



Recruitment and Selection Policy

This procedural document supersedes: CORP/EMP 36 v.4 Recruitment and Selection Policy



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The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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Author/Reviewer: (this version)	Kate Carey, Recruitment Manager
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Amendment Form

Please record brief details of the changes made alongside the next version number. If the APD has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 5	April 2023	<ul style="list-style-type: none"> Various amendments have been made – whole document needs re-reading 	Kate Carey
Version 4	Jan 2019	<ul style="list-style-type: none"> Changes to steps 	Selina Lyons
Version 4	18 December 2017	<ul style="list-style-type: none"> Change references of DBH to DBTH Inclusion of link to managers checklist Inclusion of an additional step to the recruitment process to consider apprenticeships Inclusion of a guidance page on apprenticeships Step 3 change details of person to contact with regards to A4C panel Step 7 inclusion of shortlisting guide on NHSJ Step 7, 8, 9 and 12 differentiation between centralised recruitment processes and non-centralised processes Step 8 asking departments to provide interview date information upfront as best practice 	Anthony Jones
Version 3	August 2015	Review of existing policy to reflect operational changes; merger policies: Fixed Term Contract Policy (CORP/EMP 40 v1), and Employment of Agency Workers (CORP/EMP 37 v1)	John Scott
Version 2	March 2011	Changes made to section 14.4.6 Criminal Record Checks to reflect guidance from NHS Employers January 2011	Keeley Cromwell
Version 1	June 2010	<p>This is a new procedural document - The Getting the best person for the job handbook has become a procedural document:</p> <ul style="list-style-type: none"> Equality Impact Assessment section added Introduction and Purpose sections added Monitoring and Compliance Information added Guidance for managers - right to work added 	Michelle Victor

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1 INTRODUCTION

Our people are key to the continuing and future success of DBTH. Our aim is to become an employer of choice and our approach to people management is clearly summarised in the phrase Develop, Belong, Thrive, Here. We need a strategic and professional approach to recruitment embracing three key elements:

- Knowing what we need (in terms of people, skills and expertise)
- Attracting the right people to join DBTH, this requires a greater focus on creating recruitment and career pathways that address under-representation and lack of diversity within DBTH. We need to take into account EDI considerations and ensure that all job appointments show a positive impact on equality, diversity and inclusion in the workplace.
- Developing and using quicker, smarter and better methods of bringing people into the organisation (whether they are seeking employment or experience)

2 PURPOSE

This policy offers a sound framework to attract, recruit, select and retain colleagues of the highest calibre. It is based on the principles outlined below, which also meet the requirements of our [Fair Treatment for All Policy](#) and all other relevant employment legislation. The aim of the recruitment and selection process is to secure the best person for the job every time - that is, the person who is best qualified and best skilled, and has the best experience, approach and attributes to do the required job and make a positive contribution to DBTH. That means that we also need to be open, flexible and innovative in sourcing key talent, and removing barriers that might prevent people joining DBTH.

Additional resources relating to recruitment and selection are available on the Trust [intranet](#).

3 DUTIES AND RESPONSIBILITIES

For the policy and procedure to be effective, everyone involved in any aspect of the recruitment and/or selection of people needs to be aware of this policy and follow it. Ultimately, it is the responsibility of the senior management of the Trust (including the Chief Executive, Executive Team and Divisional Directors), in conjunction with People & OD to ensure that this is the case. A table of responsibilities is included [here](#).

