change & Consultation Policy for further details on limited competition scenarios.
- 3.2.11 Should there be a requirement to extend the closing date for any reason, the Recruiting Manager should contact the People Services Recruitment Team to extend the closing date.

3.3 The Selection Process

- 3.3.1 The recruiting manager is responsible for developing the shortlist for interview, via NHS Jobs. Criteria for short-listing must be clearly outlined within the person specification and applied equally to all applicants.

- 3.3.2 The Trust subscribes to the Disability Confident Standard whereby if any candidates have indicated they have a disability the Trust will guarantee them an interview if they meet the minimum requirements of the role.
Please refer to the interview checklist document to guide you through the interview process and for best practice advice. This can be found in the People Services Hub on Solnet
- 3.3.3 Recruitment manager to ensure reasonable adjustments required to reduce or remove any disadvantage where an applicant has a disability in line with Equality Act 2010. A guide to reasonable adjustments is available in the HR Consultancy [toolkit](#)
- 3.3.4 Any internal candidates who have applied for a vacancy and are at risk as a result of an organisational change and those in a redeployment scenario on health grounds within the Trust, will be guaranteed an interview if they meet the minimum requirements of the position. The Attendance & Wellbeing Policy states that those being redeployed on ill health grounds will have prior consideration when they meet the skills/experience and if the role is suitable in line with Occupational health advice. via the HR Consultancy team internal applicants will be linked with a member of the recruitment team who will highlight suitable posts. Please refer to the Organisational change and consultation policy or Attendance and Wellbeing policy (as applicable).
- 3.3.5 Whilst it is normal practice to use panel interviews in the majority of cases, these may be supplemented by a range of work-related activities, for example typing tests, in-tray exercises, presentations, psychometric assessments, fitness tests and group discussions etc. The recruiting manager should indicate via NHS Jobs whether any further assessment methods are to be used as part of the selection process in order that candidates may be notified accordingly. We recommend that managers interviewing at pay band 8a and above undertake a formal assessment centre process and use the Saville Wave psychometric tool.
- 3.3.6 For all Executive Director appointments candidates will be required to be interviewed by an occupational psychologist, undertake psychometric testing as part of the recruitment process and other checks as required by the Regulations 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
- 3.3.7 Candidates will be invited for interview and notified of any additional requirements on behalf of the recruiting manager via NHS Jobs. Each candidate will confirm attendance by return to NHS Jobs.
- 3.3.8 Some candidates particularly from overseas may request an interview via e-platforms. It is the decision of the Recruiting Manager if they wish to undertake the interview via this media as they will require access to an MS Teams or Zoom account to undertake the interview. They will also need to consider how they will facilitate any work related tests they require to be undertaken in these circumstances. Consideration must also be given to how original evidence of identity and qualifications will be sighted at the interview phase.
- 3.3.9 The main objective of the selection process is to obtain as much relevant information about each short-listed applicant as possible in order that the panel may make an objective and informed decision in terms of which person is the most suitable candidate for the post.
- 3.3.10 A minimum of two people must form each interview panel and those involved should be proficient in recruitment and selection techniques. The Chair of the interview panel should have experience of selection interviews and wherever possible have attended training on selection and recruitment. Requests can be made to the People Services team to participate in the selection interview should further experience be required. Good practice for one panel member to be from outside of the recruiting service.

