

Recruitment Policy

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What is in this policy?

This policy covers the recruitment of all staff including substantive staff, bank workers, contractors, specialist non-clinical agency workers, sole traders and personal service companies, work trials, interns, volunteers, charity fund raisers and celebrities within University Hospitals Bristol and Weston NHS Foundation Trust (the Trust). It describes the responsibilities of recruiting managers, members of the Human Resources staff in recruitment and members of the Temporary Staffing Bureau involved with recruitment.

Variations to these standards may be agreed with the Head of Resourcing where it is in the interests of the service to do so, or in response to changes in the NHS Employment Check Standards or Employment Law.

This policy follows the standards as set out in the NHS Employment Check Standards first introduced in March 2008, and any subsequent changes.

Document Change Control				
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Nov 2013	1.5	Director of Workforce and OD	Revision	Revision to NHS Employment Standards and Fair treatment of ex-offenders
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Apr 2020	2.2	Head of Resourcing	Revision	Revision of all content following merger with Weston Area Health Trust

Sign off Process and Dates	
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Policy Assurance Group	13/05/2020
Trust Partnership Forum	

Contents

1.	Introduction	10
2.	Purpose	10
3.	Scope	10
4.	Definitions	10
4.1	NHS Employment Check Standards	10
4.2	ESR	11
4.3	DBS	11
4.4	HR	Error! Bookmark not defined.
4.5	TSB/Bank	11
4.6	VCP/PCP	11
4.7	Agenda for Change (AfC)	11
4.8	Model Declaration Form	11
4.9	TRAC	11
4.10	NHS Jobs	11
4.11	Secondment and Acting Up	12
4.12	Volunteers, Charity Fund Raisers, VIPs and Celebrities	12
4.13	Work Experience	12
4.14	Specialist Non-Clinical Agency Workers, Sole Traders and Personal Service Companies (Off-payroll)	12
4.15	Data Protection Act 2018 or any subsequent equivalent legislation	12
4.16	Information Governance	12
4.17	Staff Employment Records	13
4.18	Apprenticeships	13
5.	Duties, Roles and Responsibilities	13
5.1	The Trust	Error! Bookmark not defined.
5.2	Recruiting Manager	13
5.3	Head of Resourcing	13
5.4	Resourcing Administrator/Recruitment Coordinator	13
5.5	Temporary Staffing Bureau (TSB) Operation Manager	14
6.	Pre-Recruitment Stages	14
6.1	Review of post	14
6.2	Approval to recruit	14

6.3	Notification to advertise a vacancy	14
7.	Redeployment	14
7.1	Recruitment process	14
8.	Applicant requesting guaranteed interview	15
9.	The Use of Agency Staff	15
10.	Diversity and Inclusion	15
11.	Fit and Proper Persons test	16
12.	Interview and Relocation expenses	16
13.	NHS Employment Check Standards	17
14.	Secondment and Acting Up	17
15.	Specialist Non-Clinical Agency Workers, Sole Traders and Personal Service Companies (Off-payroll)	17
16.	Incremental Credit	18
17.	English Language Test	18
18.	Adverse Disclosure Process	19
19.	Recruiting the Best workshop	19
20.	Withdrawal of an offer	19
21.	Corporate & Local Induction	20
22.	Modern Slavery and Human Trafficking Statement	20
23.	References	20
24.	Appendix A – Process maps	21
25.	Appendix B – NHS Employment Check Standards	22
25.1	Identity check	22
25.2	Professional registration and qualification checks	23
25.3	Employment history and reference checks	23
25.4	Right to Work	24
25.5	Work Health Assessment – Occupational Health	24
25.6	Disclosure and Barring Service check – formally CRB	24
26.	Appendix C – Process for Managing Adverse Criminal Record Disclosures	26
27.	Appendix D – Recruitment Service Level Agreement	30
28.	Appendix E – Monitoring Table for this Policy	31
29.	Appendix F – Dissemination, Implementation and Training Plan	31
20.	Appendix G – Equality Impact Assessment (EIA) Screening Tool	31

1. Introduction

The policy sets out the key principles and procedures which should be adhered to at all times during recruitment. It sets out the responsibilities of both the Trust and individual members of staff, and the process by which both parties will ensure the maintenance of the highest standards of practice and quality of patient care and staff safety.

The Trust will ensure that no new member of staff is allowed to commence duties before satisfactory completion of the recruitment procedure unless written permission is provided from an authorised individual i.e. HRBP, Medical Director. It is the responsibility of Resourcing to make these arrangements and as a result they should not be agreed directly by the recruiting manager and the prospective member of staff.

2. Purpose

The general aims of this policy are:

- a) To provide a professional, credible and equitable system for handling all internal and external applications for job vacancies within the Trust
- b) To present a professional corporate image to the general public
- c) To provide an administrative system which improves the speed of appointment to vacant posts, whilst fully adhering to national and local policies and standards.
- d) To ensure an equitable service is provided for all recruitment users complying with current employment legislation
- e) To comply with national mandatory requirements for pre-employment checks, ensuring the maintenance of the highest standards around patient care and staff safety. To safeguard patients, staff and public as far as possible, it is necessary to have robust processes in place to minimise risk.

3. Scope

The policy applies to all internal and external recruitment to the Trust for positions within agenda for change, medical and dental staff groups, temporary staffing, honorary recruitment, volunteers, charity fund raisers, VIPs, celebrities, personal service companies and sole traders.