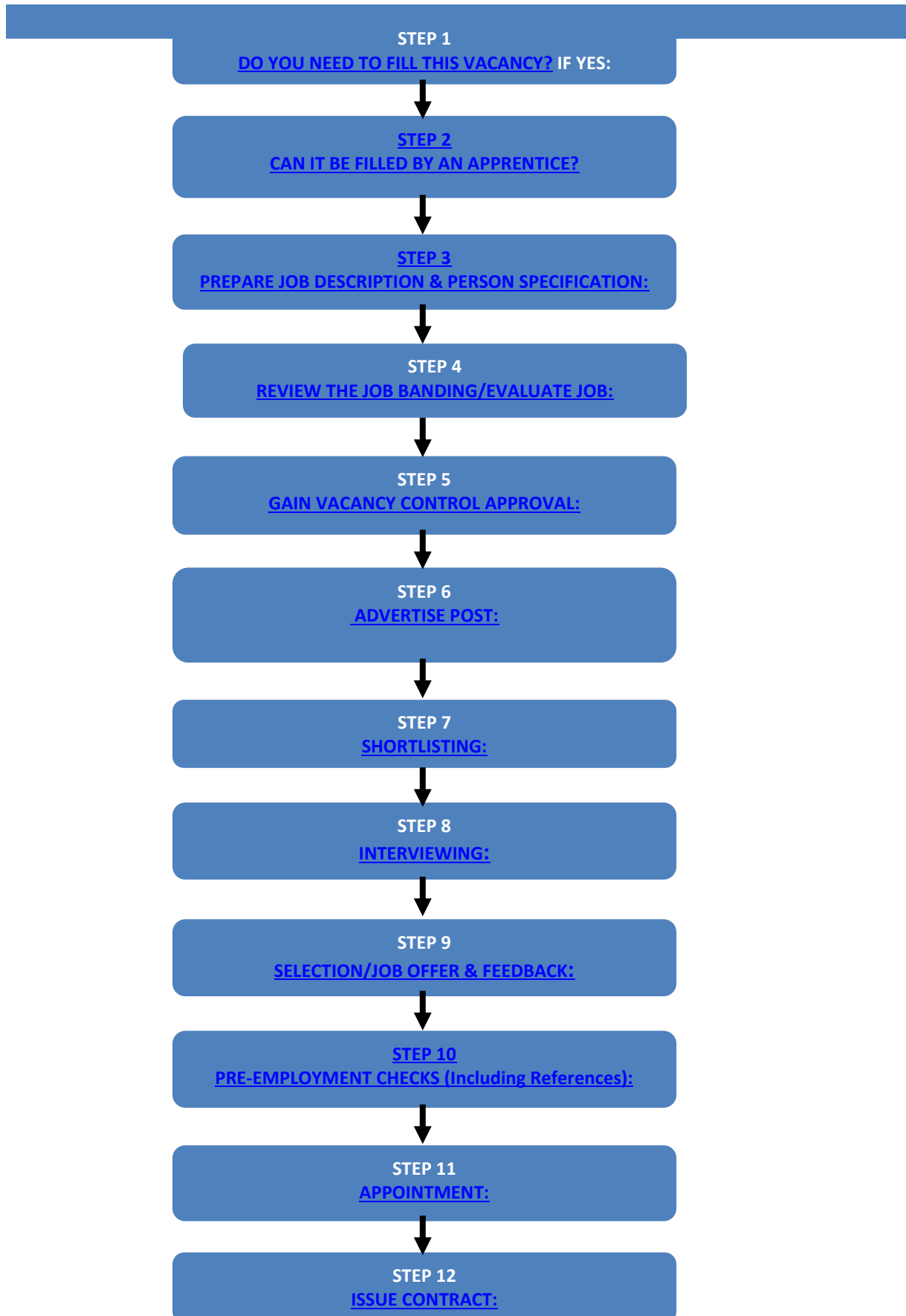
4 PROCEDURE

4.1 Core Principles

All recruitment and selection activity in DBTH will be consistent with the [Fair Treatment for All](#) policy and reflect the following core principles:

- We will only recruit when all other options for covering the work have been considered (like job re-design or reallocation of duties)
- All posts will be subject to the current vacancy approval processes prior to advertising
- We will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the role and to DBTH.
- We encourage recruitment which is fair and representative of our community.
- We will ensure that the recruitment and selection of people is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- We will provide appropriate guidance, development and support to people involved in recruitment and selection activities in order to meet this core principle.
- Anyone involved in the selection process should be competent to comply with the requirements of this policy and procedure. All panel chairs or the Recruiting Manager must have discussed their role and responsibilities with their People Business Partner and agreed that they have the knowledge and skills to fulfill their role.
- Recruitment and selection are key to our reputation as an employer of choice within the community and the wider region. It is vital that we attract the right candidates through a transparent and robust two-way recruitment process.
- We will treat all candidates fairly, equitably, with respect and courtesy, so that their experience is positive, irrespective of the outcome.
- We will promote best practice in recruitment and selection and continuously review our arrangements to reflect new and innovative approaches.
- We will ensure that the recruitment and selection process is cost effective. This could mean that we use agency framework agreements and mass recruitment campaigns.
- If anyone involved in the recruitment process has a personal, business or other relationship with an applicant, they must declare this as soon as they are aware. They should normally have no involvement in the recruitment and selection decision-making process. Failure to disclose any conflict could lead to the matter being referred to the Local Counter Fraud Specialist (LCFS) and/or Human Resources for further investigation.
- All documentation relating to applicants will be treated confidentially in accordance with the [Data Protection Act](#) (DPA). Applicants will have the right to access any documentation held on them in accordance with the DPA.

4.2 The Recruitment Process: At A Glance: Twelve Steps



5 TRAINING/SUPPORT

A range of training and development tools are available to support managers, including a manager's checklist (appendix for recruitment activities). The P&OD Recruitment Team and/or your People Business Partner can advise on how best to meet your needs.

6 FRAUD AND BRIBERY

Failure by an applicant to provide accurate and truthful information in their application and/or any collusion between applicants and appointing managers may constitute the commission of a criminal offence and result in disciplinary action and/or prosecution. All relevant concerns should therefore be reported without delay to the LCFS or via the NHS Fraud Reporting Line on 0800 028 4060 (online: <https://cfa.nhs.uk/reportfraud>).

7 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Recruitment KPI's	People committee	Biannually	Detailed analysis of KPI's shared with people committee
Formal audit of recruitment and selection process	Internal Audit	As detailed in audit plan	Detailed analysis and report to Chief People Officer
Non-compliance by Divisions and Directorates	People & OD Recruitment Team	Every recruitment scheme or campaign	Quality assurance of every exercise; report to responsible manager in Divisions and Directorates and to Deputy Director of P&OD
Policy and procedures	People & OD Recruitment Team	Ongoing	Continually review this policy in the course of providing support to managers.

