



Aneurin Bevan Health Board

Recruitment and Selection Policy

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out of date printed versions of the document. The Intranet should be referred to for the current version of the document.

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1 Purpose

The purpose of this document is to state the Health Board's policy on the recruitment of staff and to describe the arrangements for attracting, selecting and appointing staff to the Health Board.

2 Policy Statement

- 2.1** The Health Board seeks to recruit the best people to its' workforce to ensure the provision of a high quality, flexible service and excellent standards of care.
- 2.2** It is committed to a fair and consistent approach to recruitment and selection in full compliance with NHS, UK, EEC statutory and other legislative requirements in relation to the recruitment of staff.
- 2.3** The policy will operate within the context of the Health Board's other strategic, organisational, clinical, employment, financial and healthcare values, objectives, constraints and the Health Board's policies and procedures.

3 Scope

The policy will apply to all staff and posts within the Health Board with the exception of Medical and Dental staff for whom the same overall policy statement and principles apply but are governed by external guidance where separate policy document and arrangements operate.

4 Principles

- 4.1** The Appointment Manager / Supervisor will be the Line Manager who is normally managerially responsible for the post and prescribed on the job framework. This may be delegated, provided the delegated person is at least one level higher, ideally two, to the grade of the post being advertised.
- 4.2** Designated Managers/Supervisors on the Panel should already have attended the Health Board's approved training in Recruitment and Selection. Members of the Personnel Department will also attend interviews on a random basis where appropriate.
- 4.3** The recruitment of staff will conform to all legal requirements.
- 4.4** Particular emphasis will be placed on the avoidance of all forms of discrimination as specified in the Health Boards' Policy on Equal Opportunities with particular reference to the Disability Discrimination Act 1995, Race Relations Amendment Act 2000, Employment Equality (Sexual Orientation) Regulation 2003 and The Employment Equality (Religion or belief) Regulation 2003.
- 4.5** Managers should ensure they operate within the framework of Working Time Regulations 1998. Staff are not contracted to work more than 48 hours per week in line with the Working Time Regulations.
- 4.6** If more than one contract is held, that these are not jointly more than 48 hours per week in line with the Working times Regulations.
- 4.7** The selection process will be based on the ability of the candidate to do the job, their ability to make a contribution to the Health Board's effectiveness and their potential for development
- 4.8** Each vacancy will be advertised and given as wide an internal circulation as possible.

5 Procedure

5.1 Job Analysis

- 5.1.1 The Appointing Manager/Supervisor will identify the funding for and justify each vacancy filled in their department.
- 5.1.2 Every vacant post will be subject to a review process to identify; whether the work, in total or in part is required; potential for the work to redistributed; possibility of reduction in hours or flexible working options and still fulfil the work of the post. Additionally, Appointing Managers/Supervisors should consider any changes be made to the purpose, duties, responsibilities, salary, grade etc, has there been any changes in organisation, technology or are changes anticipated that will alter the requirements in terms of skills.
- 5.1.3 Every post must be defined in terms of its main responsibilities and specified within a job framework (see Appendix A).
- 5.1.4 The requirement needed to fulfil the role must be clarified and documented in accordance with a person specification, please refer to Appendix B. Wherever possible, measurable criteria must be employed.
- 5.1.5 All job frameworks and person specifications should be emailed, together with the draft advert to the Recruitment Department – refer to Appendix A and B. Once KSF is implemented, an outline should also be included.

5.2 Advertising

- 5.2.1 All posts will be advertised through the Recruitment Department and all posts will be advertised within the Health Board.
- 5.2.2 It is the responsibility of the Appointing Manager/Supervisor to draft an appropriate advert; however advice may be obtained from the Recruitment Department.
- 5.2.3 The determination of whether or not to advertise externally shall be determined jointly by the Line Manager (the budget holder for the post)

and the Recruitment Department. This consideration will give regard to:

- The desirability to import fresh ideas and wider experiences
- Costs of external advertising

5.2.4 The advert should contain essential information as listed below:

- Job title
- Location of the job
- Hours of duty, working pattern/shifts and flexibility
- Whether the post is substantive or temporary/fixed-term – the reasons for the temporary or fixed-term must be indicated
- Profile of the Health Board/department
- Brief details of the duties involved
- Essential person specification details
- Closing date or proposed time period
- Interview date (if possible)
- Contact name for further information

5.2.5 Additionally, all posts will carry an appropriate reference to the Health Board's commitment to Equal Opportunities, Flexible Working, Criminal Records Bureau Disclosure and Employing People with a disability.