- 3.3.10 Interview packs can be found in the People Services Hub on Solnet, application forms and interview schedules can be downloaded from NHS Jobs.
- 3.3.11 Prior to the commencement of interviews, panel members should agree interview questions which relate both to the job description and person specification for the post and the application forms of candidates being interviewed. The Chair of the panel will determine the structure of the selection process and ensure that candidates are informed of this at the outset. All panel members should be given the opportunity to ask questions to help determine the most suitable candidate for the post. Whilst the same core questions should be asked of all candidates, the process should also be tailored to individual candidates as necessary and supplementary questions may be asked as a means of assessing each candidate's individual skills, experience and suitability for the post.
- 3.3.12 Whilst all those involved should ensure their conduct remains consistent with legislative requirements and good practice guidelines, the Chair has ultimate responsibility for ensuring that all applicants are considered solely on their suitability for the post in question. The Chair will also be responsible for making the final selection decision in situations where opinions as to the most suitable candidate differ amongst panel members.
- 3.3.13 The panel should assess each candidate against the criteria outlined in the person specification for the post, using the Candidate Interview Assessment Form shown available on Solnet within the recruitment toolkit. Detailed notes should be taken throughout the process and retained and securely stored by the chair of the panel for a minimum of 6 months, at which time they should be destroyed. If interviews involved candidates from outside the Resident Labour Market see paragraph 3.3.14, documentation must be retained for the whole time the successful candidate is employed by the Trust. If the successful candidate is from outside the Resident Labour Market, notes of all interviews should be returned to the People Services Transactional Team and must be securely stored in accordance with GDPR guidelines.
- 3.3.14 Resident Labour Market means: A "resident worker" is a person who is a European Economic Area (EEA) national or has settled status in the UK within the meaning of the Immigration Act 1971, as amended the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002. A list of Countries in the EEA is shown at Appendix 2.
- 3.3.15 Where there is a potential conflict of interest (e.g. if one of the applicants is related to or is well known to a member of the panel) the matter must be declared and advice sought from the People Services Recruitment Team. Ideally all interview panel members should be involved in shortlisting. Failure to disclose any conflict could lead to the matter being referred to the Trusts Local Counter Fraud Specialist (LCFS) and/or Human Resources for further investigation in line with the Trusts Local Fraud, Bribery and Corruption Policy and Disciplinary Policy.
- 3.3.16 Any employee with a close personal relationship with an applicant must not be involved at any stage of the recruitment and selection process. It is the Trusts normal policy to not employ partners, relatives or close friends in the same team, particularly where there is a line management relationship. As such applications should be sensitively and respectfully discouraged. Job applicants – including internal applicants – are required to declare any relationships with existing Trust employees on their Job Application Form. See Policy for **Professional and Personal Boundaries**.
- 3.4 Proof of Identity, Disclosure and Barring Checks (DBS), Qualifications and Eligibility to Work in the UK**
- 3.4.1 It is a requirement for the Chair of the selection panel to ensure that identity checks for all candidates at the time of interview are undertaken. This would include verification and photocopying of:

- current passport,
- photo driving license,
- birth certificate, or
- adoption certificate,
- utility bill confirming address issued within the last three months,
- all essential qualifications which are specified in the person specification, and
- up-to-date registration details.

3.4.2 Likewise, anyone who wishes to work in the UK and who is not a national of the European Economic Area requires a Certificate of Sponsorship (CoS). CoS are not transferable; instead they are issued for an individual to do a particular job with a specific employer. Spouses of Certificate of Sponsorship holders who have been granted leave to remain as dependants of a CoS holder have the right to work in the UK so long as they remain married. Recruiting managers will, therefore, need to check the status of interview candidates who are not EU nationals. Alternatively, if the position is classed as 'hard to fill' the People Services Team may be requested to apply for a Certificate of Sponsorship on behalf of the recruiting manager.

3.4.3 Photocopies of all the documents witnessed at interview should be certified as a true copy by the manager before the copies are then emailed to the People Services Team once the interviews have been completed.

3.4.4 It is vitally important that the identity and right to work status of a prospective employee is reliably verified before he/she is appointed in accordance with the NHS Employment Check Standards (NHS Employers) and Home Office Guidelines. In the event of concerns being raised with regards to the authenticity of an identity document it should be checked against the appropriate department including but not limited to the Home Office, Passport Office or the DVLA. The candidate should not be alerted to the concern and a referral must be made to the Trust's LCFS who will provide advice on the next steps.

3.4.5 Any concerns regarding the authenticity of qualification certificates should be referred to the Trust's LCFS who will contact the awarding body.

3.5 User Involvement

3.5.1 As a Trust we would encourage, where appropriate, for members of the communities to be involved in the selection process. We acknowledge the benefits of user involvement in our service redesign and other business practices such as recruitment. Within some of our clinical areas it is appropriate for us to involve a patient/service-user in the interview and selection process. Dependent upon the nature of the vacant post and the service in which the vacancy is, arrangements will be made to involve patients or people who access our services in the recruitment process.

3.6 External Assessors

3.6.1 It may also be essential or desirable to involve an external assessor in the selection process. The recruiting manager will be responsible for making the appropriate arrangements in this respect and for ensuring that reimbursement is provided for expenses incurred by the assessor for the purposes of participation.

3.6.2 The recruiting manager must then ensure that the People Services Transactional Team have the necessary information relating to external assessors in order that they may send copies of the documentation prior to the interviews.

- 3.6.3 The external assessor will be able to ask questions of the candidates at interview, however, their primary purpose will be to advise on the professional competence of candidates and their ability to fulfil the criteria for the post.
- 3.6.4 Any panel members, including the external assessor, must declare a conflict of interest as soon as this becomes apparent in order that alternative arrangements can be made.
- 3.6.5 When appointing Very Senior Managers (Directors) or Medical and Dental Consultants it is a requirement that an external assessor is present at all interviews.

