



POLICY INFORMATION (Policy no HR025)	
Subject	Recruitment and Selection Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All staff of Nottinghamshire Hospice
Target Audience	Line Managers and the Human Resources Department are responsible for ensuring that this policy is adhered to. All staff involved in the recruitment and selection of employees (contract and bank) have a responsibility to work to this policy.
Date issued	Dec 2023
Next review date	Dec 2025
Lead responsible for Policy	Director of People Services
Policy reviewed by	Chief Executive Officer
Notified to (when)	Senior Leadership Team Dec 2023
Authorised by (when)	Senior Leadership Team Dec 2023
CQC Standard if applicable	Well-led
Links to other Hospice Policies	
Links to external policies	Equality and Diversity Policy HR021 Data Protection Policy and Procedures HR0005
Summary	This policy outlines Nottinghamshire Hospice's approach to Recruitment and Selection
This policy replaces	Recruitment and Selection Policy HR0025 2020-2023

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Review date
Original policy written by Angela Bloomfield Head of Human Resources	June 2015	
Policy notified to Rowena Naylor-Morrel, CEO	June 2015	
Policy ratified by Quality and Safety Group	June 2015	June 2018
Policy reviewed by Donna Roberts	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	
Policy reviewed by Chief Executive Officer	Dec 2023	
Policy Authorised by Senior Leadership Team	Dec 2023	Dec 2025
Uploaded to website	Dec 2023	

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<p>1.</p>	<p>Introduction</p> <p>Nottinghamshire Hospice ('the Hospice') recognises that effective recruitment and selection practices to attract quality employees at all levels are fundamental to its future success and that good selection can lead to better patient care, higher morale, lower turnover of staff and lower rates of absenteeism. It will ensure that there are procedures, systems and approaches which will support the recruitment of the most appropriate person for each available post ensuring the most cost-effective methods are employed.</p>
<p>2.</p>	<p>Policy Aim</p> <p>The aim of this policy is to support managers to get the best candidates for their vacancies and to fill vacancies within a reasonable timescale at a reasonable cost; all within best practice, following employment legislation and where appropriate, NHS standards.</p> <p>All job offers must be made in accordance with this policy and would therefore, be subject to approval, advertisement, shortlisting, interview and employment checks as below. Any exceptions to the policy must be agreed with Human Resources in advance.</p> <p>The Hospice will always ensure that all employees, temporary, bank, agency or permanent have been fully vetted and all the necessary mandatory employment checks are completed prior to commencing work at the Hospice.</p> <p>When employing temporary or casual staff the principles of good practice outlined in this policy should be followed.</p>
<p>3.</p>	<p>Definitions</p> <p>Employees with substantive contracts have "employee status" (with regard to the Employment Rights Act 1996). This includes employees on permanent, temporary, full time, part time and fixed term contracts.</p> <p>Bank workers on a casual basis do not have "employee status" (with regard to the Employment Rights Act 1996).</p> <p>Agency and in-sourced staff are employed by a third party agency.</p>

4. Equality and Diversity

In accordance with the Hospice's Equality and Diversity Policy, this procedure will not discriminate, either directly or indirectly, on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status/civil partnership, religion or belief, age, disability, gender reassignment and pregnancy or maternity.

The Hospice also recognises the need for equality and diversity within the workforce and promotes equality and diversity issues and awareness at all times. We endeavor to be an equal opportunities employer and have taken measures to ensure that any opportunity for discrimination during the recruitment process is removed. Personal information is removed from application forms prior to shortlisting and is used for monitoring purposes only and will have no impact on the selection process. We will also ensure that objective selection criteria are used, the decision making is recorded and it can be demonstrated that job offers are made on merit of the individual. Recruitment and selection is carried out in accordance with all relevant legislation.

It is the Hospice's policy that all vacancies will be placed on notice boards throughout the Hospice. In certain situations an employee who has been engaged in a fixed term role that becomes permanent during the fixed term period may have the right to be offered the role without further advertisement – this is subject to the completion of a probationary period and the job description remaining the same. Extension of this right to other employees will depend upon the nature of the role and the likelihood that the candidate pool would have been stronger had the job been permanent in the first instance. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience, knowledge and skills. The Hospice aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

The application form may be unduly intimidating for some applicants. The

	<p>Hospice reserves the right to adapt and streamline application packs and processes to ensure recruitment is not a barrier to the application. This will always be approved by the Head of Human Resources.</p>
<p>5.</p>	<p>Responsibility and Accountability</p> <p>It is the responsibility of the Human Resources Department to ensure best practice in recruitment and selection processes as determined by this policy and employment legislation.</p> <p>The Head of Human Resources has final responsibility for the conduct and practice of recruitment and selection for the quality of information, documentation and communication involved. Line Managers and Department Managers will take direction from the Human Resources Department on such matters.</p>
<p>6.</p>	<p>Pre-Employment Checks</p> <p>All employees will undergo appropriate pre-employment checks. These include substantive, honorary, contract, voluntary and agency staff. The pre-employment checks that will be undertaken include:</p> <ul style="list-style-type: none"> • References – Two satisfactory references will be sought prior to recruitment. References from a present or most recent employer must be obtained; however references that relate to the last 5 years of employment where possible are preferable. An offer is made subject to satisfactory references and DBS checks. • DBS Checks - *DBS checks and information may only be handled and received by authorised personnel. At Nottinghamshire Hospice this would normally be the Human Resources and Volunteer Services Departments. • In some instances additional information may be disclosed by the DBS check that makes the candidate unsuitable for the role. The Chief Executive and the Head of Human Resources will consider such information and advise rejection of the candidate or not. However, this information is subject to confidentiality required by the Disclosure and

Barring Service and the Head of Human Resources will not therefore divulge the additional information.

- Right to Work in the UK/Identification – The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom, and therefore needs proper immigration clearance. Anyone involved in such a recruitment process can be personally fined. An individual who is not an EEA national or does not have settled status in the UK within the meaning of the UK Borders Act 2007 will require a work permit to work in the UK.
- The Human Resources Department will ensure that eligibility to work in the UK is confirmed before any candidate is appointed into post.
- Professional Registration (where appropriate) – Where it is a requirement of a post that the successful applicant is registered with a professional body it is necessary to check that the candidate has the appropriate up to date registration. This should be done by the Human Resources Department prior to offer. It is also important that the registration is confirmed with the registered body and checks are undertaken to identify any limitations on practice or if the candidate has been barred from practicing. Any offer of employment made to a candidate will be subject to confirmation of these checks.
- Qualifications (where appropriate) – If it is a requirement of a post that specific qualifications are held it is necessary to check these before formally appointing a candidate, to ensure they are correct and provide the qualifications necessary for the duties to be undertaken. If qualifications are held in a maiden or alternative name it is important to have proof of identify for the change i.e. marriage certificate.
- Driver documentation (licence, MOT, etc. for those required to drive in the course of their duties).
- Internal candidates will be asked to provide these where they cannot be determined from existing records and employment.