5.3 Application

5.3.1 Information supplied to applicants must be accurate and of a high standard of presentation. Information will be made available to applicants about the post and will include as a minimum:

- Job framework
- Person specification
- Health Board application form
- Advert
- Covering letter – if sent by mail

5.3.2 All applicants shall be required to demonstrate how they meet the person specification and shall be notified this at the application stage.

5.3.3 Applications shall be sought by the means of:

- Completed application form and/or curriculum vitae
- Other supporting information where relevant and specified

5.3.4 All applicants shall be provided with and shall be required to complete and return the Health Board's Equal Opportunities Monitoring form, which is attached to the application form.

5.4 Shortlisting

5.4.1 Shortlisting should be based in the essential requirements of the post as detailed on the person specification. Applicants who meet all of the essential criteria should be put forward for consideration regardless of their age, sexual orientation, marital status, race or disability.

5.4.2 Shortlisting should be carried out by all members of the selection panel.

5.4.3 A record of the shortlisting decisions must be made on the shortlisting summary form and kept for twelve months within the Recruitment office.

5.4.4 Candidates who fail to reconcile their application with the person specification will not normally be shortlisted.

5.4.5 For agreed posts shortlisting may be undertaken by nominated member of the Personnel Department following agreement and training from the Line Manager or Professional Head.

5.5 Selection

5.5.1 The size and composition of the selection panel should be appropriate to the post but comprise of at least two people. The numbers taking part in interviewing should not normally exceed four.

5.5.2 Professional Advisors and Assessors may be used where there is a need for particular expertise or technical knowledge. Professional Advisors and Assessors are not responsible for making the appointment decision unless they are the designated Appointing Officer.

5.5.3 Appointing Managers/Supervisors should consider whether the use of additional selection methods to support the job interview would be appropriate. Additional selection methods may include:

- Pre interview visits
- Tests
- Written submissions
- Group exercises
- Group discussions (with or without fellow candidates)
- Psychometric tests (by a formally qualified expert)
- Aptitude assessments (by a formally qualified expert)
- Formal presentations
- Practical simulated exercise/case studies

5.5.4 Candidates should receive at least one week's notice of their interview and should be informed of the interview selection process and any selection tests that may be held. They should be given the time and venue for interview and asked to bring with them original certificates of essential qualifications and professional registration if appropriate.

5.5.5 Interview questions should relate to the requirement of the job, linked to the job framework and person specification and should be free of discriminatory bias.

5.5.6 During the interview the selection panel should make notes of the candidate's performance in relation to the criteria identified within the person specification. This information should be kept for twelve months with the Recruitment office.

5.5.7 Successful and unsuccessful candidates should be notified as soon as the outcome is known, where possible, within 48 hours of the interview.

5.5.8 The Appointing Manager/Supervisor should offer feedback to all unsuccessful candidates.

5.6 Arrangements following appointment

- 5.6.1 The offer of appointment is subject to the following checks and reference. Confirmation of all checks and reference must be received before an employee can be allowed to commence duty. If satisfactory, a commencement date can then be arranged.
- 5.6.1.1 Reference – from the most recent employer, appropriate college (if recently qualified) or school should be sought prior to interview. The reference should support factual information obtained from the candidate during the selection process. If the first reference is unacceptable or further clarification is required, the second reference can be sought.
- 5.6.1.2 Medical Fitness – Managers/Supervisors should be satisfied that individuals are fit for the work they will be required to do, with advice from the Occupational Health Department.
- 5.6.1.3 Disclosure – the majority of successful candidates undertake a Criminal Records Bureau Disclosure, which is either enhanced, or standard depending on the role that they are appointed to.
- 5.6.1.4 Essential Qualifications and Professional Registration – must be checked prior to commencement by the Appointing Manager/Supervisor if they are essential for the job. These should be checked at interview where possible.
- 5.6.1.5 No commencement date can be agreed if the successful candidate requires a work permit. The Recruitment Office will apply for a Work Permit and authority to remain in the United Kingdom.
- 5.6.2 All offers of appointment will be confirmed in writing and a written statement of main terms and conditions of employment will be issued to every new member of staff within eight weeks of their date of commencement of employment or four weeks if they are already employed within the Health Board.