3.7 The Appointment Process

- 3.7.1 The recruiting manager should contact both the successful and also unsuccessful candidates by telephone shortly after interview to inform them of the outcome and to provide feedback on interview performance as required.
- 3.7.2 The recruiting manager should update NHS Jobs with outcome details within 24 hours and complete the offer of employment form, the latest version being available on the Solent Intranet, Managers Toolkit, Recruitment section. This form & copies of ID verified documents should be emailed to the People Services Transactional Team who will then:
- take up references on behalf of the recruiting manager;
 - verify professional registration;
 - check the National Performers list or Section 12 membership where appropriate; and
 - Undertake informal enquiries for Very Senior Managers (Directors) by searching internet search engines e.g. Google, the insolvency and bankruptcy register, disqualified directors register, and social media checks, etc.
 - commence the e-DBS checking
- 3.7.3 A record is maintained within the People Services Team to ensure that a consistent and rigorous process is followed with regards to pre-employment checks. The process is then audited to monitor compliance.
- 3.7.4 The People Services Transactional Team, through NHS Jobs will send an Offer letter and Contract of Employment subject to pre-employment checks, together with the following:
- Occupational Health Form
 - Link to E-DBS online application form and instruction when position applied for dictates DBS check required.
 - Fit and Proper Persons self-declaration form (Directors and Non-Executive Directors)
 - ESR Personal Information form
 - Proposed start date
 - Date and location of Corporate Induction

The offer and contract of employment is accepted by the new employee within NHS Jobs

- 3.7.5 The Recruiting Manager will review a copy of the contract of employment as well as confirmation of start date and Corporate Induction date through NHS Jobs. It is the manager's responsibility to ensure the individual attends Corporate Induction which is the first day of employment. If the start date is amended with the individual the manager must notify People Services Transactional Team as soon as possible.

3.8 Completion of Pre-Employment Checks – Pending DBS Process

3.8.1 In the vast 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:

- 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.

3.8.2 These requirements must be documented by the recruiting manager on the Pending DBS Risk Assessment Form which is available from Solent Intranet, Managers Toolkit in Recruitment section and authorised by the relevant People Services Manager. This form should then be forwarded to the Associate Director People Services for authorisation once complete and the form will then be retained on employee's personal file within the People Services Transactional Team.

3.8.3 Any pre agreed financial relocation assistance should be highlighted to the People Services Transactional Team by the recruiting manager and budget holder for the service. Payments can be made in accordance with the Relocation Policy.

3.8.4 The People Services Transactional Team will notify the employee once all the pre-employment checks are completed via NHS Jobs

3.9 Recruitment of Ex-Offenders

3.9.1 Although the Trust is exempt from the Rehabilitation of Offenders Act 1974, recruiting managers should not preclude an applicant who has previous convictions unless it is justifiable to do so. Their decision in this respect should take account of the nature of the post, details of the conviction, when the offence took place and the penalty given. Advice must be sought from the relevant HR Consultant before the recruiting manager makes an offer of employment.

3.10 Recruitment of Volunteers and Individuals on Unpaid Work Experience

3.10.1 The Trust is committed to assisting with workplace practice and offering those on back-to-work schemes an opportunity to gain experience in a healthcare environment. It is also recognised that volunteers from the local community can make a valuable contribution to the services provided. With respect to both the recruitment of volunteers and the provision of unpaid workplace experience, however, the Trust has a responsibility to safeguard vulnerable patients/clients. For appointment of volunteers please refer to the Volunteer Policy.

3.10.2 All managers considering offering honorary work placements should refer to the Learning and Development Policy.

4. ROLES & RESPONSIBILITIES

- 4.1 **The Chief Executive** has ultimate accountability for the strategic and operational management of the organisation, including ensuring adherence to all policies.
- 4.2 **Managers** are responsible for ensuring the requirements of this policy are met.
- 4.3 **The People Services Team** will support the recruitment and selection process ensuring that new recruits are appropriately vetted prior to their appointment to the Trust.
- 4.4 **All employees** within the Trust are responsible for adhering to this policy at all times.
- 4.5 **The LCFS and Human Resources Team** are responsible for investigating any concerns reported and instigating action where deemed appropriate in line with Trust policy.

