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Recruitment and Selection Policy

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| | |
|------------------|---|
| Type of document | Policy |
| Target audience | All CWP staff |
| Document purpose | Aim to provide best practice guidelines to managers and staff taking part in the recruitment and selection process. |

| | | |
|---------------------|-----------------------------|---------------|
| Approving meeting | People and OD Sub Committee | Date 21/11/19 |
| Implementation date | 21/11/2019 | |

| CWP documents to be read in conjunction with | |
|--|--|
| HR6 | Essentials Mandatory Training Policy |
| HR2.2 | Pre-employment checks policy – inc. DBS checks |
| HR2.5 | Professional registration policy and guidelines |
| HR2.9 | Re-banding and evaluation of a new post policy |
| HR3.10 | Management of change policy and procedure |
| HR5 | Employment of young person's policy |
| GR10 | Equality, diversity and human rights Policy |
| | People and Organisational Development Strategy 2015-2020 |

| Document change history | |
|-------------------------------|---|
| What is different? | Updated job titles re. organisational and departmental re-structures Updated reference to values based recruitment Updated date of NHS Employer Check Standards |
| Appendices / electronic forms | Amended Appendix 2 in relation to the outcomes of the involvement review and implementation of values based recruitment |
| What is the impact of change? | No |

| | |
|-----------------------|--|
| Training requirements | Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Education CWP. |
|-----------------------|--|

| Document consultation | |
|-----------------------|-----|
| Clinical Services | N/A |
| Corporate services | N/A |
| External agencies | N/A |

| | |
|---------------------------------|----|
| Financial resource implications | No |
|---------------------------------|----|

| External references | |
|--|--|
| 1. NHS Employers - NHS Employment Check Standards, June 2019 | |
| 2. Care Quality Commission (CQC) | |

- 3. Agenda for Change Policy
- 4. Chartered Institute for Personnel and Development

| Equality Impact Assessment (EIA) - Initial assessment | Yes/No | Comments |
|---|---------------|-----------------|
| Does this document affect one group less or more favourably than another on the basis of: | | |
| - Race | No | |
| - Ethnic origins (including gypsies and travellers) | No | |
| - Nationality | No | |
| - Gender | No | |
| - Culture | No | |
| - Religion or belief | No | |
| - Sexual orientation including lesbian, gay and bisexual people | No | |
| - Age | No | |
| - Disability - learning disabilities, physical disability, sensory impairment and mental health problems | No | |
| Is there any evidence that some groups are affected differently? | No | |
| If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? Select | | |
| Is the impact of the document likely to be negative? | No | |
| - If so can the impact be avoided? | N/A | |
| - What alternatives are there to achieving the document without the impact? | N/A | |
| - Can we reduce the impact by taking different action? | N/A | |
| Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted. | | |
| If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department. | | |
| Was a full impact assessment required? | No | |
| What is the level of impact? | Low | |

