



**WP1**

# **POLICY FOR SAFE RECRUITMENT & SELECTION PRACTICES**

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- 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

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,

**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 are appropriate.

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## **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**