5. TRAINING

- 5.1 The requirements of this policy will be brought to the attention of all those responsible for recruitment and selection through the People Services Managers Toolkit. The Toolkit will also offer further materials to assist with each stage of the recruitment process. Line managers will be required to ensure the people in their teams are made aware of this policy when this is cascaded through usual dissemination routes.
- 5.2 The LCFS can provide document verification training for employees responsible for recruitment. Recruiting managers and the People Services Recruitment Team may be requested to attend such training either with the LCFS or another appropriate body to ensure that financial and reputational risks are minimised for the Trust.

6. FRAUD AND BRIBERY

- 6.1 Failure by an applicant to provide accurate and truthful information in their application will result in their offer being withdrawn and could be referred to the Trust's LCFS by Human Resources.
- 6.2 If an employee has intentionally provided inaccurate information, or withheld information that is relevant to their appointment, it can be cause for dismissal in accordance with the Trust's Disciplinary Policy and also prosecution. Misrepresentations as part of the recruitment process can constitute a criminal offence under the Fraud Act 2006.
- 6.3 In any instance where concerns are raised in respect of bribery and/or conflicts of interest between recruiting managers and applicants; this must be reported immediately to the LCFS who will investigate further in accordance with the Bribery Act 2010.

7. EQUALITY & DIVERSITY AND MENTAL CAPACITY ACT

- 7.1 Solent NHS Trust is committed to treating people fairly and equitably regardless of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.
- 7.2 An Equality Impact Assessment has been carried out for this policy and no significant issues have been identified (Appendix 3).

8. SUCCESS CRITERIA / MONITORING COMPLIANCE AND THE EFFECTIVENESS OF THE DOCUMENT

- 8.1 Recruitment exercises within the Trust are monitored by the People Services Team to ensure that a consistent process is applied and where improvements to the system are recognised these are implemented as soon as practically possible. Any inconsistency noticed is addressed at the time.

9. REVIEW

- 9.1 This policy may be reviewed at any time at the request of either staff side or management but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

10. REFERENCES AND LINKS TO OTHER DOCUMENTS

- 10.1 This policy is underpinned by the following:

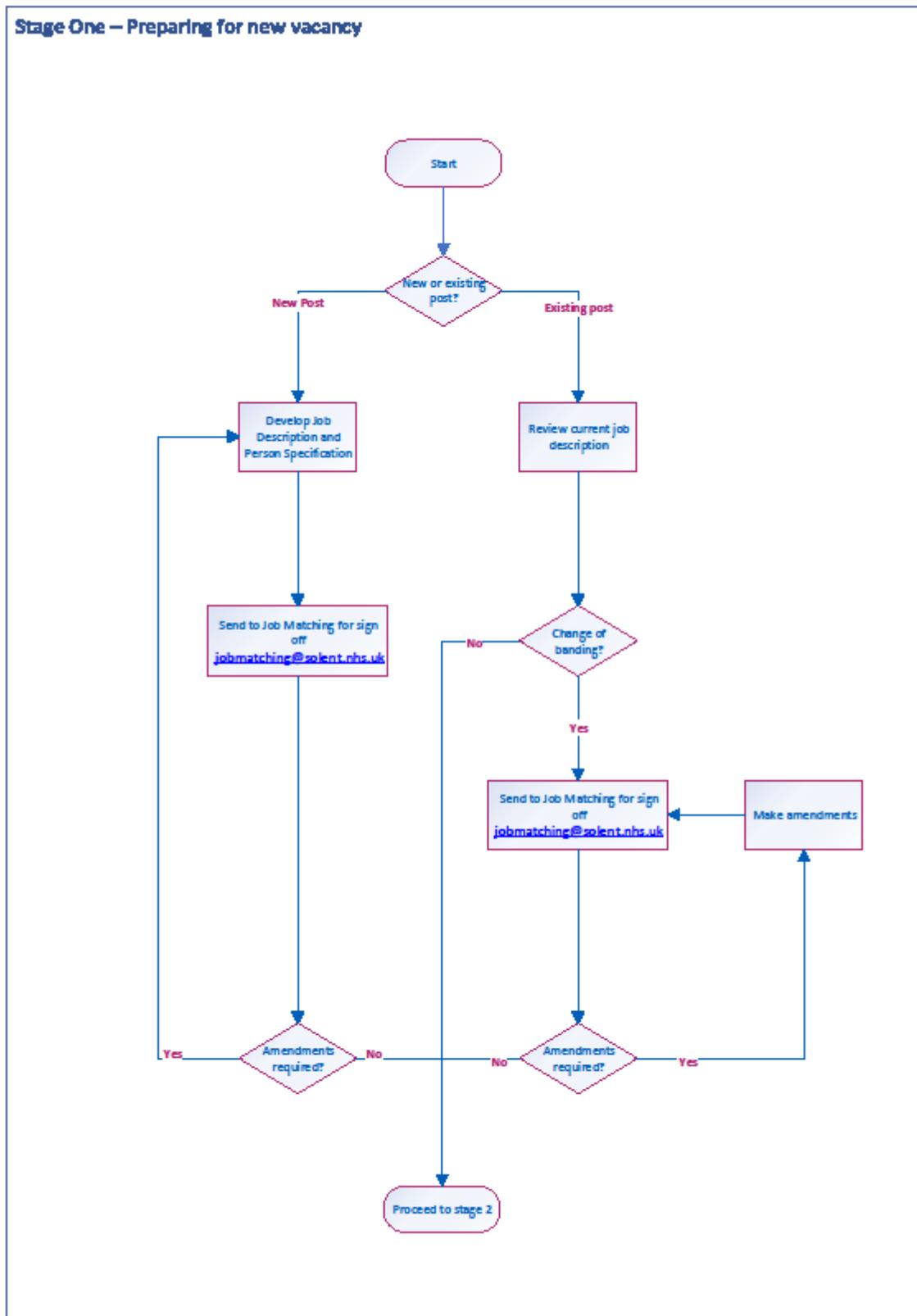
- Recruitment Factsheet (CIPD, April 2015)
- NHS Employers Check Standards (NHS Employers, updated June 2019) which includes:
 - Verification of identity checks
 - Right to work checks
 - Professional registration and qualification checks
 - Employment history and reference checks
 - Criminal record checks
 - Occupational health checks