4. Definitions

4.1 NHS Employment Check Standards

These are mandatory for all applicants for NHS positions (prospective employees), staff in ongoing NHS employment and others engaged in unpaid positions for the NHS. This includes permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees, honorary appointments, contractors, specialist non-clinical agency workers, sole traders and personal service companies, VIPs/celebrities, charity fundraisers and highly mobile staff supplied by an agency. (www.nhsemployers.org).

The NHS Employment Check Standards are:

- Verification of identity check;
- Right to work check;
- Professional registration and qualification check;
- Employment history and references check;
- Disclosures & Barring Service check (DBS) – formally the CRB check;
- Work health assessments (Occupational Health)

4.2 *Electronic Staff Record (ESR)*

ESR is the national system that records all staff information across the NHS.

4.3 *DBS Disclosure and Barring Service (formally the Criminal Records Bureau - CRB and the Independent Safeguarding Authority - ISA).*

The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man. DBS also maintains the adults' and children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity.

4.4 *TSB/Bank*

The Temporary Staffing Bureau is the in house service to provide any flexible workers across the organisation.

4.5 *VCP/PCP*

Vacancy Control Panel/Pay Control Panel – Divisional management body for vacancy approval.

4.6 *Agenda for Change (AfC)*

The national framework which covers terms and conditions of employment for NHS staff which came into effect in 2004.

4.7 *Model Declaration Form*

Newly appointed staff are required to complete and sign a declaration form which covers any criminal convictions, investigations and fit to practice information. Should a candidate withhold information or falsify this form, their offer of employment may be withdrawn.

4.8 *TRAC*

The Trust's primary electronic recruitment platform. <https://admin.trac.jobs/admin>

4.9 *NHS Jobs*

The national vacancy advertising website for the NHS. <https://www.jobs.nhs.uk/employers>

4.10 *Secondment and Acting Up*

Acting up is an agreement with a member of staff to temporarily perform a higher banded role for a period of time normally greater than one month but not normally exceeding six months.

Both secondments and acting up are referenced in the Secondment policy (<http://nww.avon.nhs.uk/dms/Download.aspx?did=8492>).

4.11 *Volunteers, Charity Fund Raisers, VIPs and Celebrities*

These are unpaid placements and reference must be made to the Volunteering Policy and Trust's VIP and Celebrity procedure: <http://nww.avon.nhs.uk/dms/Download.aspx?did=12269>,

(Waiting for Link to VIP and Celebrity Policy)

4.12 *Work Experience*

The main purpose is to provide school and college students over the age of 14 the opportunity to observe and experience the many varied roles and challenges within a healthcare environment, whilst supporting their educational curriculum and personal aspirations. Reference must be made to the Work Experience Policy (<http://nww.avon.nhs.uk/dms/download.aspx?did=7840>).

4.13 *Specialist Non-Clinical Agency Workers, Sole Traders and Personal Service Companies (Off-payroll)*

These workers are contracted to work for the Trust in various 'ad hoc' engagements (either through a personal services company, as a sole trader or to deliver a one off piece of work or project). In order to determine how these engagements are remunerated, a robust process has been developed to ensure that the Trust is adhering to the IR35 regulations. The 'Intermediaries legislation', commonly known as IR35 regulations was introduced for the public sector in April 2017 and are essentially anti-avoidance tax legislation designed to tax 'disguised' employment at a rate similar to employment. The HR Business Partners will judge whether the work carried out is to be "in scope" or "out of scope" of IR35. Pre-engagement checks are then carried out by the Recruitment team in line with the NHS employment check standards.

4.14 *Data Protection Act 2018 or any subsequent equivalent legislation*

This act regulates the processing of data relating to individuals. This includes obtaining, holding, using or disclosing such information. It covers manual filing systems and records, as well as computerised records. It is a national law which complements the European Union's General Data Protection Regulation.

4.15 *Information Governance*

This provides a framework of the requirements, standards and best practice which apply to recruitment. It covers personal information relating to patients/service users and employees, and corporate information, such as financial, accounting and business-sensitive information.

4.16 Staff Employment Records

For the purpose of this policy staff records will encompass both manual and computerised personal information which is used by the organisation to establish part or all of an employee's work record.

4.17 Apprenticeships

The Government has continued to prioritise the national apprenticeship programme as a way of raising the skills of the workforce. Demographic factors present a real challenge for health education and local authorities in the coming decade. The Trust is required to contribute to a new apprenticeship levy. The apprenticeship levy requires all employers operating in the UK, with a pay bill over £3 million each year, to make an investment in apprenticeships. The Trust will benefit from this investment by committing to train apprentices. All band 1-4 positions must be considered for an apprenticeship and the decision not to recruit these banded roles as an apprentice can only be made by the Divisional VCP/PCP panel. For further information please consult the apprentice page on Connect

<http://connect/NewTeachingandLearning/ApprenticeshipsandWideningEngagement/Pages/default.aspx>

5. Duties, Roles and Responsibilities

5.1 All Staff involved in Recruitment

All staff involved with recruitment must attend the Trust's 'Recruiting the Best' workshop, which can be booked through Kallidus ([Sign In](#)) or had their previous experience accredited by the Trust's Teaching and Learning team. It is a requirement that at least one of the interview panel has attended the 'Recruiting the Best' workshop.

The key duties and responsibilities of those accountable for recruitment within the Trust are:

5.2 Recruiting Manager

Recruiting managers are responsible for ensuring that no appointment of permanent, fixed term, bank or agency staff is made to their ward/department without the required procedures and policies being followed.

Recruiting managers also have responsibility to ensure that the correct process is followed when appointing an 'off-payroll' contractor and offering up a secondment or 'acting up' opportunity to existing staff.

