

RECRUITMENT & SELECTION POLICY

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Staff Engagement Group	May 2019
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1.0 Introduction

- 1.1 NHS Staffordshire and Stoke on Trent Integrated Care Board, hereafter referred to as the ICB, provides a range of services that are guided by statutory duty and legislative requirements. These services are delivered within a framework of policy, procedure and practice to ensure compliance with these requirements.
- 1.2 The ICB recognises that these services could not be delivered without the successful recruitment and selection of people with the necessary skills, knowledge, experience and qualifications. As an employer, the ICB is committed to ensuring that a fair, systematic and objective approach to recruitment and selection is adopted.
- 1.3 It is advised that this policy is read in conjunction with the following ICB policies and procedures and national NHS Guidelines:
 - 1.3.1 Diversity in Employment Policy
 - 1.3.2 NHS Employment Check Standards
 - 1.3.3 NHS Terms and Conditions of Service Handbook
 - 1.3.4 Starting Salary Guidance

2.0 Scope

- 2.1 This policy applies to all staff employed by the ICB undertaking recruitment and selection procedures for temporary promotions to a higher band, secondments, substantive, fixed-term contracts, bank posts and modern apprentice schemes. This is to ensure that there is a fair and consistent approach adopted throughout the organisation.
- 2.2 This policy does not apply to the recruitment and selection of independent contractors (consultancy) and agency staff, with the exception of those provisions outlined in the Agency Workers Regulations (2010). The ICB must ensure that recruitment and selection procedures are applied consistently for agency staff through the Government Procurement Service (GPS) Framework.

3.0 Policy Statement

- 3.1 The ICB recognises that highly skilled, experienced and motivated staff are essential to enable it to deliver its services and essential to its growth and success. The ICB is committed to ensuring the recruitment and selection of people with the appropriate skills, knowledge, experience and qualifications is undertaken as efficiently and effectively as possible, and in line with all legal, statutory and good practice guidance requirements.
- 3.2 The ICB will ensure that in all of its recruitment and selection practices, all stakeholders are dealt with fairly and consistently in accordance with the ICB Recruitment and Selection Policy.

4.0 Equality and Diversity

- 4.1 The Recruitment and Selection Policy should be read in conjunction with the ICB Diversity in Employment Policy. The ICB seeks to develop positive practice to promote opportunity in employment by attracting and appointing the most suitable candidate for each of its vacancies.
- 4.2 In applying this policy, the ICB will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following protected characteristics as outlined in the Equality Act (2010): age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.
- 4.3 Promoting diversity embodies the principles of fair treatment for all and will as a result improve recruitment and retention. The ICB values the diversity of its workforce and aims to ensure that all

staff understand this commitment and adhere to the standards.

5.0 Responsibilities

5.1 Responsibilities of the ICB

- 5.2.1 To ensure through the management structure that staff are appropriately trained for the positions they hold.
- 5.2.2 To ensure this policy is monitored and reviewed.
- 5.2.3 To ensure this policy is communicated to managers and staff.

5.2 Responsibilities of the ICB Commissioning Support Provider's Human Resources Team

- 5.3.1 Human Resources are responsible for providing advice, guidance and support to recruiting managers during both the recruitment and selection procedures.

5.3 Responsibilities of Managers

- 5.4.1 Ensuring the recruitment and selection they carry out is fair, equitable and in line with the recruitment and selection policy and procedure.
- 5.4.2 Ensuring they consistently apply the recruitment and selection policy and procedure when undertaking any recruitment and selection.
- 5.4.3 Making fair and informed decisions in line with the policy and legislative and regulative requirements.

6.0 The Recruitment and Selection Procedure

6.1 Identifying a Vacancy

- 6.1.1 Vacancies arise for many different reasons, these can include (but are not limited to) general leavers, retirement, creation of a new post due to increased demand/workload or additional funding and dismissal.
- 6.1.2 Once a vacancy has been identified the first step will be a review of the post to consider:
 - 6.1.2.1 The purpose of the job;
 - 6.1.2.2 Key result area for the job;
 - 6.1.2.3 Competencies required of the job.
- 6.1.3 Before deciding to fill a vacancy and progressing to the next stage of the recruitment process, there are a number of questions which should be considered:
 - 6.1.3.1 Can the work itself be eliminated?
 - 6.1.3.2 Can the work be absorbed by re-organising existing resource?
 - 6.1.3.3 Is there still a job to be done
 - 6.1.3.4 Is it the same job that was done previously?
 - 6.1.3.5 Can skill mix be considered as an alternative?
 - 6.1.3.6 Will the job be permanent or temporary?
 - 6.1.3.7 Can the vacancy be covered with a temporary secondment?