8 DEFINITIONS

Agency Workers	Agency workers are a widely used resource within the NHS and can play a vital role in helping to plan and manage fluctuations in demand, as well as covering for periods of short term workforce shortage.
Agenda for Change	Agenda for Change sets the terms and conditions for all non medical employees.
Alert Register	An alert notice is a way for an NHS employer to make other bodies aware that a healthcare professional may pose a threat to patients or other colleagues.
Apprentice	An Apprenticeship is on the job training available to those aged 16 and over. Apprenticeships usually last between 12 to 18 months. Depending on the sector and level, some can last up to four years.
Bank Workers	To supplement our permanent team and help with peaks and troughs we have a team of 'bank workers' who provide cover for planned and unplanned shortfalls in staffing, covering vacancies and absences as well as bringing specific required skills for short periods of time.
Cohort Recruitment	There are some situations when DBTH need to recruit a number of similar posts in one recruitment process. Eg. Nurses, HCAs, Service Assistants. This is referred to cohort recruitment.
Data Protection Act	The Data Protection Act controls how your personal information is used by organisations, businesses or the government.
Development Opportunity	Where the person moves to a post within DBTH, for a specific purpose and/or time, this will be termed a 'loan' or 'development opportunity'.
Disclosure & Barring Service (DBS)	DBS checks are required for unsupervised volunteers and people who have direct access to or work directly with children or adults at risk.
EIA	Equality Impact Assessment.
ESR	Electronic Staff Record system.
Flexible Working	Flexible working describes types of working arrangements which give a degree of flexibility on how long, where, when and at what time employees work. These can include some of the following arrangements: part time working hours, job sharing, compressed hours and annual hours etc.
Future-Proof	The concept of future-proofing in relation to reviewing a vacancy, is the process of anticipating the future and developing demands/issues/changes to the role and building these into the review to minimise problems in the future.
General Medical Council	An independent organisation that helps to protect patients and improve medical education and practice across the UK.

Nursing & Midwifery Council	An independent regulator of nurses, midwives and nursing associates in England
People Business Partner	A senior member of the People Team, who give advice/support in relation to all people related activity.
Job Description	A document which provides the purpose, role, responsibilities and key duties of a post.
Job Share	Job sharing is the process of breaking up a role into two part-time contracts. This allows two individuals to work across different parts of what was once the same role.
Person Specification	A document which provides the key skills, attributes and qualifications required for a post.
Pin Number	Personal Identification Number for nursing employees
Pre-Employment checks	Mandatory checks which are required before employment can commence.
Psychometric assessments	Test and questionnaires can be used to find out about a person's capacities, work style or values.
Reasonable Adjustments	Employers must make reasonable adjustments to make sure disabled workers aren't seriously disadvantaged when doing their jobs.
Reservists	A reservist is a person who is usually a former active-duty member of the armed forces. They are otherwise civilians, and in peacetime have careers outside the military.
Secondment	Secondments provide individuals the opportunity to widen their personal and career development through the enhancement of skills in a different environment or role. The opportunity enables increased awareness of other sectors and fosters better relationships between other organisations and with other departments in the Trust.
Shortlisting	This describes the process of comparing applications against the essential and desirable criteria contained within the Person Specification. This will be undertaken by the members of the Recruiting Panel.
Vacancy Control Process	This is the process to that all posts must go through before going to advert. This is to ensure consistency across DBTH and to confirm funding is available.
Volunteers	Volunteering is helping, assisting, or serving another person or organisation without pay.

9 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality diversity and inclusion are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified.

10 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

- [Equality Analysis Policy](#) (CORP/EMP 27)
- [Fair Treatment for All Policy](#) (CORP/EMP 4)
- [Working with Vulnerable Adults and Children – Disclosure](#) (CORP/EMP 17)
- [Flexible Working Policy](#) (CORP/EMP 48)
- [Fraud, Bribery and Corruption Policy & Response Plan \(CORP/FIN1\(D\)\)](#)

11 REFERENCES

- NHS Employers Criminal Record Checks – March 2022
<https://www.nhsemployers.org/publications/criminal-record-check-standards>
- The NHS Knowledge and Skills Framework (NHS KSF) and the Development Review Process – October 2004
www.dh.gov.uk
- The two ticks scheme and additional help for Disabled People
<https://nhsbsa-live.powerappsportals.com/knowledgebase/article/KA-23711/en-us#:~:text=The%20two%20tick%20logo%20indicates,require%20support%20in%20the%20workplace.&text=Are%20two%20tick%20candidate's%20guaranteed,the%20'Guaranteed%20Interview%20Scheme'>
- Permission to Work in the UK
<https://www.gov.uk/check-job-applicant-right-to-work>
- Disclosure and Barring Service
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- A guide to the Employment of Agency Workers:
<https://www.cipd.co.uk/knowledge/fundamentals/emp-law/employees/agency-workers-guide#gref>

APPENDIX 1 – GUIDANCE ON EMPLOYING YOUNGER WORKERS

Employing younger workers

Starting to employ a younger worker

Younger workers will often have limited experience of workplace culture and therefore starting employment can be daunting a prospect. For an employer, it can require a bit more time to educate them about their role and how to handle a higher degree of responsibility than they may be used to. To help a younger worker adjust as quickly as possible, an employer should take a few simple actions both before the job starts and at an early stage of their employment.

In advance of their employment beginning, an employer should provide all new starters with:

- the date and the time they should arrive for their first day
- the address of where they should go
- the name of the person they should ask for when they arrive

It can also be helpful for an employer to inform a new starter of what public transport is available, if there are any car park facilities and what food and drink is available in the office or nearby.