5.3 Head of Resourcing

The head of resourcing is responsible for the operational delivery of the recruitment administration, ensuring the process is fair, effective and maintains Trust, national and legal standards.

5.4 Resourcing Administrator/Recruitment Coordinator

Resourcing administrators/recruitment coordinators are accountable for administering processes and pre-employment checks concerned with all aspects of the recruitment service. They will also be responsible for the contracting arrangements with the recruiting manager.

5.5 Temporary Staffing Bureau (TSB) Operation Manager

The operations manager in the Temporary Staffing Bureau act as the recruiting manager alongside the bank recruitment manager in the process for recruiting temporary staff. The TSB manager will also ensure that audits on external agencies are undertaken.

6. Pre-Recruitment Stages

6.1 Review of post

Prior to recruitment, the recruiting manager will review the post, job description/person specification/Key Skills Framework outline (where appropriate) and skill mix against service requirements and business plans.

Where appropriate, and upon request, the relevant HR business partner, employee services, head of resourcing or the recruitment team leaders will provide advice and support.

If the post is a new role and not a replacement, it will need to be formally evaluated by an Agenda for Change Panel. Information on this process is available from Employee Services and at the following link: <http://hrweb/Pages/SubCategory.aspx?Sub%20Category=AFC%20Matching%20Process&HR-Category=Terms%20and%20Conditions>

6.2 Approval to recruit

The recruiting manager follows the relevant divisional process for obtaining approval to recruit through the divisional vacancy/pay control panel. Advice on the process is available from the relevant HR business partner or Resourcing.

6.3 Notification to advertise a vacancy

The recruiting manager will add the full vacancy on to the Trust's recruitment platform TRAC with the full advert text and job description. The manager will then seek final confirmation of Divisional approval by placing the email address of the assigned Divisional approver. Full details can be found on the resourcing page and help and guidance with uploading vacancies can be found on TRAC, by calling the Recruitment team or using the recruitment toolkit on the Trust intranet. A link to the recruitment toolkit can be found below.

<http://connect/StaffAndLineManagersInfo/RST/Pages/default.aspx>

7. Redeployment

The Trust's redeployment policy will be followed by the Employee Service team during the recruitment process. <http://nwww.avon.nhs.uk/dms/Download.aspx?r=1&did=7814&f=RedeploymentPolicy-2.pdf>

7.1 Recruitment process

For a full explanation of the various recruitment processes following the notification to advertise a vacancy, please refer to the process maps within HRWeb. These include:

a) General Recruitment;

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- b) Medical and Dental Recruitment – Deanery, Consultant & Non-Consultant Career Grades;
- c) Bank Recruitment;
- d) Nursing Assessment Centre Recruitment– Bank and Substantive;
- e) Honorary process;
- f) Re-appointment process (The appointment process for an existing member of staff who wishes to work Bank Only);
- g) Retire and Return.

8. Applicant requesting guaranteed interview

Once shortlisting has been completed, the recruitment administrator will check whether any applicant requesting an interview under the Guaranteed Interview Scheme, which ensures those applicants declaring a disability are interviewed provided they meet all of the essential criteria of the role, has been shortlisted.

If an applicant has identified as qualifying for a Guaranteed Interview and has not been shortlisted even though they have met all of the essential criteria at shortlisting, the resourcing administrator will notify the recruitment team leader who will review and discuss with the recruiting manager, reminding them of the Trust commitment to the Guaranteed Interview Scheme and arrange the scheduling of the interview.

9. The Use of Agency Staff

It is recognised there are times when specific skills are required within the Trust for a limited period and these can only be provided by agency staff.

All requests for generalist agency staff must be directed through the TSB and their standard operating procedure provides further information.

The Trust has agreements in place with several agencies. The agreements include the employment checks that will be conducted by the agency.

Should a recruiting manager wish to use staff from an agency that does not have a pre-arranged agreement with the Trust, authorisation must be obtained and liaison made with TSB in line with the standard operating procedure (SOP). A link to the TSB intranet page and related documents can be found below.

<http://hrweb/Pages/Subcategory.aspx?Sub%20Category=Temporary%20staff%20and%20the%20TSB&HR-Category=Resourcing>

10. Diversity and Inclusion

The Trust is committed to the equality of opportunity for both employed and prospective staff and supports a culture where our workforce is representative of the communities we service and where differences are recognised, accepted and valued.

The Trust has signed a commitment to act positively towards disabled people and is permitted to use the Disability Confident Employer logo on adverts and recruitment literature.

As a result of the Trusts obligations under its registration as a Disability Confident Employer and a Mindful Employer we actively support candidates who require any form of assistance during the recruitment process. This support can take all number of forms including necessary adjustments to attend interview, large print or braille testing etc. Candidates are asked to speak to their recruitment coordinator to discuss the support required.

Data to monitor equality and diversity will be collected at short-listing, interview and appointment stages within the recruitment process. This information is reported annually in the equality report.

Further information about the schemes can be found in the links below:

<https://disabilityconfident.campaign.gov.uk/>

<https://www.dpt.nhs.uk/mindful-employer>

The Trust Equality, Diversity and Human Rights Policy can be found by following the link below:

http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=8412&f=EqualityDiversityAndHumanRightsInEmploymentPolicy-3_0.pdf

11. Fit and Proper Persons test

The Trust is required to take proper steps to ensure that its directors (both Executive and Non- Executive) are fit and proper for the role and will, therefore carry out all necessary checks to confirm that persons who are appointed to these roles are:

- Of good character;
- Have the appropriate qualifications;
- Are competent and skilled;
- Have the relevant experience and ability;
- Exhibit appropriate personal behaviour and business practices; and,
- Have not been responsible for or known, contributed to or facilitated any serious misconduct or mismanagement in carrying on a regulated activity.