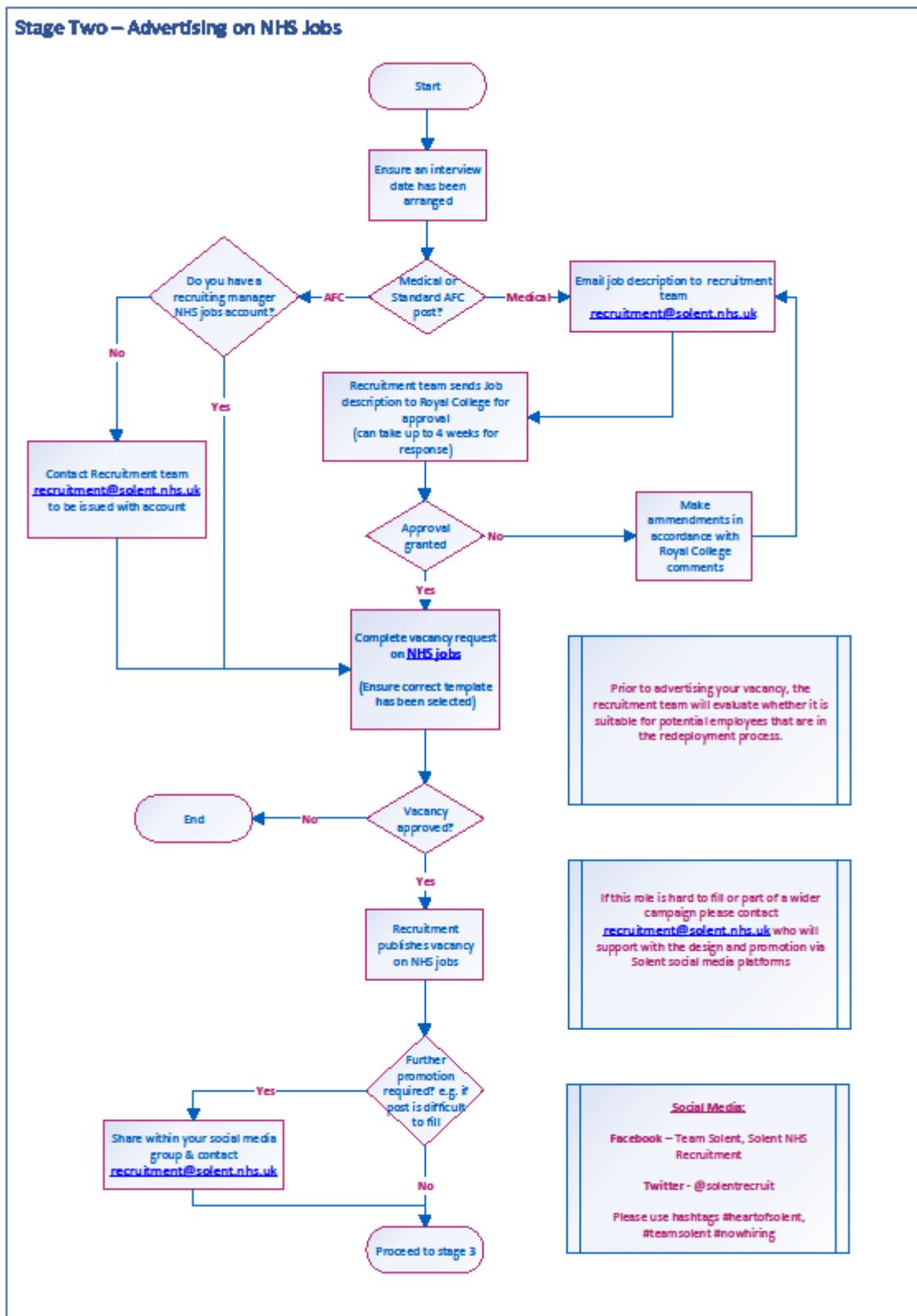
<https://www.nhsemployers.org/your-workforce/recruit/employment-checks>