Company dress code

Many organisations expect their staff to dress in a certain way. Where this is required, an employer should inform a new starter of this before their first day and provide an explanation as to what is required and direction as to whether any uniform will be provided by the organisation.

Financial assistance

A lot of organisations pay their staff on a monthly basis. A month can be a long time, especially when a younger worker has not been employed previously and has limited resources to pay for travel and work clothes etc. Where it is viable, it may be helpful if financial assistance can be offered during their initial months at work. For example, an employer could agree to pay an advance to a younger worker in the first month of their employment.

What are the younger worker's responsibilities?

A younger worker will often need to be told what will be required of them. An employer should not assume that a younger worker will simply know what is expected of them, however minor. While the expectations and duties of a younger worker will vary from organisation to organisation, five key things that all employers will usually require are:

- Turn up on time – an employer should make it clear that it is not acceptable to be late to work. It should be explained what impact their absence would have on their colleagues and that repeated lateness could lead to disciplinary action. For example, repeated lateness may result in a written warning and if attendance does not improve may eventually lead to dismissal

- Dress appropriately – if there is a dress code or policy then this should be shared or explained to a younger worker
- Do the job properly – it should be made clear to a younger worker what exactly they must do in their job, how they should do it and who to go to for help. If they have targets these should be explained so that a younger worker understands what the targets are and what may happen if they don't achieve them
- Follow the rules of the organisation – give them access to and/or explain the organisation's policies and procedures. It is important that a younger worker understands the organisation's policies and what may happen if they are not followed. For example, not following the health and safety policy could lead to serious injury and/or could be a disciplinary matter
- Treat colleagues and customers with respect - the importance of respecting equality and diversity, and working productively with colleagues and customers, should be made clear.

Providing an effective induction

Training a younger worker will usually require more planning and flexibility than older workers. Many younger workers have a limited understanding of what their working day will require and what their employer's expectations of them are. It is important not to assume what tasks they know how to perform and what support they will need. An employer should plan a younger worker's induction that includes what, when and who will be involved in the younger worker's induction, and in what order this will be done. How long an induction should be will vary on the work of the organisation and the younger worker's role. Some inductions may only be for a day or a week, while others may last several months to ensure that the younger worker is fully supported as they learn the role.

An effective induction for a younger worker should:

- Provide an introduction to their role and how they fit within their team and the organisation as a whole
- Provide practical guidance in areas such as working hours, breaks (including toilet breaks), working conditions and company dress code
- Highlight how the organisation will expect them to behave to customers and colleagues
- Explain if the organisation has policies on the use of personal devices in work (e.g. mobile phones) and/or using social media responsibly (e.g. derogatory comments posted online about the organisation or other members of staff could lead to disciplinary action)
- Make sure that they are competent and comfortable at the basic duties of the role and provide training where necessary e.g. if the role involves taking or making telephone calls provide training on how they are expected to handle each call
- Make sure they understand the health and safety procedures of the organisation and why these must be followed
- Help them understand their annual leave entitlement (and how it is calculated if they work part time or on a zero hour's contract)
- Ensure their tax code is correct and check that they understand their payslip (deductions for tax and student loan repayments etc.)
- Explain how their performance will be assessed e.g. is there a probationary period and are there any targets that they are expected to meet

- Include regular catch-ups with their line manager to discuss everyday issues and address any concerns that may arise
- Provide plenty of opportunities for them to ask questions
- Help them settle in to the organisation, giving them the opportunity to get to know their colleagues and integrate into the wider workplace culture
- Where there is a recognised trade union, be introduced to a trade union representative, giving them the opportunity to discuss the role of a union and trade union membership

The rights of a younger worker

A younger worker has rights that an employer needs to consider that can sometimes differ from the rest of their workforce.

A manager should always check if a younger worker has other employment as this may affect the working hours they are available for and when their rest periods must be.

Employment Status

Generally anyone who is not genuinely self-employed and works for an organisation is a worker or an employee. Younger workers may not be aware that this makes a difference to their rights and responsibilities.

A younger worker who has worker status will work under some form of contract but has fewer employment rights and responsibilities than an employee. For example, casual workers or agency staff can usually decline work offered to them. Workers have rights including a minimum of 5.6 weeks paid annual leave, not to be discriminated against on the grounds of their age, and to relevant National Minimum Wage or National Living Wage rates.

A younger worker who is an employee is someone who works under an employment contract and is usually obliged to work a minimum number of hours per week. In addition to the rights a worker gets they have further rights including the right to request flexible working, not to be unfairly dismissed and to family friendly rights such as maternity leave.

In the UK, while part-time employment may begin from the age of 13, all children must remain in full time education until they reach the minimum school leaving age. They must not work during school hours or for more than one hour before school (unless local bylaws allow it).

Minimum UK school leaving age The minimum school leaving age means that once a child reaches 16 years old (or will be 16 years old by the end of the school summer holidays), they may leave school on the last Friday in June. Until this point, they must be in full time education.

Further restrictions in England

In England, a young person must remain in some form of education or training until they are 18 years old. During this time, a young person has the following choices:

- Full time education or training, such as school or college or
- Work-based learning, such as an apprenticeship or
- Work or volunteer (for 20 hours or more a week) while in part-time education or training.