A link to the Fit and Proper Persons Policy can be found below.

http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=20306&f=FitAndProperPersonsDirectorsPolicy-3_2.pdf

12. Interview and Relocation expenses

Where there has been particular difficulty in recruiting to a specialist post, the manager may apply to their Division for a relocation allowance for successful applicants who would be required to relocate a significant distance in order to take up the post. Refer to the Relocation Allowance Policy.

The Trust does not reimburse interview expenses.

13. NHS Employment Check Standards

The NHS Employment Check Standards set out six key checks that all NHS organisations within England are required to undertake in the appointment and ongoing employment of individuals in the NHS. They are as follows:

- a) Identity check;
- b) Right to work check;
- c) Professional Registration;
- d) Work Health Assessment – Occupational Health;
- e) Criminal Records Check - Disclosure and Barring Service (DBS check);
- f) Employment reference check.

For full details please see **Appendix B**.

Whilst new starters should not ordinarily be allowed to commence duties before satisfactory completion of the recruitment process there will be operational exceptions. To facilitate these exceptional circumstances there are agreed procedures in place to facilitate a new member of staff starting prior to some employment checks being complete, however, it is the responsibility of resourcing to make arrangements for this. For any specific queries please contact the Recruitment team on ext 25000 option 1.

14. Secondment and Acting Up

From time to time the Trust may request staff to take a secondment to another area or department. A secondment gives the staff member the opportunity to gain new skills and experience in another part of the organisation.

Acting Up is an agreement with a member of staff to temporarily perform a higher banded role for a period of time normally greater than one month but not normally exceeding 6 months

Both Secondments and Acting up can be referenced in the Secondment policy (<http://nww.avon.nhs.uk/dms/Download.aspx?did=8492>)

15. Specialist Non-Clinical Agency Workers, Sole Traders and Personal Service Companies (Off-payroll)

Off payroll arrangements are where the Trust contracts directly with the person to undertake the work and pays them directly via an invoice from their personal services company or on a self- employed basis.

A personal services company is a company where there is one (or sometimes two) director(s) who do the work. The contract is with the company for the individual to do the work.

The overlap comes because off payroll arrangements to cover specific posts have to comply with the same rules as agency workers, but, as they also have to comply with other rules that agency staff don't, there are two separate processes.

All clinical agency and non-specialist agency must be booked through the TSB who have a very clear process ensuring compliance with everything. Therefore it is only specialist non-clinical agency that needs to be considered. If you want admin support, a physio, housekeeper etc., use the TSB in the normal way. Specialist non-clinical tends to be finance/IT/HR/other professional staff supplied through specialist agencies i.e. which are in the main within Trust Services.

For full details please consult the Connect page here –

(<http://hrweb/Pages/SubCategory.aspx?Sub%20Category=Specialist%20Non-Clinical%20Agency%20Workers,%20Sole%20Traders%20and%20Personal%20Service%20Companies&HR-Category=Resourcing>)

16. Incremental Credit

Staff from outside of the NHS will normally be appointed to the minimum of the pay band. A new member of staff may wish to have taken into account any period or periods of employment with employers outside the NHS deemed to be relevant to the NHS and the post e.g. GP practices, nursing homes, civil service, social services, local government, industry, voluntary and independent sector.

In determining their starting salary, such experience may be taken into account fully or partially, based upon years of experience at the same or more senior level in a relevant field, which can be added to the minimum of the band (including transitional where currently in use). Typically, each year of relevant experience should warrant moving up a point on the pay band. This may not necessarily result in a higher starting salary, as in many cases multiple years of service are required to move to a higher pay step. However it would mean fewer further years of service would be required before reaching the next pay step.

Any decision to appoint a new member of staff to the NHS above the minimum point must be approved by the Divisional HR Business Partner via an incremental credit form. This form can be found on resourcing section of Connect (<http://hrweb/Documents/Incremental%20Credit%20Form%20Apr18.doc>).

This form must be passed to Resourcing to process alongside the eform for payroll to review. The manager copy must also be sent to Payroll.

For those staff moving from one NHS organisation to another into a position that is the same AfC band, their incremental date and salary point will be honoured on receipt of a NHS payslip, but should normally be confirmed through the ESR Inter authority transfer (IAT) process.

For further detail on Incremental Credit refer to the Agenda for Change Local Handbook (<http://nww.avon.nhs.uk/dms/download.aspx?did=13606>)

17. English Language Test

The Trust must have regard for Code of Practice on the English language requirements for public sector workers when fulfilling their statutory duty under Part 7 of the Immigration Act 2016. This requires the recruiting manager to judge candidates English language fluency at interview. This judgement must be recorded in the relevant section on the interview scoring paperwork completed for the applicant and returned to Resourcing. Many professional registration bodies for regulated staff will require a certain level of English language proficiency prior to registration being granted to work in regulated positions.

18. Adverse Disclosure Process

If any adverse information is disclosed either by the model declaration submitted by the candidate or by the DBS check, the Recruitment team will process the candidate's application file through the adverse criminal record disclosure process with a decision as to appoint the candidate being confirmed by the Division and the Trust's Safeguarding team.

For further reference regarding DBS's, please consult the Trust's DBS policy which can be found here - <http://nww.avon.nhs.uk/dms/download.aspx?did=21593>

19. Recruiting the Best workshop

It is expected that those involved in the Trust recruitment and selection process will have attended the Recruiting the Best workshop; however, as a minimum, they must be required to confirm that they have read and understood the Trusts' Recruitment Policy and Equality, Diversity and Human Rights Policy.

