



## POLICY FOR SAFE RECRUITMENT & SELECTION PRACTICES

<b>Date to be reviewed:</b>	June 2019	<b>No of pages:</b>	8
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<b>Date approved:</b>	June 2016		
<b>Date activated (live):</b>	June 2016		

<b>Date EQIA completed:</b>	November 2010
<b>Documents to be read alongside this policy:</b>	<ul style="list-style-type: none"> <li>• WP1a: Safe Recruitment &amp; Selection Guidelines</li> <li>• WP8: Equality &amp; Diversity Policy</li> <li>• Safer Recruitment Practices in the NHS (WHC (2005) 071)</li> <li>• Equality Act 2010</li> <li>• Welsh Language Scheme</li> </ul>
<b>Review</b>	<b>Purpose of Issue/Description of current changes:</b>
A	Initial Issue
B	Amendments – paragraphs 1.4.2 & 1.4.3 legislative
C	Amendments – paragraph 1.4.13 Legislative & 2.1.3
D	Changes to the CRB (Disclosure and Barring Scheme), Welsh Language requirements & minor amendments to wording.

### Summary:

The Policy addresses the need to attract the best quality applicants, and place the right people in the right job at the right time to bring consistency across the Health Board.

<b>First operational:</b>	October 2009				
<b>Previously reviewed:</b>	Dec 09	Oct/Nov 10	March 13	Oct 15	June 16
<b>Changes made yes/no:</b>	Yes	Yes	Yes	Yes	Yes

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## **Policy for Safe Recruitment & Selection Practices**

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## **1 Introduction:**

### **1.1. Scope**

Betsi Cadwaladr University Health Board recognises that its employees are its most valuable resource. The organisation aims to attract the best quality applicants, and place the right people in the right job at the right time.

### **1.2. Purpose**

This policy applies to all staff including Bank, Its purpose is to ensure that all staff who are involved in the recruitment and selection of staff should understand the importance of their obligations under this policy and associated procedures..

The objectives of the policy and associated procedures are to:

- Achieve a consistent and high standard of practice in recruitment and selection procedures,
- Support the Health Board's commitment to equality of opportunity and the Welsh Language Scheme, and to help ensure those involved in the recruitment and selection of staff are aware of good practice and the relevant statutory requirements including meeting our duty of adhering to the NHS Employers Employment Checks.
- <http://www.nhsemployers.org/your-workforce/recruit/employment-checks>
- Advise on the health suitability of staff for their prospective post, advising on any recommendations or reasonable adjustments as necessary.

### **1.3. Aim**

**1.3.1.** Betsi Cadwaladr University Health Board's aim is to attract the best quality applicants for their vacancies, to make selection decisions based on objective job related criteria, to retain and develop staff to reach their full potential.

### **1.4 Principles**

**1.4.1.** It is essential that the Health Board recruit the right number of staff with the required qualifications, knowledge, skills and abilities. Consequently, the successful recruitment of the right staff is a key responsibility of all Hiring Managers of the Health Board.

**1.4.2.** The organisation aims for appointments to be made quickly and effectively. It must ensure that we comply with legislation, policies and procedures. This will ensure that we minimise potential disruption to service delivery, in an efficient and professional manner, which treats applicants and candidates with dignity and respect at all stages of the process, for all appointments.

- 1.4.3.** Selection should always be a competitive process, the exception to this is where a member of staff is being redeployed to enable access to employment, maternity, training as a result of organisational change or other similar situation (for further information on this please contact the displaced co-ordinator - [BCUDisplacedCoordinator@wales.nhs.uk](mailto:BCUDisplacedCoordinator@wales.nhs.uk) / Helpline 01248 682659).
- 1.4.4.** BCUHB aims to ensure that those responsible for recruitment and selection have received appropriate training within the last 5 years, and support will be provided to assist with this process (refer to Safe Recruitment Practices Guidelines WP1a).
- 1.4.5.** The following guidance complies fully with the principles outlined in the Health Board's Equality and Diversity Policy (WP8) and with current legislation. It must be recognised that anti-discrimination legislation imposes a legal obligation on everyone involved in the recruitment process to ensure that selection procedures and decisions are fair, unbiased and objective. It is therefore essential that the Safe Recruitment and Selection guidelines are followed at all times and are reflected in good practice.
- 1.4.6.** The process will be amended in situations where there is a possible employment opportunity for displaced staff or disabled employees, a demonstrable development opportunity or other valid reason, this however will only be done in conjunction with Workforce & Organisational Development.
- 1.4.7.** Canvassing or failure to disclose a relationship to a member of the Board or a Senior Officer will disqualify the application. Any relationship to members of staff working within the Health Board should also be declared.
- 1.4.8.** Appointments to Medical and Dental posts are subject to specific arrangements with regard to the recruitment process and the composition of interview panels. This does not diminish the need for appropriate training. (See Recruitment and Selection guidelines -Additional Guidelines for Recruitment of Medical Workforce).