A young person who does not follow one of the three choices may be investigated by the Local Education Authority and they and/or their parents could be liable for a fine.

National minimum wage

Younger workers who are at least 16 years old will be entitled to receive the National Minimum Wage (NMW). The rate of pay that a younger worker must (at least) receive will depend on their age and whether they are an apprentice. It usually changes every October.

From April a 'National Living Wage' will be introduced, which all workers aged 25 and over must receive.

Rest periods

There are certain limitations when employing 16 and 17 year olds that employers need to comply with. A younger worker aged 16 or 17 years old must be allowed:

- at least twelve hours of uninterrupted rest within any 24 hour period in which they work.
- a rest break of at least 30 minutes if a shift will last longer than 4 and a half hours
- at least 48 hours of rest each week. This should be uninterrupted rest
- Child workers that have not reached the minimum school leaving age must not work:
- for more than 4 hours without taking a break of at least 1 hour
- without having a two week break from any work during the school holidays in each calendar year

Night-time working

Younger workers under the age of 18 must not work between the hours of midnight and 4am. In addition, they are usually not allowed to work after 10pm or before 7am unless they work in:

- agriculture
- retail trading
- postal or newspaper delivery
- a catering business, hotel, public house, restaurant etc.
- bakery

On occasions, an employer may need a worker to work during the night to maintain continuity of service or production, or to respond to a sudden increase in demand for services or products. In these circumstances, when there are no appropriate adult workers available, a younger worker under the age of 18 may be asked to work between 10pm-midnight or 4am-7am.

APPENDIX 2 – GUIDANCE ON SANDWICH YEAR PLACEMENTS

APPOINTMENT OF SANDWICH YEAR STUDENT PLACEMENTS WITHIN DBTH

Sandwich Year Placements

The Trust is committed to supporting 'sandwich year placements' for students who are undertaking an academic course in order to supplement their theoretical / academic learning. The positions offered are fixed term, usually for the duration of 12 months and provide practical 'hands on experience' to complement the students studies. The sandwich year is usually undertaken when the student is part way through the course, usually in year 2 or year 3 or on occasion during the final year of the course. Any graduate wishing to seek employment opportunities would be viewed as any other applicant and apply through the usual recruitment channels.

There are many benefits to the Trust in supporting such placement opportunities, the students provide additional resource and support to teams and departments at a junior level. Students can often be tasked with a project or specific time constrained piece of work that provides value to the department and organisation and it is a good opportunity for the student to experience working life within the organisation and hopefully consider the Trust as a future employer once they have completed their studies, thus supporting recruitment and succession planning in the organisation.

Considerations Prior to Supporting a Sandwich Year Placement

Although the student on a Sandwich Year Placement will potentially have completed one or two years of academic study on the course, the amount of hands on work experience that they will have been exposed to may be very minimal. In which case, prior to accepting a sandwich year placement, you should consider the support mechanisms available within the Department / workplace. The student will require a line manager and possibly a mentor, this can be the same individual but it is important to note the resource requirement needed within the team to provide adequate levels of support. The individual is not required to have any set learning objectives and no specific software or hardware skills that they are required to learn or use. The purpose of the placement is to provide the individual with professional experience. The students are not usually required to undertake any academic learning while they are on placement within the Trust. The placement year is considered an integral part of the individuals course and practical and academic learning.

A Job Description and Person Specification is not required for a Sandwich Year Placement as the role is not a banded role and can vary in terms of the duties and responsibilities from Department to Department. The student will however require a clear outline of the type of role that they will be undertaking and a summary of the duties and responsibilities that they will undertake. This should be included in a letter to the student prior to the commencement of the placement and also include the start and end date of the placement and the number of hours per week, which can be anything up to full time (37.5 hours per week).

The relevant pre-employment checks that would normally be undertaken for any new starter in the Trust need to be undertaken for the student, in addition any relevant risk assessments would also need to be undertaken related to the area in which the student will work.

Any member of the Recruitment Team in P&OD can be contacted for help and advice around the required pre-employment health checks.

Remuneration for the Duration of the Placement

Due to some recent changes to Government legislation it is important to be clear prior to the commencement of the placement how the student is classified under current legislation. The employment rights for students undertaking a sandwich year placement depends on their employment status.

If the individual undertaking the placement is considered to be a full time student undertaking a university / college course and the placement is a requirement of their course (i.e. one year of a 3 or 4 year course is to be spent with an employer undertaking a work based placement) then they are not entitled to receive the payment of the ***national minimum wage***. In addition, whilst on placement the expectation is that the student will also be required to undertake some continued academic study.

Whilst the above guidance clearly stipulates that there is no requirement to pay the student the national minimum wage, historically students undertaking a sandwich year within DBTH have received some remuneration. This has been in recognition for the work undertaken and the contribution they bring to the Department but also to recognise the financial commitment of the individual for things such as travel and subsistence costs.

The remuneration for such opportunities is usually £13,500 for the full year placement. This covers the full duration of the placement and the figure varies based on the number of hours per week that are agreed (full time is considered to be 37.5 hours per week in line with Agenda for Change Terms and Conditions of Service), the experience and ability of the student and the level at which the Department wishes to utilise the individual. If you are considering supporting a sandwich year placement and wish to go outside of this financial parameter please contact your HR People and Business Partner to discuss further.