Recruiting the Best training workshops are provided by the Learning and Education team and the Chair of the interview panel must have attended a workshop.

Such training will provide guidance about the legal responsibilities and will include:

- Equality and diversity in relation to recruitment and selection
- Responsibilities of the recruiting manager and the HR Services team
- The effects general assumptions and prejudices can bring on selection decisions
- Appropriate recruitment and selection techniques

All training can be booked through the Kallidus system.

20. Withdrawal of an offer

During the pre-employment checks, the Recruitment team will monitor those candidates who are not responding to requests to complete the mandatory pre-employment checks. A decision will be made at the weekly case conference whether to issue a seven day exit letter, giving the applicant seven days to respond to the Recruitment teams request to complete the pre-employment checks. If there is no response within those seven days, a conversation will be opened with the recruiting manager about withdrawing the candidate.

If a recruiting manager decides to withdraw a candidate due to an unsatisfactory reference, there must be Divisional HR business partner agreement. This must be done before the candidate is informed of their withdrawal by the prospective manager.

For withdrawal of an offer due to an adverse disclosure, please consult the adverse disclosure process.

For withdrawals of an offer based on high sickness please refer to the high sickness process map found in Appendix A.

21. Corporate & Local Induction

The resourcing administrators will book candidates onto the most appropriate Induction programme. The Recruitment team will consult the Learning and Development team regarding specialist roles before booking a candidate onto Corporate Induction.

It is expected that the line manager supports the induction process and if an employee fails to complete corporate induction after three bookings, the line manager will be advised that the employee must be suspended with no pay until the employee has completed the Corporate Induction programme. Extenuating circumstances will be considered.

It is a line manager's responsibility to support the employee in completing their local induction. The employee should ensure that their local induction is signed off within their three month probationary period.

The link to the induction section of Connect can be found below:

<http://connect/NewTeachingandLearning/Induction/Pages/default.aspx>

22. Modern Slavery and Human Trafficking Statement

Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.

Individuals may be trafficked into, out of or within the UK, and they may be trafficked for a number of reasons including sexual exploitation, forced labour, domestic servitude and organ harvesting.

The Modern Slavery Act 2015 introduced changes in UK law, which focus on increasing transparency in supply chains.

The Governing Body, Executive Management Team and all employees are committed to ensuring that there is no modern slavery or human trafficking in any part of our business activity.

The Trusts overall approach will be governed by compliance with legislative and regulatory requirements and the maintenance and development of good practice in the fields of employment.

The Trusts recruitment processes are robust and adhere to safe recruitment principles. This includes strict requirements in respect of identity checks, work permits and criminal records.

Our policies such as Safeguarding Adults and Children policies, Dignity at Work Policy, Grievance procedure and Freedom to Speak up policy provide additional platforms for our employees to raise concerns about poor and inappropriate working practices.

23. References

Redeployment Policy

<http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=7814&f=RedeploymentPolicy-2.pdf>

Equality, Diversity and Human Rights Policy

http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=8412&f=EqualityDiversityAndHumanRightsInEmploymentPolicy-3_0.pdf

Volunteers Policy <http://nww.avon.nhs.uk/dms/Download.aspx?did=12269>,

DBS Policy and Safe Handling of Disclosure Information Policy

<http://nww.avon.nhs.uk/dms/download.aspx?did=21593>

Secondment Policy

<http://nww.avon.nhs.uk/dms/Download.aspx?did=8492&fid=&f=SecondmentPolicy-3.pdf>

Professional Registration Policy

<http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=7811&f=ProfessionalRegistrationPolicyAndProcedure-5.pdf>

Safeguarding Adults and Children Joint procedures:

http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=22460&f=SafeguardingAdultsAndChildrenJointProcedures-1_1.pdf

VIP and Celebrity Visitor Procedure (awaiting update):

<http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=17348&f=VipAndCelebrityVisitorProcedure-2.pdf>

Corporate Induction and Local Induction Policy:

<http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=7798&f=CorporateAndLocalInductionPolicy-5.pdf>

Probationary Policy and Procedure:

<http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=20530&f=ProbationaryPolicyAndProcedure-1.pdf>

Performance Management Policy:

<http://nww.avon.nhs.uk/dms/Download.aspx?did=7810&fid=&f=PerformanceManagementPolicy-3.pdf>

Work Experience Policy:

<http://nww.avon.nhs.uk/dms/Download.aspx?r=1&did=7840&f=WorkExperiencePolicy-3.pdf>

AfC Matching Process

<http://hrweb/Pages/SubCategory.aspx?Sub%20Category=AFC%20Matching%20Process&HR-Category=Terms%20and%20Conditions>

24. Appendix A – Process maps

General Recruitment Process map - <http://hrweb/Documents/General%20Recruitment%20-%20process%20map.pdf>

Bank Recruitment Process map - <http://hrweb/Documents/Bank%20Recruitment%20-%20process%20map.pdf>

Honorary Contract Process Map - <http://hrweb/Documents/Honorary%20Recruitment%20-%20process%20map.pdf>

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The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

Reappointment Process map - <http://hrweb/Documents/Reappointment%20%20Recruitment%20-%20process%20map.pdf>

Medical Recruitment – Deanery Process map - <http://hrweb/Documents/Medical%20Recruitment%20%20-%20Deanery%20-%20process%20map.pdf>

Medical Recruitment – Consultant Process map - <http://hrweb/Documents/Medical%20Recruitment%20%E2%80%93%20Consultant%20-%20process%20map.pdf>