6.2 Establishment Control – Vacancy Authorisation Process

- 6.2.1 All vacancies will be managed in line with the ICB's vacancy control process. All vacancies should hold approval by the Executive Team following the submission of the vacancy control form and should include evidence of finance/funding to demonstrate affordability. No vacancies are to be recruited to without prior vacancy approval.

6.3 Ring Fencing

- 6.3.1 The 'Ring fencing' of vacancies would normally only apply where certain jobs are at risk.

6.4 Job Description and Person Specifications

- 6.4.1 A Job Description is an important part of the recruitment and selection process. A Job Description describes the main tasks and responsibilities of the role and must include the job title, role summary and main duties of the role. A Job Description ensures that managers are clear about the job content and that applicants understand the duties and content of the role.
- 6.4.2 A Person Specification provides details of the essential and desirable qualifications, skills and experience, personal qualities and knowledge required to fulfil the duties identified in the Job Description. The Person Specification is a key part of the recruitment process and is used to compile the job advertisement, assist with short listing and the interview questions. The criteria must be categorised as either essential (the minimum standards required to perform the job adequately) or desirable (the standards which will enable the person to perform the job more effectively). The criteria used should be competency based to enable candidates to demonstrate at interview how they have used particular skills previously. These criteria on the Person Specification must be used to filter candidates at the short-listing stage.
- 6.4.3 When a vacancy is advertised, the application pack must include an up-to-date Job Description and Person Specification as NHS Jobs will not allow a vacancy to be advertised without these documents.

6.5 Agenda for Change Job Matching and Evaluation

- 6.5.1 All ICB posts must have been job evaluated/ prior to advertising. A job matching panel will assign the correct pay band in accordance with the NHS Job Evaluation Handbook and the NHS Terms and Conditions of Service Handbook which applies to all posts within the organisation with the exception of posts on Medical and Dental Terms and Conditions and posts on the ICB Board which sit outside Agenda for Change (i.e. NED, Chief Officer, Chief Finance Officer).

6.6 Advertising a Vacancy

- 6.6.1 The ICB uses the NHS Jobs Website to advertise, in the first instance, all external vacancies. Each position is listed with a unique job reference, closing date and key details relating to the vacancy for candidates to view.
- 6.6.2 Although the majority of vacancies will be advertised externally on NHS Jobs, in some circumstances, posts may be advertised internally only. Internal vacancies will only be made available to staff who are directly employed by the ICB i.e. they have a contract of employment with the ICB. Unless otherwise decided, all jobs will be advertised internally and externally at the same time. Recommendations regarding whether a post is to be advertised as internal only will be made by the recruiting manager in conjunction with the Human Resources Business Partner and be subject to approval by the Establishment Control Group.
- 6.6.3 Where external advertising other than NHS Jobs is appropriate, the recruiting manager should establish the most effective method of advertising, e.g. newspaper, professional journal, etc. in conjunction with the Human Resources Business Partner.
- 6.6.4 Where an advert is placed in an external publication it will also be advertised on NHS Jobs and candidates apply online as this allows all candidates the opportunity to apply in a consistent and equitable manner. A contact number will be provided in the advert for candidates who have difficulties in completing the application on-line.
- 6.6.5 The advert must give a summary of the job and should include its location, band and salary as well as essential qualifications and experience to encourage suitable applicants to apply and to allow unsuitable applicants to self-select out of the process.
- 6.6.6 To ensure that the widest candidate pool is reached, candidates visiting the ICB website will be signposted to the appropriate application sites for ICB vacancies.

6.7 Application

- 6.7.1 All applicants are required to apply online and applications must be submitted via the NHS Jobs website. CVs cannot be accepted as applications or as additional information to application forms to ensure applicants are considered on an equal basis.
- 6.7.2 Applications received after the closing date will not be able to be accepted to ensure a fair and consistent application opportunity for all applicants. Reasonable adjustments under the Equality Act (2010) will be considered upon request.

6.8 Shortlisting

- 6.8.1 The shortlisting criteria used by the selection panel must be the essential criteria of the person specification. The criteria stated in the person specification will be used rigorously in the determination of shortlisted applicants.
- 6.8.2 Applicants who identify themselves as wanting to be considered under the 'Positive About Disabled People – Two Ticks' guaranteed interview scheme must be offered an interview if they meet the essential shortlisting criteria of the post.

