

Reference Number: UHB220
Version Number:3

Date of Next Review: 25 Jun 2022
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TR56

RECRUITMENT AND SELECTION POLICY

Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will ensure that the recruitment and selection of staff is conducted in a systematic, comprehensive and fair manner, promoting equality of opportunity at all time, eliminating discrimination and promoting good relations between all.

Policy Commitment

Cardiff and Vale University Health Board (the UHB) recognises that its employees are fundamental to its success. In view of this, the UHB is committed to attracting, appointing and retaining qualified, motivated staff with the right skills and experience to ensure the delivery of a quality service and support its values. In order to achieve this we will:

- Provide a well-defined Policy and supporting Procedure for managers to work within and ensure they are clear about the principles underlying the recruitment and selection processes
- Promote the values of the UHB and ensure that this is reflected in the selection of candidates
- Work at all times within current employment legislation and best practice guidelines to ensure a fair and equitable recruitment process
- Consider, before a job is advertised, whether there is scope for modernisation or skill mix to enable improvement
- Ensure that every post has a written job description, person specification and KSF outline / Job Plan (as appropriate)
- Endeavour to engage workers as employees whenever possible. If this is not possible the preferred route will be through the Temporary Staffing Office (Bank) / Agencies. Self-employed contractors will only be engaged if the usual routes are not possible, and will be subject to the Off Payroll Procurement Process to ensure compliance with the Off Payroll Working in the Public Sector legislation which was introduced in April 2017
- Employ staff on permanent contracts of employment as the norm, with fixed term contracts only used where necessary and appropriate. Any employee engaged on a fixed term contract will be entitled to terms and conditions of employment that are no less favourable on a pro-rata basis than the terms and conditions of a comparable permanent employee, unless there is an objective reason for offering different terms. Fixed term employees will be treated in the same way as comparable permanent employees in relation to opportunities for training, promotion, transfer and appraisal

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- Make reasonable adjustments should people with disabilities apply
- Shortlist applicants for interview on the basis of the information they provide on their application form against the criteria set out in the person specification for the post
- Ensure that all shortlisted applicants have a formal interview before an appointment can be made. No discriminatory questions will be asked.
- Ensure that all offers of employment are conditional and subject to pre-employment checks, including Disclosure and Barring checks and professional registration (if appropriate)
- Ensure that all staff who have a requirement to be registered with a statutory regulatory body in order to practice their profession are appropriately registered at all time.
- Ensure that the Executive Director of Workforce and OD and/or the Director of Governance are actively involved in supporting and advising the Chief Executive or Chair in the appointment of Executive Directors
- Actively consider Welsh language skills as part of the recruitment process to help meet the UHB's commitment to providing quality healthcare through the medium of Welsh
- Provide information for managers on starting salaries (including when reckonable service or incremental credits apply) and the evidence required to make a salary offer
- Provide financial support, at the discretion of the UHB to appointees who need to relocate to take up employment with Cardiff and Vale UHB, in order to attract the very best staff.
- Ensure that new staff are welcomed and settled into their role in the organisation, and enable them to become as effective as soon as possible, through a carefully planned induction programme

Supporting Procedures and Written Control Documents

This Policy and the supporting Procedures describe the following with regard to recruitment and selection:

- Roles and responsibilities
- Principles governing recruitment and selection
- Fixed Term Contracts
- Recruitment and the Welsh Language
- The requirements and processes surrounding professional registration
- DBS checks and referrals, including withdrawing an offer of employment if appropriate
- Evidence required to make a salary offer
- Induction
- Relocation Expenses

Other supporting documents are:

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- Recruitment and Selection Procedure
- Recruitment and Selection Procedure for Medical and Dental Staff
- Recruitment & Selection Toolkit for NHS Managers
- Disclosure and Barring Service Policy and Procedure
- Secondment Policy
- Fixed Term Contract Policy
- Professional Registration Policy
- Organisational Change Policy
- Redeployment Policy and Procedure
- New and Changed Jobs Protocol
- Supporting Transgender Staff Procedure

Scope

This Policy applies to all managers who are involved in the recruitment and selection of staff.

Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be a positive impact. Key actions have been identified and these have been incorporated within this policy/supporting procedure.

Policy Approved by

Strategy and Delivery Committee

Group with authority to approve procedures written to explain how this policy will be implemented

Employment Policy Sub Group

Accountable Executive or Clinical Board Director

Executive Director of Workforce and OD

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments

Version Number	Date Review Approved	Date Published	Summary of Amendments
1	04.03.14	09.04.14	Updated from Trust document to reflect change in process due to Shared Services

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2			<ul style="list-style-type: none"> • Policy and Procedure separated in line with UHB format. • Policy now covers all staff, not just those under AFC terms and conditions • Reference to self employed contractors included • The Executive Director of Workforce and OD and/or the Director of Corporate Governance are actively involved in supporting and advising the Chief Executive or Chair in the appointment of Executive Directors
3	25.06.2019	09.07.2019	<ul style="list-style-type: none"> • References to DBS and professional registration strengthened and relocation expenses added