5.6.3 The Health Board's Equal Opportunities monitoring form must be received, recorded and included in the Health Board's overall analysis in accordance with the Equal Opportunities Policy.

5.6.4 All new staff will be subject to the Health Board's Induction arrangements. Local Induction will be arranged by the Line Manager/Supervisor.

6 Prevention of Illegal Working

6.1 It is a criminal offence under the Asylum and Immigration Act 1996 to employ a person who is subject to Immigration control and does not have the right to stay or work in the UK. Those found to be in breach will be liable of a fine of £5000 per illegal worker.

6.2 It will be the Manager's responsibility to establish a defence against a possible conviction by ensuring that nominated person completing the enrolment form carries out a straightforward pre-employment check.

6.3 Managers should inspect a number of appropriate documents, which reasonably relate to the prospective employee such as the National Insurance number, which can be found on the P45, a pay slip, P60 or National Insurance card.

6.4 Other documents include:

- A birth certificate issued in the UK or the Republic of Ireland.
- A certificate of registration or naturalisation as a British Citizen.
- A passport of a European Economic Area Country or Identity Card.

A copy of these documents will be retained during the person's employment and held on the personal file.

- 6.5** To avoid claims of discrimination it is important not to be selective in requested details on the basis of a person's appearance or apparent nationality. The procedure must therefore be applied consistently to all potential employees.
- 6.6** Applicants from Countries: - *Czech Republic, *Estonia, *Hungary, *Latvia, *Lithuania, *Poland, *Slovakia and *Slovenia will have to pay £50 to obtain a certificate from the Home Office confirming their eligibility to work in the Country. This certificate will lapse if they lose their jobs within the first twelve months of employment and they will have to renew their registration upon finding another job.

Recruitment has to ensure that the person who has been appointed, registers within a month of commencement within the Health Board. This Home Office certificate confirming successful registration is to be retained on the individual's personal file.

Failure to ensure that this certificate is obtained will result in a fine of £5000.

7 Work Permits

7.1 The Home Office under the rules laid down by the Immigration Act (1971) issues work permits.

This enables UK based employers to recruitment people from outside the European Economic Area (EEA) to work in this country whilst safeguarding the interests of the resident labour force.

Permits are required for: - Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Republic of Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, UK, *Czech Republic, *Estonia, *Hungary, *Latvia, *Lithuania, *Poland, *Slovakia and *Slovenia – *refer to point 6.6.

- 7.2** The issue of work permits are closely monitored and Managers are sometimes required to prove that they have made extensive effort to recruit a UK or EEA National prior to making an application on behalf on a non UK/EEA National.
- 7.3** The Recruitment Department applies for all work permits unless an agency has applied on the Health Board's behalf.
- 7.4** No commencement date can be agreed until the work permit and approval to remain in the United Kingdom has been received, However, subject to Home Office work permit approval some prospective employees may commence employment subject to obtaining approval to remain in the United Kingdom as long as their passport holds Home Office approval to remain in the United Kingdom, until the new approval to coincide with the time period of their new work permit is received.
- 7.5** Permits are normally issued for posts in shortage professions with a time period of up to 60 months, Each application applied for currently £153 and the cost is borne out of the relevant Manager's budget.
- 7.6** Application to the Home Office for an extension of stay or leave to remain in the United Kingdom is the responsibility of the employee/job applicant and can be made on form FLR(IED) for which there is a cost (currently £335). Employees/Job applicants will be asked to provide evidence of leave to remain by the Recruitment or Medical Staffing Departments.
- 7.7** The cost of the work permit and authority to remain in the United Kingdom increases each year.
- 7.8** Work permits are usually issued for people who hold the following qualification or skills:
- UK degree level qualification
 - Higher National Diploma (HND) level occupational qualification which entitles a person to do a specific job or;
 - General HND level qualification plus one year's work experience doing the type of job for which a work permit is required;
 - At least three year's high-level specialist skills acquired to do the type of job for which the permit is sought;
 - Storage occupations