6.9 Interviewing

- 6.9.1 All shortlisted applicants will be contacted via NHS Jobs to attend an interview. The invitation will ask applicants to inform the ICB of any adjustments that may need to be made to attend the interview and outlines the appropriate documentation to bring along to the interview.
- 6.9.2 Interviews will be carried out by a minimum of two members of staff and in line with best practice if interviews are to take place over a number of days the interview panel should remain consistent.
- 6.9.3 Wherever possible one of the interview panel members should be the prospective line manager of the vacant role.
- 6.9.4 The interview panel must appoint a chair person who will be responsible for making a final decision where the panel is unable to make a unanimous decision. Where the panel has only two members who are unable to reach a unanimous decision advice should be sought from the Human Resources Business Partner.
- 6.9.5 The interview questions must assess the information highlighted in the person specification of the job role.
- 6.9.6 The interview panel should meet prior to the interview to plan the sequence of interview questions and the structure of the interview and/or selection processes.
- 6.9.7 All applicants must be asked the same questions. Discriminatory questions, e.g. questions related to childcare arrangements, sickness, etc. must not be asked.
- 6.9.8 All applicants should be informed at the end of the interview when a decision is likely to be made and how this will be communicated to them.
- 6.9.9 Only once all shortlisted candidates have been interviewed can a final decision to appoint be made. A structured scoring mechanism should be used consistently for all candidates and interview notes should be recorded on the interview scoring form and retained following the interview of each candidate. Subjective opinions or feelings about applicants must not form part of the decision-making process.
- 6.9.10 The ICB, unless expressly outlined prior to attendance, will not reimburse any expenses incurred by candidates in relation to attending an interview and/or other selection processes. This is with the exception of existing "at risk" employees who attend an interview to seek suitable alternative employment.
- 6.9.11 If the applicant is currently being sponsored by their current employer to complete a work-

related qualification, the interview panel must establish during the interview what, if any, financial liability the ICB may incur as a result of ongoing training and development if the candidate was successful.

6.10 Notification of Outcome

6.10.1 Following the selection process, the recruiting manager must contact all applicants to advise them on the outcome of the post and, where applicable, make a conditional verbal offer of employment to the successful candidate subject to pre-employment checks in line with NHS Employment Check Standards.

6.10.2 Where more than one candidate meets the selection criteria the Panel may decide to list second and third choice candidates who have reached the appropriate benchmark. Where the first-choice candidate is unable to take accept the offer of employment, for any reason, the second candidate may be offered the position and so on. Reserves may be held for a period of 6 months and if there is a requirement to fill the same post during that time the reserve candidate may be offered the position without having to repeat the recruitment process.

6.11 Feedback

6.11.1 Verbal feedback should be made available to all applicants at all stages of the recruitment process. Feedback would normally be provided by one of the shortlisting panel (at the shortlisting stage) and one of the interview panel (at the interview stage).

6.11.2 If an applicant is unhappy with the outcome of their feedback, or at any stage of the recruitment and selection process the can address their concerns, in writing, to the Human Resources Team.

6.12 Conditional Offers of Employment and Pre-employment Checks

6.12.1 All pre-employment checks will be undertaken in accordance with NHS Employment Check standards and commencement of employment cannot be undertaken by any individual with the ICB until the appropriate checks have been fully completed satisfactorily.

6.13 Verification of Identity

6.13.1 The purpose of undertaking identity checks is to minimise the risk of employing or engaging a person in any activity within the organisation who is an illegal worker, or a person that is impersonating another. Verifying someone's identity is the most fundamental of all employment checks. It should be the first check performed, as any other checks will be invalid if the person's identity cannot be proven. This check should be conducted at the interview stage by a member of the interview panel and should be recorded and signed for on the Capture Form.

6.13.2 Commencement of employment cannot be undertaken by any individual with the ICB until their identity has been verified in line with the standards set out by NHS Employment Checks Verification of identity guidance.

6.14 Right to Live and Work in the UK

6.14.1 The Immigration, Asylum and Nationality Act 2006 (amended 2008) makes it a criminal offence for employers who knowingly employ illegal migrant workers and reinforces the continuing responsibility on employers of migrant workers to check their ongoing entitlement to work in the UK.