Appointments to posts involving access to vulnerable adults or children are subject to enhanced arrangements with regard to the Recruitment process which must comply with the DBS Decision Tree  
<http://howis.wales.nhs.uk/sitesplus/documents/861/DBS%20Guidance.pdf>.

- 1.4.9.** All disabled applicants who meet the minimum criteria for a job vacancy must be interviewed and considered on their abilities. Consideration should be given to staff that have been identified as displaced or require redeployment before undertaking any general advertising of a post.
- 1.4.10.** No employee or job applicant shall receive less favourable treatment on the grounds of their actual or perceived race, religion or belief, ethnic or national origin, sex, gender reassignment, marital status, pregnancy or maternity,

sexual orientation, disability, domestic circumstances or social or employment status, health status, age, political affiliation or recognised trade union membership. In addition, the organisation must not use conditions or requirements, which cannot be shown to be justified.

- 1.4.11. Managers should liaise closely with Workforce & OD for advice and guidance on any aspect of the application of this Policy or the recruitment and selection processes. See document “Safer Recruitment Practices in NHS” (WHC (2005) 071)
- 1.4.12. With agreement by relevant higher authority, when locum agencies supply staff to work within the organisation the locum agency is responsible for ensuring all necessary pre-employment checks are undertaken prior to the commencement of work within the organisation. The hiring manager is responsible for checking that any Agency Workers have satisfactory upto date employment checks in place.

## 2. Roles and Responsibilities

### 2.1. The Role of the hiring manager

- 2.1.1. Managers are responsible for employing the most appropriate individuals to fill their vacancies. They should recruit and select staff in accordance with the principles outlined in this policy and associated guidelines. Managers must review the job description and person specifications prior to placing the advert. They will lead the selection process, they must ensure that the post has no discriminatory terminology and have a BCUHB banded outcome prior to advertisement. This will include making offers of appointment and giving feedback to unsuccessful candidates. **Failure to follow procedures may expose the organisation and potentially the individual to considerable legal risk and personal liability.**
- 2.1.2. All Recruitment must be undertaken through the on line application process through Trac and approved via the agreed Vacancy control process for the Hospital / area.
- 2.1.3. Hiring Managers must give consideration the Welsh Language requirements of a post, looking at the demographics of the area along with the existing workforce to meet the needs of the local population to ensure the ability to provide a bilingual service (please refer to Appendix 14 of the Safe Recruitment Practices Guidelines/Bilingual Skills Strategy (WP51)).

**It is important to note that all pre-employment checks must have been received prior to the offer being confirmed and the first day of employment will be the day of Orientation.**

- 2.1.4. All participants in the recruitment and selection process share responsibility for maintaining equal opportunities, and may be called upon at any time to account for their decisions and actions. These are totally transparent within

Trac. Applicants who raise complaints about the recruitment process will be directed to the hiring manager initially. Support from Workforce & OD can be sought if necessary.

- 2.1.5.** At the interview stage, confirmation of the identification of the individual and their eligibility to work in the UK should be made by checking of appropriate documentation such as passport or birth certificate, and once appointed, professional qualifications should be seen and a copy of the originals placed on individual files. Copies should be held by the manager with all interview notes for a minimum of 12 months, and **not** sent to NWSSP. Under the Fraud Act 2006, staff may face fraud charges if they make a statement they know is intentionally untrue, dishonest or misleading and the person making it knows that it is, untrue or misleading (refer to Checking of ID and professional qualifications policy) for additional information see:-

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

- 2.1.6.** To ensure maintenance of standards across the organisation, at least one member of an interview panel **must** have received training in recruitment and selection methods, have a working knowledge of the Equality and Diversity Policy and be aware of relevant legislation. It is the ultimate aim that all members of interview panels, employed by the organisation, should have reached "approval to practice" standard through appropriate training. Records of such training will be maintained within ESR.