If the individual is ***not*** considered to be a full time student i.e. they have taken a year off from study and wish to undertake a work placement with an employer, then they would be due to receive the appropriate pay band and salary for the role to which they have been appointed, such an appointment would be in line with the NHS standard Terms and Conditions of Service. In this situation the student would have to apply for an advertised, suitably job matched role for which they meet the essential criteria and be appointed on a normal fixed term contract.

Duration of the Placement & Annual Leave

As previously outlined, most placements will be for the full year, the academic definition of a full year is for 52 weeks of the year. Individuals on placements are entitled to the statutory minimum 20 days annual leave plus 8 bank holidays. This would be pro rata if an individual worked less than 37.5 hours per week and if the duration of the placement was agreed to be less

than 52 weeks. Advice and guidance can be obtained through the People & Organisational Development Department when considering the duration and implications of any placement.

Sandwich Year Placement Agreement

Although individuals undertaking sandwich year placements are not classed as employees and as such do not require an employment contract we have developed a standard agreement for use in such situations to ensure consistency and clarity across the organisation. The attached agreement has a number of fields which require completion prior to the commencement of the placement and a copy should be given to the individual whilst a copy is retained on file in the Department.

Below are the sandwich placement agreement and confirmation letter.

DONCASTER & BASSETLAW TEACHING HOSPITALS NHS FOUNDATION TRUST

SANDWICH STUDENT PLACEMENT AGREEMENT

NAME:

JOB TITLE:

APPOINTING OFFICER:

DATE OF APPOINTMENT:

DATE OF ISSUE:

1. Hours and Place of Work

Your normal hours of work are (num) hours per week. Normal hours of duty are by arrangement with your Line Manager. Your principal work location will be Doncaster Royal Infirmary. You may be asked to work at any location within the Trust. Exigencies of the service may demand changes in hours of work or base. Changes will not be implemented without consultation and reasonable notice. Should you wish to exercise your right to work over 48 hours a week, in accordance with the Working Time Regulations, you should opt-out of the 48 hour rule.

2. Payment

Under current legislation as you are considered to be a fulltime student undertaking a university/college course and the placement is a requirement of your course then you are not entitled to receive the payment of the national minimum wage.

Or – please delete as appropriate

Whilst undertaking the placement in(Department)..... you will receive £.....per annum.

3. Deductions from Pay

Non-statutory deductions from pay, e.g. accommodation, are at current Trust rates.

As a term of your employment, the Trust has the right to make deductions from pay for any outstanding accounts.

4. Paid Leave

The annual leave year operates from 1 April to the following 31 March. The timing of

annual leave and the taking of bank holidays or days in lieu is subject to agreement with your Line Manager. *You will be entitled to* (Pro rota) whilst undertaking your placement.

5. Values

You are required to conduct yourself in line with the Trust’s Values and the attributes included in the attached job description. The Values set out the expectations that drive our attitudes and behaviours - an enduring statement of ‘how we do things around here’.

They are summarised as ‘We Care for you’:

- We always put the patient first.
- Everyone counts – we treat each other with courtesy, honesty, respect and dignity.
- Committed to quality and continuously improving patient experience.
- Always caring and compassionate.
- Responsible and accountable for our actions – taking pride in our work.
- Encouraging and valuing our diverse staff and rewarding ability and innovation.

6. Fixed Term Appointments

(N/A – permanent appointment Or This fixed term contract is until)

7. Termination of Employment

This contract may be terminated by either party giving 1 month’s written notice. Your notice should be submitted to your Line Manager.

Signed:

Date:

Form of Acceptance

I hereby accept the appointment offered in the above letter and the attached document on the Terms and Conditions referred to therein.

Signed **Date**

Private & Confidential

Sent by XXXX

Dear XXX

Job title , Department

Further to your recent meeting in respect of the above post, I am writing to confirm offer of placement with Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust.

To confirm the placement will start on XXXX and end XXXX and your hours of work will be XXXX. You will be based at XXXX site although there will be an expectation to work across all hospital sites.

*Delete as appropriate *You will not receive any payment for this placement/ you will receive XXXX per annum for this placement.*

A summary of the duties and responsibilities that they will undertake whilst on Placement

The offer of placement is subject to receipt of satisfactory references, an appropriate Disclosure, and Barring Service (DBS) check (formerly CRB), Occupational Health clearance, and appropriate work permit/visa status if relevant.

It is a requirement that we obtain occupational health and DBS clearance. In this regard I have sent you separate links to complete these forms. Please note these links will come from an external company. Please regularly check your emails for these links and also your spam/junk items.

You will need to provide three forms of ID documents at, could you therefore please call the above number to arrange a mutually convenient time to bring these in.

I am attaching various forms for completion by you. It is really important to us that you return the completed forms by XXXX.

Please do not hesitate to get in touch if you require any further clarity. You can contact me via email XXXXXXXX or alternately on the number above.

In the meantime I take this opportunity of congratulating your placement and we look forward to you joining us at Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust.

APPENDIX 3 – GUIDANCE FOR DETERMINING PAY FOR NEW STARTERS

1. Introduction

This guidance sets out the process for determining the starting salary for employees under the Agenda for Change pay structure. One of the key purposes of Agenda for Change is to provide equal pay to all employees across the NHS. Therefore starting salaries will be determined in accordance with Agenda for Change terms and conditions of service unless a Request to Amend Starting Salary Form has been completed and approved. This guidance applies to both new employees and existing staff who change jobs internally.