Medical Recruitment – Junior Doctor Process map – <http://hrweb/Documents/Medical%20Recruitment%20%E2%80%93%20Junior%20Doctor%20-%20process%20map.pdf>

High Sickness Process – [http://hrweb/Pages/SubCategory.aspx?Sub Category=High Sickness Process&HR-Category=Resourcing](http://hrweb/Pages/SubCategory.aspx?Sub%20Category=High%20Sickness%20Process&HR-Category=Resourcing)

Retire and Return - [http://hrweb/Pages/SubCategory.aspx?Sub Category=Retirement&HR-Category=Starting and Leaving;Reward and Recognition Framework;Staff Benefits](http://hrweb/Pages/SubCategory.aspx?Sub%20Category=Retirement&HR-Category=Starting%20and%20Leaving;Reward%20and%20Recognition%20Framework;Staff%20Benefits)

25. Appendix B – NHS Employment Check Standards

The NHS Employment Check Standards set out six key checks that all NHS organisations within England are required to undertake in the appointment and ongoing employment of individuals in the NHS. They are as follows;

- Identity check
- Right to work check
- Professional Registration
- Work Health Assessment – Occupational Health
- Criminal Records Check - Disclosure and Barring Service (DBS check)
- Employment Reference check

25.1 Identity check

Verifying someone's identity is the most fundamental of all the employment checks. Undertaking identity checks minimises the risk of employing or engaging a person in any activity who is:

- an illegal worker
- an individual impersonating another
- avoiding the detection of a criminal offence
- an individual who has used an illegal means to obtain genuine documents to gain employment.

Candidates complete three identity checks throughout the recruitment process;

1. At interview where a copy of the photographic ID is taken by the interview panel,

2. Once the conditional offer is made the Recruitment team invite the candidate for a formal ID check. All members of staff are trained to spot forged document and any documents of suspicion are raised with the Recruitment Team leaders. Any suspicious documents will be passed to the UKVI to investigate
3. At Induction, the recruitment team will check the identity of the individual at Induction with the ID documents provided at the formal ID check.

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

25.2 Professional registration and qualification checks

Where professional registration is a requirement for the position, as detailed in the person

specification, the registration must be verified as described in the Trust's Professional Registration Policy and Procedure and with reference to the NHS Employment Check Standard on Professional Registration and Qualification Checks.

<https://www.nhsemployers.org/your-workforce/recruit/employment-checks/professional-registration-and-qualification-checks>

Qualifications that are an essential requirement for the position, as listed in the personal specification, must be verified as part of the pre-employment checks. A copy should be taken of the original certificate; the details cross-checked with the information provided on the application form, and against references when appropriate. A check made directly with the awarding body may be appropriate.

25.3 Employment history and reference checks

References will be requested after interview and only for the successful applicant. The applicant must give consent for the Trust to approach referees.

If sufficient references cannot be obtained, the recruitment coordinator will ask for a gap history form from the candidate. If this request is made with reference to no employment, proof will be asked for (i.e. passport stamps, benefits statement, child birth certificate or HMRC Documentation)

References are requested by the recruitment coordinator using the Trust's standard reference request letter via TRAC. Once the reference has been received, the recruiting manager will be notified by email to log in to the TRAC system to review the reference.

External candidates must provide three years' worth of employment references unless they are coming from an NHS organisation where, in line with NHS employers' checks standards, only the current NHS employer reference will be obtained.

As part of this process where episodes of high sickness are reported there is a process in place to investigate this. An outline of this process can be found in Appendix B.

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

25.4 *Right to Work*

Prior to starting employment, the Trust must check an applicant's entitlement to work in the United Kingdom. It is a criminal offence for the Trust to knowingly employ someone who is not entitled to work in the UK. The Trust is also responsible for checking the ongoing entitlement to work of employees with limited leave to remain in the UK.

To ensure compliance with the most current standards as set out by NHS employers, direct reference to the website should be made for the list of acceptable documents

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

25.5 *Work Health Assessment – Occupational Health*

A work health assessment aims to identify early on:

- Any health condition or disability that may require adjustments in the workplace, to enable the individual to safely carry out the specific duties of the job they are being engaged to do.
- Any health condition or disability that may require certain restrictions being placed on their role, for Exposure Prone Procedures (EPP's) which may impact on workers who have a blood-borne virus.

The extent of any health assessment is determined against the requirements of the role and any risks identified that might impact either individuals' health and wellbeing or a patients.

All health assessments are carried out fairly, objectively and in accordance with equal opportunities legislation and good occupational health practice.

Applicants are sent a link to complete the Work Health Assessment with additional information in the Conditional Offer.

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

25.6 *Disclosure and Barring Service check – formally CRB*

The Trust carries out three levels of criminal record check depending upon the position being recruited to.

Standard - carried out through the Disclosure and Barring Services via TRAC and lists all convictions (spent and unspent), cautions, reprimands, and warnings held on the Police National Computer (PNC).

Anyone requiring a standard check is permitted to take up post prior to their criminal record check being received, but under strict supervision and Divisional approval.

Enhanced - with a check against either or both barred lists – carried out through the Disclosure and Barring Service via TRAC and will reveal all convictions (spent and unspent), with a check against the two barred lists (barred from working with children, barred from working with vulnerable adults), and any local police information.

Anyone requiring an enhanced a check against either or both barred lists CANNOT take up post prior to their criminal record check being received.

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Enhanced - without a check against the barred lists – As above, but with no check against the barred lists.

Anyone requiring an enhanced check that does not include a check against the barred lists, is permitted to take up post prior to their criminal record check being received, but under strict supervision and Divisional approval.