- 10.2 It should be read in conjunction with:

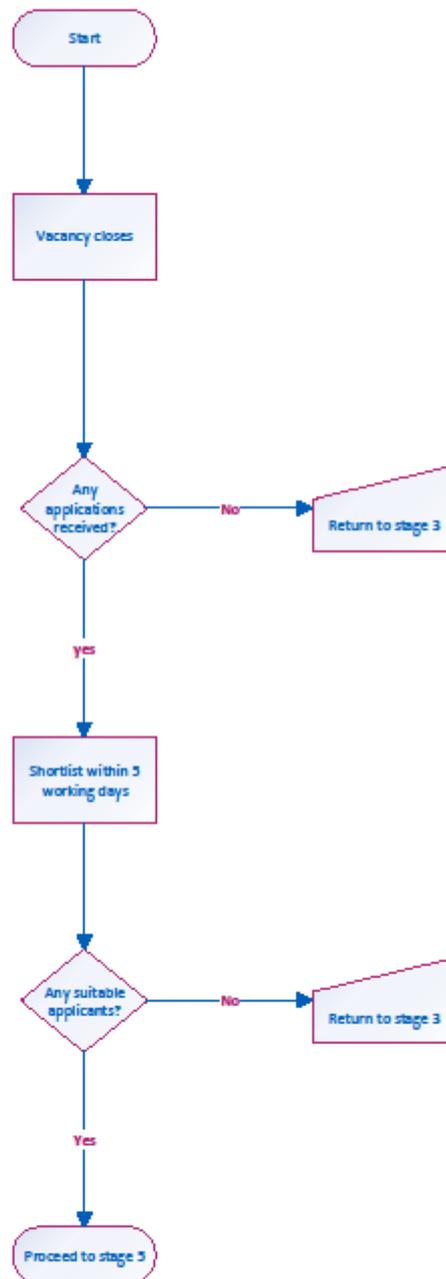
- Policy Relating to Obtaining and Providing Employee References
- Policy Relating to the Registration of Professional Staff
- Policy Relating to Disclosure and Barring Service (DBS) Disclosures
- Volunteers Policy
- Learning and Development Policy
- Locum Medical and Dental Staff Policy
- Regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Disciplinary Policy
- Local Fraud, Bribery and Corruption Policy
- Discrimination Disability Act Policy
- Professional and Personal Boundaries policy