- 2.1.7.** Although there are clear rules within the Terms and Conditions of Service Handbook regarding the incremental point to which an employee is appointed on promotion or when temporarily moved into a higher pay band, staff joining, returning to or transferring within the NHS should have their starting salary determined in accordance with Starting Salaries section (Appendix 8 within the Safer Recruitment Guidelines Practices), which must be approved by Workforce & OD to ensure consistency and fairness is applied to all staff, **It is important to note that no salary should be confirmed to staff without following the above.** Appointing officers, that do not comply with this will be subject to investigation. .

## **2.2 Role of Senior Management**

- 2.2.1** Executive Directors, Chief of Staffs and Heads of Department will be primarily responsible for ensuring that the Policy is properly implemented within their respective departments/directorates.

- 2.2.2** The Betsi Cadwaladr University Health Board are responsible for vacancy control and funding decisions relating to recruitment and must be in accordance with Vacancy Control Guidelines.

## **2.3 Workforce & Organisational Development (WOD) Responsibility**

- 2.3.1. The Employment Team within NWSSP will advise WOD of any managers that do not comply with this Policy / Safe Recruitment Practices Guidelines, managers will be called to account for the breaches. The Medical Workforce and Bank Teams will also ensure they comply with this for non-general recruitment. A report will also be provided to the Finance and Performance Sub Committee and the Operational Delivery Group. Workforce & OD will work with NWSSP to perform random audits of the recruitment and selection process and will keep a record of their findings. The purpose of audit is to ensure that the Policy is consistently applied across the organisation and that the reasons for a candidate's appointment, in preference to the other applicants, are transparent and easily gleaned from the records kept of the recruitment episode.
- 2.3.2. Training in recruitment and selection procedures will be provided for appropriate employees who are required to take part in the process as part of their duties. Equality Training is mandatory for all staff and must be completed prior to undertaking recruitment processes.
- 2.3.3. Those who participate in the process will be notified of changes in employment law which impact on recruitment and selection as and when necessary. An updated legislation section on the Intranet will be used for this purpose. If the implications of the legal changes are significant, additional refresher training will be provided for staff.
- 2.3.4. There will be occasions when the organisation will need to redeploy individuals. The redeployment procedure should be applied and the decision to redeploy staff would be taken by the Manager concerned and Workforce & Organisational Development.

## **2.4 Recruitment Team at NHS Wales Shared Services Partnership**

- 2.4.1. The role of the NHS Wales Shared Services Partnership (NWSSP) is to provide administrative support to the Health Board and other Partner organisations, regarding the Recruitment and Selection of general staff. The NWSSP work in partnership to ensure compliance with relevant legislation, policies and procedures.

## **2 Recruitment within Medical Workforce**

- 3 The role of the Medical Workforce Team is to provide administrative support to the Health Board, regarding the Recruitment and Selection of Medical and Dental staff. Their responsibility is to ensure compliance with relevant legislation, policies and procedures.

## **4 Recruitment within Nursing Bank**

- 4.5.2.5.1 The role of the Nursing Bank is to provide administrative support to the Health Board, regarding the Recruitment and Selection of Bank Nursing staff. Their responsibility is to ensure compliance with relevant legislation, policies and procedures.

## **Occupational Health responsibility**

**2.5.1.** Process employment screening and appointments as necessary, providing an appropriate clearance report on the prospective employees suitability to work with any adjustments as necessary as quickly as possible, within the agreed timescale.

### **3. Legislation**

It is essential that all those involved in recruitment and selection are aware of the relevant legislation and comply with them, refer to Safe Recruitment Practices Guidelines for significant areas of legislation in relation to employment law.

### **4. References:**

Other policies and documents referred to in or of relevance to, this document are:

- Safe Recruitment Practices Guidelines (WP1a)
- Equality & Diversity & Human Rights Policy (WP8)
- Safer Recruitment Practices in the NHS (WHC (2005) 071)
- Welsh Language Scheme
- Bilingual Skills Strategy
- Vacancy Control Guidelines

**Anyone who knowingly disregards the Policy may be subject to disciplinary action**