2. Determining pay for new starters (external appointments)

All new employees to the NHS will normally start on the minimum point of the appropriate pay band (as stated in the advert). However, previous service and experience can be taken into account. This is detailed below:

2.1 Taking into account previous service.

2.1.1 Previous NHS experience in the same role

Where a member of staff is joining the trust from another NHS employer, either without a break in service or with a break of less than 3 months, where they have been working in the same role and their previous salary is higher than the bottom of the pay band, their current salary and incremental date will be retained. Confirmation of the current remuneration received will be obtained using the Inter Authority Transfer (IAT) functionality in the Electronic Staffing Record (ESR). There will be no requirement to complete the Request to Amend Starting Salary form.

For example:

Person A is a Project Officer at a neighbouring Trust and is on Band 5 point 3 of the salary scale. Person A has been appointed to a Band 5 Project Officer post at DBTH and they would therefore not start at the bottom of the Band 5 scale but would maintain their current salary (Band 5 point 3) and their increment date. This would be confirmed via an IAT.

2.1.2 Previous NHS experience in a similar role.

Where a member of staff is joining the NHS from another NHS employer, either without a break in service or with a break of less than 3 months, where they have been working in a similar role, previous experience can be taken into account when determining their salary. Relevant skills and experience at a similar level of responsibility, which are **directly related to the post** can be taken into account.

If a manager wishes to do this they should take advice from their People Business Partner, and complete the Request to Amend Starting Salary Form. No offer of salary is made until this form

is approved. Where the People Business Partner advises that the experience gained in other employment is relevant, managers will need to obtain approval from the Divisional/Directorate Manager before offering a point above the minimum scale.

Where the People Business Partner advises that experience is not relevant or sufficient, the appointment should be at the minimum of the scale.

For example:

Person B is working in a neighbouring Trust as a Domestic Assistant Band 2 point 4, they have been appointed to a Band 2 Clerical Assistant at DBTH. They would not have the skills directly relevant to the new role and therefore would start on the minimum point of Band 2 with a new increment date.

Person C is working in a neighbouring Trust as a PA for a Director on band 4 point 5 and has been appointed to a Secretary at DBTH. They would have the relevant skills and experience directly relevant to the new role at DBTH and, therefore, should maintain their current pay and increment date.

2.1.3 Previous service outside the NHS

In circumstances where a member of staff is joining the Trust from outside the NHS, previous experience can be taken into account when determining their starting salary. Relevant skills and experience at a similar or higher level of responsibility, which are **directly related to the post** can be taken into account.

If a manager wishes to do this they should take advice from the People Business Partner and complete the Request to Amend Starting Salary Form no offer of salary should be made. Where the People Business Partner advises that the experience gained in other employment is relevant, managers will still need to obtain approval from the Divisional/Directorate Manager before offering a point above the minimum of the scale.

Where the People Business Partner advises that experience is not relevant or sufficient, appointment should be at the minimum of the scale.

Example:

Person D has been working at an Estate Agents as a Receptionist they have been appointed to a Receptionist role in POD at DBTH. As they have skills directly related to the post this should be taken into consideration when considering their starting salary. Only whole years of experience should be used to calculate increases to starting salary. Their current salary should not be used in determining starting salary but may be a factor in deciding to take relevant previous experience into account provided it can be supported by documentary evidence (such as a reference).

3. Determining pay for existing employees (internal appointments)

3.1 Pay with the same pay band.

Where an employee changes post within the same staff group at the same pay band, the employee's basic salary and incremental date will stay the same. There is no requirement to complete the Request to Amend Starting Salary Form unless the individual is changing staff groups.

3.2 Pay on promotion

Pay on promotion should be set at the minimum point of the pay band. Only basic pay is taken into consideration when undertaking a salary assessment therefore pay for unsocial hours, for example, is not included and is not protected.

4. Agreeing pay with employees

No commitment should be given to candidates at the interview stage regarding their starting salary unless they will be commencing at the minimum of the pay band. Further advice on determining starting salaries should be obtained from the Divisional/Directorate's People Business Partner.

5. Apprenticeship Requirements & Salary Options

Apprentices are supported through the duration of their apprenticeship by the identified college / further education institute and are required to have 20% of time 'off the job training' as part of the apprenticeship course. The Trust is therefore only advocating the support of an apprentice in either a full time role or a min of 30 hours per week for the duration of the apprenticeship.

Payment for apprenticeships is linked to the National Living Wage which are reviewed every April. Currently the rates are:

Age	23 & Over	21 to 22	18 to 20	Under 18	Apprentice
Rate of Pay (April 22)	£9.50	£9.18	£6.83	£4.81	£4.81

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

The agreed Trust approach with regards to remunerating apprentice's is outlined below:

Category 1 - Candidates with:

- No experience in the area
- No relevant qualifications
- No immediate NHS acute experience

Candidates would be appointed to the apprentice wage as outlined above

Category 2 – Candidates with any one of the below:

- Limited experience in the area
- A relevant qualification
- Some immediate NHS acute experience

Candidates would be appointed to Annex 21 of the relevant fully qualified pay band.