- 7.9** Work permits (UK) do not issue work permits for manual, clerical, secretarial, domestic work or unqualified type of work.
- 7.10** The Recruitment Office will obtain a work permit for each person from outside the EEA who does not fall into the earlier listed categories in order that a commencement date can be agreed.
- 7.11** No person can commence permanent or temporary employment until they hold a work permit with Aneurin Bevan Health Board NHS Health Board, stated as their employer, unless they are working on their spouse's permit. Copy of that work permit is required for the personal file.
- 7.12** A person who holds a work permit for a similar role within another Health Board or nursing home may join the Nurse Bank to work on an as and when basis, if their current employer give permission.

8 Code of Conduct

- 8.1** The Health Board requires all Healthcare Professionals to ensure that they remain competent to practice within the role that they have been appointed to. Should this appointment require registration with a governing body, each individual is responsible for ensuring that their registration is up to date. Proof of continued professional registration must be produced to the Appointing Officer or Manager on request. Failure to maintain registration may lead to dismissal on the grounds of failure to comply with the statutory requirements.

9 Roles and Responsibilities

The various actions, roles and responsibilities are detailed in Appendix C.

10 Appendices

Appendix A : Job Framework

ANEURIN BEVAN HEALTH BOARD NHS HEALTH BOARD

JOB FRAMEWORK

Title:

Grade:

Responsible to:

Responsible for:

Summary of Main Role and Purpose of the Post:

Main Duties

-
-
-
-
-
-

This framework is a detailed guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the Health Board's requirements.

Date

Appendix B : Person Specification

Status: Issue 2
Approved by: Executive Team

Issue date: February 2010
Review date: February 2012
Expiry date: February 2013

	Essential Criteria	Desirable Criteria
Qualifications		
Knowledge		
Experience		
Skills		
Others		

Appendix C : Actions and Responsibilities

Action	Responsibility
Review of the post	Line/Appointing Manager / Supervisor
Drafting job framework and person specification	Line/Appointing Manager / Supervisor
Drafting advert	Line/Appointing Manager / Supervisor
Determination of source of advertising	Line/Appointing Manager / Supervisor
Placement advertisement	Recruitment Department
Compilation of additional information to applicants	Line/Appointing Manager / Supervisor
Distribution of information to enquirers	Recruitment Department
Circulating advertisements	Recruitment Department
Receipt of applications	Recruitment Department
Shortlisting	Line/Appointing Manager / Supervisor
Interviewing	Line/Appointing Manager / Supervisor
Appointment decision	Line/Appointing Manager / Supervisor
Communication of decision to successful and unsuccessful candidates	Line/Appointing Manager / Supervisor
Obtaining references	Recruitment Department
Checking references	Line / Appointing Manager
Checking qualifications and Professional Registration	Line/Appointing Manager / Supervisor
Obtaining CRB check	Recruitment Department
Ensuring staff are working accompanied whilst CRB check is received	Line/Appointing Manager / Supervisor
Sending Occupational Health documentation to candidate	Recruitment Department
Ensuring candidate is suitably fit for post	Line/Appointing Manager / Supervisor
Issuing appointment letter	Recruitment Department
Signing appointment letter	Line/Appointing Manager / Supervisor
Issuing written statement of terms & conditions	Recruitment Department
Sign and distribute written statement of terms & conditions	Line/Appointing Officer / Supervisor
Equal Opportunities monitoring	Recruitment Department
Local Induction	Line/Appointing Manager / Supervisor
Health Board Induction	Training & Development Department