Staff on Bank Workers Agreements, irrespective of role, are NOT allowed to take up their Bank post prior to their criminal record check being received.

All applicants are also required to complete the Model Declaration Form A or B dependant on the level of DBS required for the role they will be undertaking.

For further information, please consult the Trust's DBS Policy.

<http://nww.avon.nhs.uk/dms/download.aspx?did=21593>

The type of DBS check is determined by the role and its ability to have patient contact. It doesn't take into account seniority within an organisation.

To ensure compliance with the most current standards as set out by NHS Employers, reference should be made to the NHS Employers;

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

The Trust has also utilised and will continue to utilise the NHS Employers DBS check eligibility tool which can be found in the below link.

<https://www.nhsemployers.org/case-studies-and-resources/2018/08/dbs-eligibility-tool>

If a criminal record is disclosed either by the Model Declaration A submitted by the candidate or by the DBS check the recruitment team will process the candidate's application file through the adverse criminal record disclosure process with a decision as to appoint the candidate being confirmed by the Division and the Trust's Safeguarding team.

26. Appendix C – Process for Managing Adverse Criminal Record Disclosures

(This process covers new staff to the Trust, internal staff movements and volunteers)

Adverse Disclosure i.e. conviction, caution, warning received in Recruitment or Medical HR or from Recruiting Manager if disclosed at interview

Resourcing refers the adverse disclosure to the recruiting manager and HR Business Partner by email, with a copy of this process, within 24 hours of receipt, using the template in Appendix A. Specific details of the actual disclosure must not be included in the email.

Recruiting Manager discusses the adverse disclosure with the candidate, if no discussion was previously held at interview.

Recruiting Manager discusses the adverse disclosure with the individuals listed below, to seek approval to proceed with appointment/remain in employment.

The case should not be escalated to Safeguarding until HR BP approval given:

Divisional HR Business Partner
Trust Safeguarding Lead (or Safeguarding Operational Lead)
Divisional Director
Professional Lead as appropriate to role

Recruiting Manager records the decision making on the Adverse DBS form (see adverse disclosure form) and returns the completed form and confirmation of the outcome of the decision to Resourcing, within three working days of the initial notification.

If the outcome is to appoint resourcing confirm the final offer

If the outcome is not to appoint/retain in employment:

Resourcing confirm the final offer.
Recruiting Manager informs the candidate/employee and Resourcing withdraw the offer. If the individual is employed in the Trust, Employee Services must support the manager with the termination of employment.

Notes (to be read in conjunction with the above process)

- An individual who requires an Enhanced Disclosure against the two barred lists cannot take up their appointment and commence in their new role before the disclosure is received from the Disclosure and Barring Service (DBS).
- A copy of this process should be sent by Resourcing to all Recruiting Managers with a notification of adverse disclosure.
- The Recruiting Manager must liaise directly with the stakeholders list above, providing as much information as possible regarding all the other pre-employment checks undertaken, to support the decision making.
- In the absence of any of the stakeholders above, their appropriate deputies must be contacted. In the case of the HR Business Partner, the deputy is the Associate Director of HR. For appointments to the Temporary Staffing Bureau, the Divisional Director is the Associate Director of HR.
- Where the key stakeholders cannot agree a decision to approve an appointment of an individual with an adverse disclosure, or where the decision is particularly challenging, it is advised that a meeting between the stakeholders (or representatives or) is held to discuss the issues and to reach agreement.
- Where delays are incurred in reaching an appointment decision for any reason, the ultimate decision must sit with the Chief Nurse who is the Trust's Executive Lead for Safeguarding.
- The Recruitment team will only accept the decision to appoint or not from the Recruiting Manager, using the Adverse Disclosure Form in Appendix A (Adverse disclosure form). All the stakeholders must be copied into the email, which must be received within 3 working days of the original notification of an adverse disclosure.
- Where a candidate personally declares a criminal conviction/warning/caution at interview or on the Model Declaration, the same process as above must be followed. Under no circumstances can the Recruiting Manager make a decision in isolation of the key stakeholders. The full disclosure must be obtained to ensure the issues highlighted by the applicant are consistent with the disclosure document.

Authors:

Deborah Tunnell, Head of Service Centre and Lisa Balmforth, Human Resources Business Partner

Review date: 13March 2023

Appendix A- Adverse Disclosure Form

Date:

Role Applied For:

Recruitment Co-ordinator:

Recruiting Manager:

Model Declaration (for RC)

Information on Model Declaration:

Date of Model Declaration:

Disclosure and Barring Service document (for RC)

Information on Disclosure:

Date of Disclosure:

Risk Assessment (for RM) (please circle as appropriate)

1. Does the position involve contact with children and/or vulnerable groups? Yes/No
2. What level of supervision will the individual receive during the normal course of duties at work?
.....
3. Does the position involve direct contact with the public? Yes/No
4. Does the position applied for involve direct responsibility for finance or items of value? Yes/No
5. Will the nature of the position present opportunities for the individual to re-offend in the workplace?
Yes/No

Outcome/decision (please circle as appropriate)

Divisional Director/Associate Director of HR (or nominated Deputy)

Name:..... Signature:..... Date:.....

Appoint/Reject

Recruiting Manager

Name:..... Signature:..... Date:.....

Appoint/Reject

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Safeguarding Lead

Name:..... Signature:..... Date:.....

Appoint/Reject

Final outcome agreed

Appoint: Yes/No

Reject: Yes/No

Date of final outcome:.....