Category 3 – Candidates with any combination of the following:

- Relevant experience in the area
- A relevant qualification at the appropriate level
- Some immediate NHS acute experience

Candidates would be appointed as experienced qualified staff and normal recruitment practice would be followed to the relevant band.

6. Request to Amend Starting Salary Form

For completion by managers

Managers wishing to make an offer of employment on a starting salary above the minimum point of the pay band in situations stated in section 2.1.2 and 2.1.3 of this guide they will need to take advice from the People Business Partner and complete this form. Evidence to support the justification should be provided such as previous payslips or details of experience at an equivalent band. Approval also needs to be obtained from their Divisional/Directorate Manager before an offer of salary is made.

To assist this discussion please can you complete the following information and forward the attached to your Divisional/Directorate People Business Partner.

Successful Candidate's Name _____

Post Applied For _____

Reference Number _____

Band _____

Proposed Salary _____

Current Salary (Band and point) _____

Manager _____

Justification, i.e. details of previous posts (including dates) and of previous relevant experience or skills at a similar level or responsibility outside of the NHS etc

Completed by Recruiting Manager _____ Date _____

Approved by Divisional/Directorate Manager _____ Date _____

Final Approval by Head of Recruitment/Deputy Director of People and OD:

_____ Date _____

Comments

Once all signatures have been obtained, please return to the Recruitment Team dealing with this vacancy for the paperwork to be completed.

APPENDIX 4 – MANAGERS CHECKLIST

Managers Recruitment Checklist for Recruitment Processes Managed by Department

Please find below a step by step list of actions that need to be conducted in order to ensure the successful recruitment and placement of an individual into a vacancy.

Tasks highlighted in blue are actions that can be completed by your admin staff.

Checklist Action	✓
Pre-Advert	
Job Description and Person Spec updated on the appropriate Trust template and it has been banded if needed	
Vacancy sent for VCF approval	
Position Number identified for vacancy from ESR	
Shortlisting panel identified	
Interviewing panel identified, including identifying the lead interviewer	
Date for shortlisting to take place identified	
Provisional interview date identified	
Room booked for interview	
Advert developed	
Once advert is placed on NHS Jobs/ Trac jobs, double check the link sent by recruitment to ensure you are happy with the advert	
Make a diary note for when the advert closes so you are ready to proceed with shortlisting	
Shortlisting	
Send request to review/shortlisting to shortlisting panel with deadline to complete	
Ensure panel are aware of any 2 tick candidates – Trac's shortlisting system enables admin users to ensure all applicants with a disability, who meet the essential criteria of a job vacancy, are invited to interview under the Guaranteed Interview Scheme.	
Complete shortlisting and update Trac with outcomes and interview details. This needs to be done by the Lead Shortlister.	
Interviews	
Interview panel will need to arrange a pre-meet to agree interview questions and scoring matrix	
Ensure room is set up for interview, this includes appropriate number of chairs, table, room in a clean and tidy state and water available for the candidates	
If interviews are being held via MS Teams please send the Teams invites to all panel members and candidates.	
Ensure interview notes are captured during the interview in case candidates require feedback	
Interview panel to agree who the successful candidate is along with salary. Based on Agenda of Change T&C's this would normally be the entry step point of the salary. If an alternative salary starting point need to be agreed, please follow the starting salary guidance. This can be obtained from the Recruitment team or People Business Partner.	
Update Trac with interview outcomes, this needs to be done by the Lead Interviewer.	
If no appointable candidates contact the recruitment team about re-advertising the post	
Post Interview	

Lead interviewer to inform successful candidate and update this information on Trac to allow the Recruitment Assistant to send offer letter and start pre-employment checks.	
Arrange for a panel member to call all unsuccessful candidates and provide feedback to them	
Keep checking in to Trac to update yourself on the status of the pre-employment checks	
If all checks are successful agree start date with candidate and update Trac/ Recruitment Assistant	
Ensure a signed contract of employment is received from new starter to go on personnel file	
Ensure new starter is booked onto the Trust induction programme and they attend it	
Ensure a manager is available to meet the new starter on their first day of work and preform the local induction with them	

APPENDIX 5 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

APPENDIX 5 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING				
Policy	Care Group/Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/EMP 36.5 – Recruitment & Selection Policy	People and Organisational Development	Kate Carey	Existing	June 2023
1. Who is responsible for this policy? P&OD				
2. Describe the purpose of the policy? Process/guidance on implementation of recruitment & selection legislation.				
3. Are there any associated objectives? Provide consistent approach to implementation of legislation and processes across the Trust				
4. What factors contribute or detract from achieving intended outcomes? People may be unaware of their roles & responsibilities				
5. Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact N/A 				
6. Is there any scope for new measures which would promote equality? No				
7. Are any of the following groups adversely affected by the policy?				
a. Protected Characteristics	Affected?	Impact		
b. Age	No			
c. Disability	No			
d. Gender	No			
e. Gender Reassignment	No			
f. Marriage/Civil Partnership	No			
g. Maternity/Pregnancy	No			
h. Race	No			
i. Religion/Belief	No			
j. Sexual Orientation	No			
8. Provide the Equality Rating of the service/ function/policy /project / strategy				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
9. Date for next review: March 2026				
Checked by: Kelly Fairhurst		Date: June 2023		