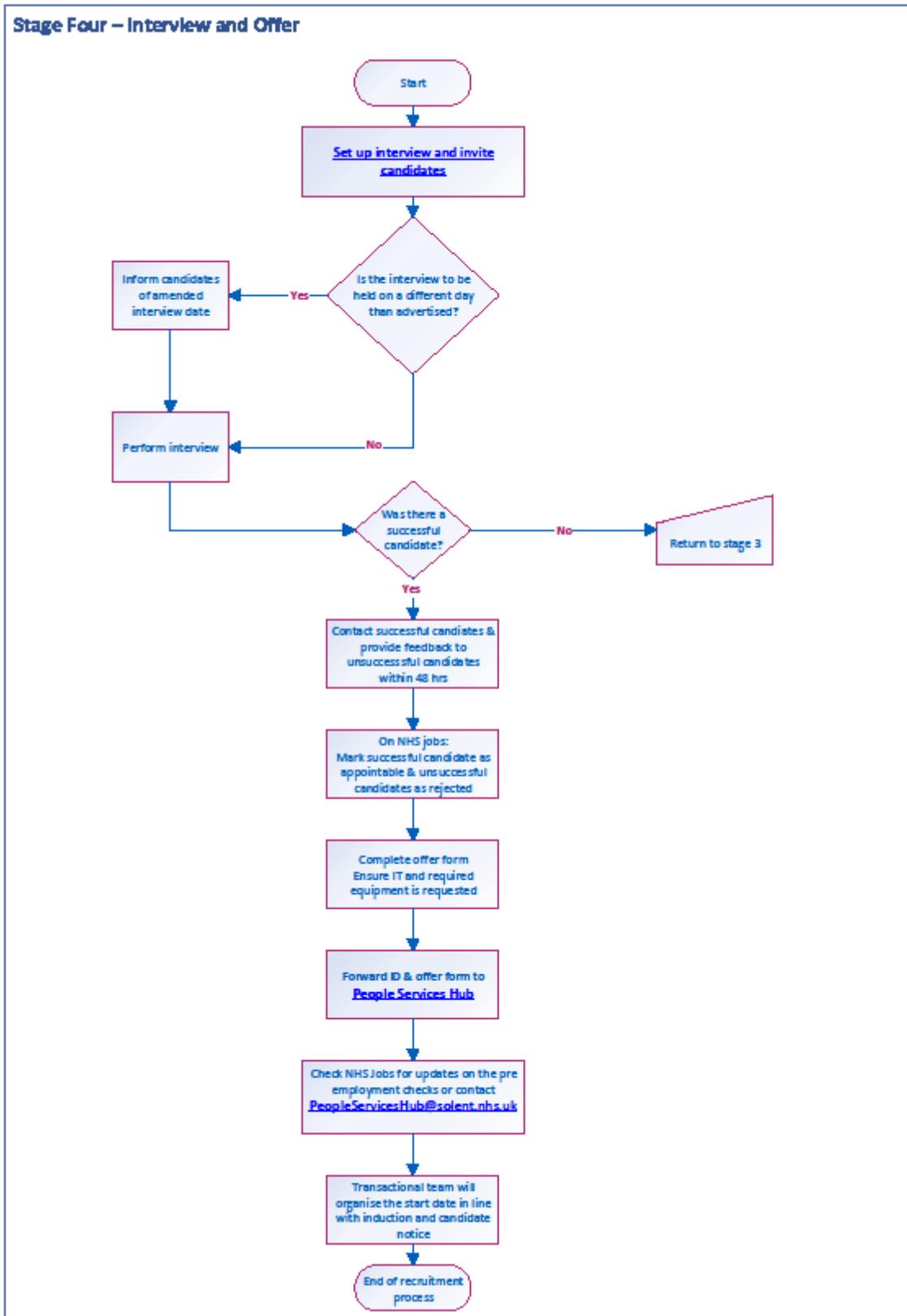
RECRUITMENT PROCESS MAP





Stage Three – Shortlisting





Countries in the European Economic Area

Austria
Belgium
Bulgaria
Cyprus
Czech Republic
Denmark
Estonia
France
Finland
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovenia
Slovakia
Spain
Sweden

Special rules apply for Croatian and Turkish Nationals which the People Services Team can advise on.

Equality Analysis and Equality Impact Assessment

Equality Analysis is a way of considering the potential impact on different groups protected from discrimination by the Equality Act 2010. It is a legal requirement that places a duty on public sector organisations (The Public Sector Equality Duty) to integrate consideration of Equality, Diversity and Inclusion into their day-to-day business. The Equality Duty has 3 aims, it requires public bodies to have due regard to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and other conduct prohibited by the Equality Act of 2010;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not;
- **foster good relations** between people who share a protected characteristic and people who do not.

Equality Impact Assessment (EIA) is a tool for examining the main functions and policies of an organisation to see whether they have the potential to affect people differently. Their purpose is to identify and address existing or potential inequalities, resulting from policy and practice development. Ideally, EIAs should cover all the strands of diversity and Inclusion. It will help us better understand its functions and the way decisions are made by:

- **considering the current situation**
- **deciding the aims and intended outcomes of a function or policy**
- **considering what evidence there is to support the decision and identifying any gaps**
- **ensuring it is an informed decision**

Equality Impact Assessment (EIA)

Step 1: Scoping and Identifying the Aims	
Service Line / Department	Corporate – People Services
Title of Change:	Recruitment and Selection Policy
What are you completing this EIA for? (Please select):	Policy <i>(If other please specify here)</i>
What are the main aims / objectives of the changes	To guide managers through the various stages of recruitment and selection processes and to ensure that all such activities are conducted in accordance with relevant legislation and best practice guidelines.
Step 2: Assessing the Impact	