6.14.2 The ICB risks breaking the law if they do not check the entitlement to work in the UK for all prospective employees, before they start employment. No assumption should be made about a person's right to work or immigration status on the basis of their colour, race, nationality, ethnic or national origins, or the length of time they have been in the UK. Failure to check could result in a civil penalty of up to £10,000 per illegal worker. For staff in ongoing employment, the checks that should have been undertaken before amendments made to the Immigration, Asylum and Nationality Act on 29 February 2008 will depend on when the employee was recruited.

- 6.14.3 Commencement of employment cannot be undertaken by any individual with the ICB until their right to live and work in the UK has been verified in line with the standards set out by NHS Employment Checks Verification of Right to Live and Work in the UK guidance.

6.15 Professional Registration and Qualifications

- 6.15.1 The purpose of registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job.
- 6.15.2 The ICB will make it clear to prospective employees that appointment to any position is conditional on satisfactory registration and qualification checks and that any information disclosed on the application form will be checked.
- 6.15.3 Prospective employees will also be informed that any offer of appointment may be withdrawn if they knowingly withhold information, or provide false or misleading information, and that employment may be terminated should any subsequent information come to light once they have been appointed.
- 6.15.4 Commencement of employment cannot be undertaken by any individual with the ICB until their professional registration (where applicable) and qualifications have been verified in line with the standards set out by NHS Employment Checks Verification of Professional Registration and Qualifications guidance.
- 6.15.5 The qualifications/professional registration checked should be that as outlined in the Person Specification for the role.

6.16 Employment History and References

- 6.16.1 The primary purpose of an employment history and reference check is to obtain information about an applicant's employment and/or training history in order to ascertain whether or not they are suitable for a particular position.
- 6.16.2 The ICB has a duty of care to ensure that all reasonable checks are undertaken to identify any reason that, if known, would result in an individual not being employed or appointed to undertake any activity on its behalf. References covering a minimum of 3 years must be sought prior to commencement.
- 6.16.3 Commencement of employment cannot be undertaken by any individual with the ICB until their references have been verified in line with the standards set out by NHS Employment Checks Reference guidance. Where 3 years employment references cannot be obtained (e.g. students, young people, individuals returning to work following a significant career break) then alternative references may be obtained (e.g. college tutor, recognised professional, community member in a position of good stature, etc.) in such circumstances please seek the advice of Human Resources.

6.17 Criminal Record Check (Disclosure and Barring Service)

- 6.17.1 Criminal record and barring checks are designed to help prevent unsuitable people from entering the NHS workforce and gaining access to vulnerable groups. Safeguarding is of paramount importance to the ICB and therefore successful applicants for posts which have been assessed as requiring a DBS check in line with the DBS guidelines must have a valid DBS check in place prior to commencing.
- 6.17.2 It is illegal to mandatorily DBS check all posts and therefore posts must be assessed on a post-by-post basis in order to ascertain whether a DBS check is appropriate. The Disclosure and Barring Service Policy provides further information and guidance on assessing eligibility of a check.
- 6.17.3 Where a post is deemed as requiring a DBS check commencement of employment should not be undertaken by any individual with the ICB until their DBS has been completed in line

with the standards set out by NHS Employment Checks Criminal Record Checks guidance. Commencement of restricted duties pending a DBS check may be allowed subject to a risk assessment being completed. In all instances this should be discussed with Human Resources.

6.18 Occupational Health

- 6.18.1 Occupational Health checks are often important in ascertaining whether an individual is able, on health grounds, to carry out a role to which they are being recruited to. Occupational Health Checks also support the ICB to make reasonable adjustments, where appropriate, for an individual in line with the Disability Discrimination Act (2010). However, in line with the Equality Act (2010) it is not permissible to complete a mandatory health check on all posts and therefore posts must be assessed in order to ascertain whether an occupational health check is compulsory.
- 6.18.2 Where a post is deemed as requiring an occupational health check, or a prospective employee notifies the ICB they require a health check, commencement of employment cannot be undertaken by any individual with the ICB until the check has been completed in line with the standards set out by NHS Employment Checks Health Checks (Occupational Health) guidance.