27. Appendix D – Recruitment Service Level Agreement

Categories	Recruiting Manager (RM)	Recruitment Coordinator (RC)	Target Timescales in Working Days (Agenda for Change)	Target Timescales in Working Days (Medical and Dental)
Authorisation	Once VCP / PCP approved Recruiting Manager completes request to recruit form via TRAC Send the form to be authorised by Divisional VCP/PCP Panel before publication.		5	5
Advert Publication		Recruitment uploads vacancy and emails Recruiting Manager to confirm that the vacancy is live	2	2
Length of Advert	www.uhbw.nhs.uk www.jobs.nhs.uk www.healthjobsuk.com www.nhsjobs.com www.indeed.co.uk Please note that internal vacancy will only be advertised on www.uhbw.nhs.uk website.		average 10**	average 25**
Longlisting		Recruitment Coordinator Longlists vacancy and emails RM to advise applications are now ready to shortlist.	1	1
Shortlisting	Recruiting Manager shortlists and move to interview stage and then completes the interview details online form.		2	5
Interview Invitation		Once vacancy is moved to interview stage Recruitment Coordinator will invite candidates to interview based on interview details provided by RM.	1	1
Interview Notice	Recruiting Manager prepares for interview		average 5**	average 7**
Interview Outcome	Recruiting Manager contacts all candidates to advise outcome including unsuccessful candidates, then completes Interview Outcome online on TRAC. Recruiting Manager returns pack to Resourcing with completed interview pack for successful applicant(s).		2	2
Conditional Offer Issue		Recruitment Coordinator issues conditional offer letter and starts working on pre-employment checks.	2	2
Pre-employment checks		Recruitment Coordinator completes the following checks: RTW, ID Documents, References, DBS check, occupational health check and qualifications / professional registration.	15*	30*
Total Recruitment Time			45**	80**

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28. Appendix E – Monitoring Table for this Policy

The following table sets out the monitoring provisions associated with this Policy.

Objective	Evidence	Method	Frequency	Responsible	Committee
To ensure that policy remains fit for purpose	Monitoring by Resourcing on Policy compliance including:- Monthly file audit Team leader file sign off Monthly KPI reporting	Policy review	36 months	Head of Resourcing	Policy Group Trust Partnership Forum

29. Appendix F – Dissemination, Implementation and Training Plan

The following table sets out the dissemination, implementation and training provisions associated with this Policy.

Plan Elements	Plan Details
The Dissemination Lead is:	Head of Resourcing
This document replaces existing documentation:	No
Existing documentation will be replace by:	[DITP - Existing documents to be replaced by]
This document is to be disseminated to:	All staff
Method of dissemination:	HRWeb and Newsbeat
Training is required:	Yes
The Training Lead is:	Head of Resourcing

Additional Comments
[DITP - Additional Comments]

20. Appendix G – Equality Impact Assessment (EIA) Screening Tool

Query	Response
What is the main purpose of the document?	To set out the key principles and procedures which should be adhered to at all times during recruitment.

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Query	Response
What is the main purpose of the document?	To set out the key principles and procedures which should be adhered to at all times during recruitment.
Who is the target audience of the document? Who is it likely to impact on?	Staff <input checked="" type="checkbox"/> Patients <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Carers <input checked="" type="checkbox"/> Others <input checked="" type="checkbox"/>

Could the document have a significant negative impact on equality in relation to each of these characteristics?	YES	NO	Please explain why, and what evidence supports this assessment in relation to your response.
Age (including younger and older people)		X	Promotion of a fair and equitable recruitment process.
Disability (including physical and sensory impairments, learning disabilities, mental health)		X	Promotion of a fair and equitable recruitment process.
Gender reassignment		X	Promotion of a fair and equitable recruitment process.
Pregnancy and maternity		X	Promotion of a fair and equitable recruitment process.
Race (includes ethnicity as well as gypsy travelers)		X	Promotion of a fair and equitable recruitment process.
Religion and belief (includes non-belief)		X	Promotion of a fair and equitable recruitment process.
Sex (male and female)		X	Promotion of a fair and equitable recruitment process.
Sexual Orientation (lesbian, gay, bisexual, other)		X	Promotion of a fair and equitable recruitment process.
Groups at risk of stigma or social exclusion (e.g. offenders, homeless people)		X	Promotion of a fair and equitable recruitment process.
Human Rights (particularly rights to privacy, dignity, liberty and non-degrading treatment)		X	Promotion of a fair and equitable recruitment process.

Could the document have a significant positive impact on inclusion by reducing inequalities?	YES	NO	If yes, please explain why, and what evidence supports this assessment.
Will it promote equal opportunities for people from all groups?	X		Promotion of a fair and equitable recruitment process.
Will it help to get rid of discrimination?	X		Promotion of a fair and equitable recruitment process.
Will it help to get rid of harassment?	X		Promotion of a fair and equitable recruitment process.

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Will it promote good relations between people from all groups?	X		Promotion of a fair and equitable recruitment process.
Will it promote and protect human rights?	X		Promotion of a fair and equitable recruitment process.

On the basis of the information/evidence so far, do you believe that the document will have a positive or negative impact on equality? (Please rate by circling the level of impact, below.)

Positive impact				Negative Impact		
Significant	Some	Very Little	NONE	Very Little	Some	Significant

Will the document create any problems or barriers to any community or group? YES / **NO**

Will any group be excluded because of this document? YES / **NO**

Will the document result in discrimination against any group? YES / **NO**

If the answer to any of these questions is YES, you must complete a full Equality Impact Assessment.

Is a full equality impact assessment required? YES / **NO**

Date assessment completed: 14/05/2020

Person completing the assessment: [REDACTED]