Please use the drop-down feature to detail any positive or negative impacts of this document /policy on patients in the drop-down box below. If there is no impact, please select "not applicable":

Protected Characteristic	Positive Impact(s)	Negative Impact(s)	Not applicable	Action to address negative impact: <i>(e.g. adjustment to the policy)</i>
Sex			N/A	
Gender reassignment			N/A	
Disability			N/A	
Age			N/A	
Sexual Orientation			N/A	
Pregnancy and maternity			N/A	
Marriage and civil partnership			N/A	
Religion or belief			N/A	
Race			N/A	

If you answer yes to any of the following, you MUST complete the evidence column explaining what information you have considered which has led you to reach this decision.

Assessment Questions	Yes / No	Please document evidence / any mitigations
In consideration of your document development, did you consult with others, for example, external organisations, service users, carers or other voluntary sector groups?)	No	Policy is an update of a previous policy that had been consulted on via the staff side and managers.
Have you taken into consideration any regulations, professional standards?	No	

Step 3: Review, Risk and Action Plans

How would you rate the overall level of impact / risk to the organisation if no action taken?	Low	Medium	High
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What action needs to be taken to reduce or eliminate the negative impact?	N/A		
Who will be responsible for monitoring and regular review of the document / policy?	People Services		

Step 4: Authorisation and sign off

I am satisfied that all available evidence has been accurately assessed for any potential impact on patients and groups with protected characteristics in the scope of this project / change / policy / procedure / practice / activity. Mitigation, where appropriate has been identified and dealt with accordingly.

Equality Assessor: _____ **Date:** _____

Additional guidance

Protected characteristic		Who to Consider	Example issues to consider	Further guidance
1.	Disability	A person has a disability if they have a physical or mental impairment which has a substantial and long term effect on that person's ability to carry out normal day today activities. Includes mobility, sight, speech and language, mental health, HIV, multiple sclerosis, cancer	<ul style="list-style-type: none"> • Accessibility • Communication formats (visual & auditory) • Reasonable adjustments. • Vulnerable to harassment and hate crime. 	Further guidance can be sought from: Solent Disability Resource Group
2.	Sex	A man or woman	<ul style="list-style-type: none"> • Caring responsibilities • Domestic Violence • Equal pay • Under (over) representation 	Further guidance can be sought from: Solent HR Team
3	Race	Refers to an individual or group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.	<ul style="list-style-type: none"> • Communication • Language • Cultural traditions • Customs • Harassment and hate crime • "Romany Gypsies and Irish Travellers", are protected from discrimination under the 'Race' protected characteristic 	Further guidance can be sought from: BAME Resource Group
4	Age	Refers to a person belonging to a particular age range of ages (eg, 18-30 year olds) Equality Act legislation defines age as 18 years and above	<ul style="list-style-type: none"> • Assumptions based on the age range • Capabilities & experience • Access to services technology skills/knowledge 	Further guidance can be sought from: Solent HR Team
5	Gender Reassignment	" The expression of gender characteristics that are not stereotypically associated with ones sex at birth" World Professional Association Transgender Health 2011	<ul style="list-style-type: none"> • Tran's people should be accommodated according to their presentation, the way they dress, the name or pronouns that they currently use. 	Further guidance can be sought from: Solent LGBT+ Resource Group
6	Sexual Orientation	Whether a person's attraction is towards their own sex, the opposite sex or both sexes.	<ul style="list-style-type: none"> • Lifestyle • Family • Partners • Vulnerable to harassment and hate crime 	Further guidance can be sought from: Solent LGBT+ Resource Group
7	Religion and/or belief	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs, including lack of belief (e.g Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. (Excludes political beliefs)	<ul style="list-style-type: none"> • Disrespect and lack of awareness • Religious significance dates/events • Space for worship or reflection 	Further guidance can be sought from: Solent Multi-Faith Resource Group Solent Chaplain
8	Marriage	Marriage has the same effect in relation to same sex couples as it has in relation to opposite sex couples under English law.	<ul style="list-style-type: none"> • Pensions • Childcare • Flexible working • Adoption leave 	Further guidance can be sought from: Solent HR Team
9	Pregnancy and Maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In non-work context, protection against maternity discrimination is for 26 weeks after giving birth.	<ul style="list-style-type: none"> • Employment rights during pregnancy and post pregnancy • Treating a woman unfavourably because she is breastfeeding • Childcare responsibilities • Flexibility 	Further guidance can be sought from: Solent HR team