6.19 Starting Salary

- 6.19.1 It is important to observe the following guidelines when offering salaries to successful candidates to ensure equity, fairness and transparency when proposing salaries for prospective employees:
- 6.19.2 **Staff transferring from one post to another in the same Pay Band** (i.e. Band 5 to Band 5) within the NHS will enter the Band at the same point that they were on previously and retain their incremental date - subject to receipt and verification of a current NHS Payslip.
- 6.19.3 **Staff promoted within the NHS (i.e. Band 5 to Band 6)** will be paid in line with NHS Terms and Conditions of Employment Paragraph 6.29 'Pay on Promotion'. The terms and conditions state:
'Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay.'
- 6.19.4 Therefore all promoted staff will enter the new Pay Band at the minimum of the pay band or the first point of the new Pay Band that gives them an increase in salary. In both cases the individual's incremental date will be reset to the effective date of the promotion.
- 6.19.5 Starting salaries for staff employed under other terms and conditions of employment (i.e. Governing Body, Medical and Dental) will be considered using the appropriate terms and conditions/salary scales in place at that time.
- 6.19.6 **Staff who take up a post in a lower Pay Band than their current Pay Band** will enter the Band on their existing salary point and will retain their incremental date. If their existing pay point is higher than the maximum of the new lower pay band, then they will transfer to the maximum pay point on the new lower pay band. Protection will not apply except in cases of redeployment – please speak to a member of the Human Resources team in this instance.
- 6.19.7 Any break in NHS employment of less than 12 months should be disregarded, and the incremental date should be deferred by the length of the break. Any agreed career break extended maternity leave or agreed break under an Employment Break Scheme should not be considered a break in NHS service. After a break of more than 12 months in NHS service for any other reason, staff should be treated as if they are joining from outside the NHS (see below).
- 6.19.8 Any long-term national Recruitment and Retention Premium payable in the NHS post from which a new member of staff transfers will not be taken into account in the determination of

starting salary. Any short- term or local Recruitment and Retention Premium will also not apply.

6.19.9 **New staff appointed from outside the NHS** will normally commence on the minimum point of the pay band. However, relevant experience at the same level of responsibility as the new post may be taken into account in determining starting salary. For example, a new Personal Assistant appointed to a post on Band 4 could have experience at senior secretarial level (with similar duties and responsibilities) taken into account. Only whole years of relevant experience should be credited. In all cases where previous experience, skills and qualifications are credited, the relevancy to the new post should be considered on the basis of:

6.19.9.1 Whether they were obtained in the same field of work;

6.19.9.2 Whether they were obtained at a comparable or higher level than the new job;

6.19.9.3 In cases where they were obtained some years in the past, whether the member of staff has retained the previous level of expertise;

6.19.9.4 The number of completed years of previous experience (to ensure consistency with the principle for incremental progression for existing NHS staff); and

6.19.9.5 Potential impact on individuals within the wider organisation.

6.19.10 Please note that a copy of the current payslip should be utilised when determining the salary for a successful candidate and a salary should not be agreed until the payslip has been viewed and verified.

6.19.11 In all cases advice should be sought from the Human Resources Business Partner prior to confirming a salary above the minimum of the pay band.

6.20 Unsatisfactory Pre-Employment Checks

6.20.1 All offers of employment are conditional on a number of pre- employment checks. Should one of these checks be considered unsatisfactory, the Human Resources team will support the recruiting manager in investigating the matter further. Ultimately if satisfactory pre-employment checks cannot be obtained then the offer of employment may be withdrawn by the Recruiting Manager.

6.20.2 If, after careful consideration, it is decided to withdraw the conditional offer of employment, the grounds for withdrawal must be very clear, e.g. due to unsatisfactory references or other pre-employment checks, and the conditional offer of employment rescinded in writing.

6.21 False Declarations

6.21.1 The ICB considers a false declaration made by an applicant during any stage of the recruitment and selection process as gross misconduct. Gross misconduct is addressed through the ICB Disciplinary Policy and procedure and the ICB may also refer a false declaration to the Local Counter Fraud Service, registration body (such as NMC or GMC) or other body where appropriate.

6.22 Commencement

6.22.1 Commencement of employment will only be confirmed once all pre- employment checks have been conducted and confirmed as satisfactory.

6.22.2 Once a start date has been agreed with the prospective employee by the Recruiting Manager, a final offer letter and contract of employment will be issued to outline the relevant terms and conditions of employment.

7.0 IR35 Workers and Temporary Staff

7.1 IR 35 Workers

7.1.1 IR35 legislation came into force in April 2000 and applies where the services of an individual are provided to a client organisation through an intermediary (for example a Personal Service Company, PSC) rather than a contract of employment.

7.1.2 Where the client receiving the individual's services is a 'public authority' (including NHS),

responsibility for determining whether IR35 applies moved from the intermediary to the public authority; or any agencies / third parties making the payment to the intermediary.

- 7.1.3 Under current rules, it is important to carry out an assessment of whether IR35 applies on the intermediary party. If applicable, the intermediary is then required to ensure the correct employment taxes are paid on income received from the client organisation.
- 7.1.4 Employment check to be carried out by a member of the finance team or recruiting Director. <https://www.gov.uk/guidance/check-employment-status-for-tax>
- 7.1.5 Contractors engaged directly (rather than via an agency) will need to be paid via the payroll to ensure various deductions (PAYE, National Insurance, Apprenticeship Levy) are deducted correctly and reported via RTI (function carried out by Payroll).
- 7.1.6 Should the outcome of the assessment be that IR35 applies, the following documentation is required (to be returned to the Governance Team for processing):
 - 7.1.6.1 Off Payroll Appointment Form to be signed by Director / Deputy.
 - 7.1.6.2 Pre employment checklist.
 - 7.1.6.3 HMRC starter checklist.
 - 7.1.6.4 Bank authority form.
 - 7.1.6.5 IR35 Invoice – payment request template.
- 7.1.7 Once all documentation has been checked a new starter form can be completed on the EASY system for authorisation by the relevant Director / Deputy.
- 7.1.8 It is important to note that IR35 staff are **not** counted as employees and do not have the same employment rights, they are purely on the system for PAYE purposes and therefore are not entitled to annual leave, pensions etc.
- 7.1.9 IR35 staff are not required to undertake mandatory training but are required to complete a declaration of interest form.
- 7.1.10 IR35 staff will be required to submit an invoice for their services/work undertaken on a monthly basis and by the 3rd of each month. This should be submitted to the governance team who will then input the information onto an EASY form for authorisation.

7.2 Temporary staff – Agency staff

- 7.2.1 Agency staff are only to be used in times of reduced capacity within the team or if a specialised member of staff is required. Agency staff must not be used to fulfil vacancies.
- 7.2.2 Director approval is required, which must set out:
 - * Required banding/costings
 - * Duration
 - * Line manager
 - * Work programme
- 7.2.3 Relevant agencies to be approached by the line manager and if applicable, a single tender waiver would need to be completed if the total cost is to exceed £75,000. Please note, each agency will have their own terms and conditions, which will need to be adhered to.
- 7.2.4 Once the appropriate agency has been agreed, a purchase order will be raised by the administration team.
- 7.2.5 The agency must provide a selection of candidates for shortlisting. The line manager is requested to liaise directly with agency and select candidates for informal interviews. If suitable for the post outlined, the candidate must provide as part of their pre-employment checks:
 - 7.2.5.1 Proof of Right to Work – Passport or if this is unavailable then a full birth certificate alongside proof of National Insurance Number
 - 7.2.5.2 Photographic document - Photo Card Driving

7.2.5.3 Proof of address document – Utility Bill or Bank statement dated within the last three months or alternatively a council tax bill dated within the last twelve months

7.2.5.4 Copies of relevant certificates

7.2.6 In order for individuals to be paid, the agency will send the line manager log in details for the on-line portal, where line managers will need to approve the days/hours week each week.

7.2.7 The governance team will undertake periodic checks with the recruitment agencies to carry out “spot-checks” to gain assurance that they are carrying out relevant “right to work” checks on their employees.

8.0 Recruitment Documentation - Data Protection and Information Governance

8.1 Information relating to the recruitment and selection of individuals will be retained in line with the Data Protection Act (1998) and NHS Information Governance Guidelines.

8.2 Recruitment and Selection information for successful candidates will be retained on the personal file for the duration of their employment. Recruitment and selection information for unsuccessful candidates will be retained for a period of 12 months before being destroyed.

9.0 Rehabilitation of Offenders

9.1 The ICB undertakes to treat all applicants for positions fairly and not to discriminate based on a conviction or other information revealed. The ICB welcomes applications from a wide range of applicants, including those with criminal records, and selects applicants for interview based on their skills, experience and qualifications.

9.2 The ICB will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment.

9.3 Having a criminal record will not necessarily bar applicants from working within the ICB, however, this will depend on the nature of the position and the circumstances and background of the offence(s).

9.4 Where a Disclosure and Barring Service (DBS) check is required for a post the Disclosure and Barring Service (DBS) Policy and Procedure should be referred to for further information.

10.0 Equality and Diversity

10.1 In applying this policy, the ICB will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

11.0 Monitoring

11.1 The ICB will have responsibility to monitor the effectiveness of this policy and review it every three years. Where review is necessary due to legislative change, this will happen immediately. Minor changes may be approved by the CEO.

RECRUITMENT FLOW CHAT