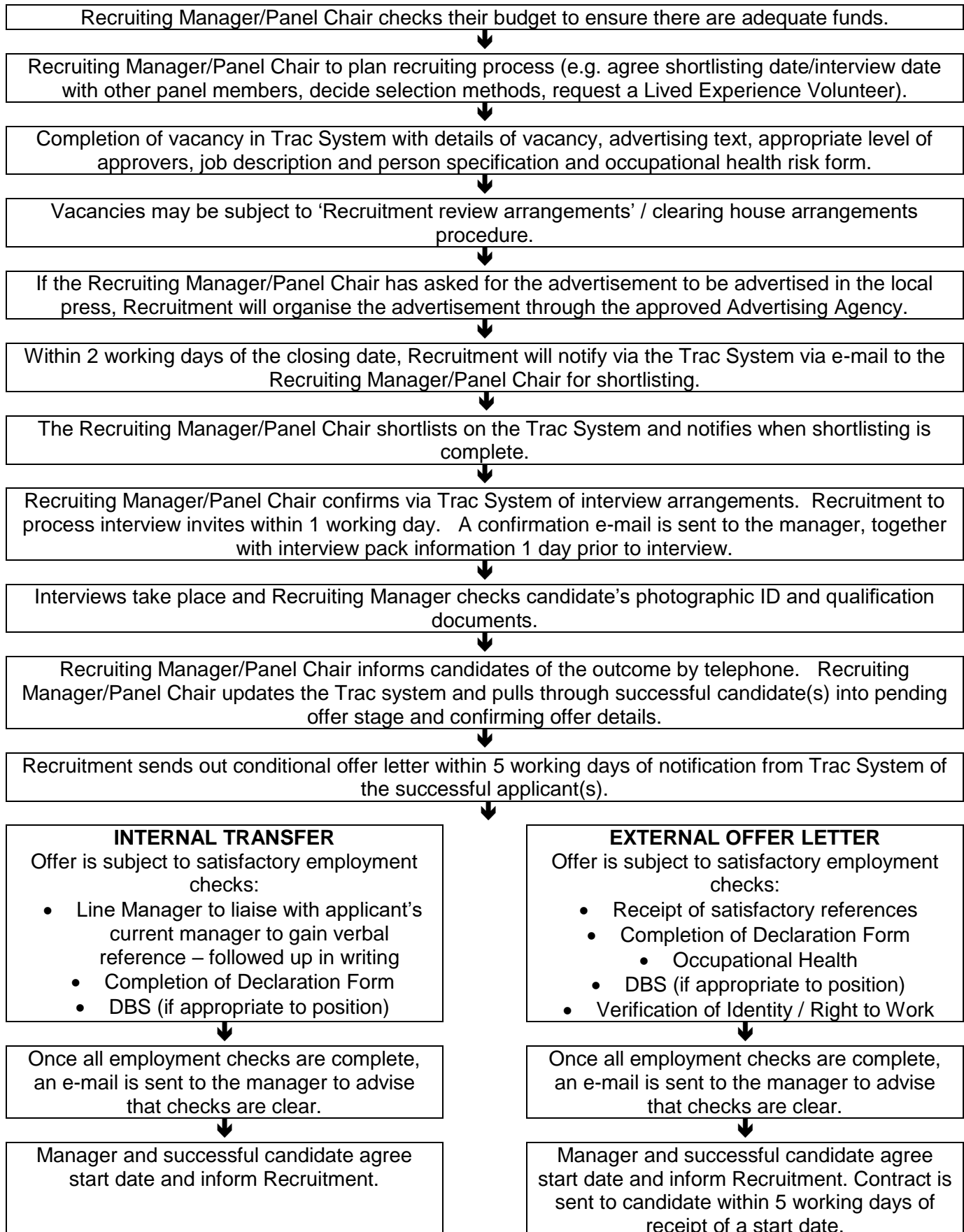
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Quick reference flowchart - Recruitment Process - Quick Reference Guide **Error! Bookmark not defined.**

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Quick reference flowchart – Recruitment Process

For quick reference the guide below is a summary of actions required.



1. Introduction

All recruitment and selection for Cheshire and Wirral Partnership NHS Foundation Trust (the Trust) will be conducted using the principles and guidelines set out in this policy.

This policy supports the Trust's strategic aim to be a model employer (People & Organisational Development Strategy 2015-2020) and have a fully competent, well trained and motivated workforce.

The Trust must comply with UK employment legislation, in particular ensuring that all aspects of its recruitment and selection processes are fair and do not discriminate against any potential job applicant. This policy encompasses statutory requirements and reflects good practice guidelines issued by the Department of Health (DOH), NHS Employers, Care quality Commission (CQC) and the Arbitration and Conciliation Service (ACAS). It is premised on the assumption that professional recruitment and selection practices will create a positive image for the Trust in its endeavour to attract high quality candidates and thereby deliver improved patient care.

The Trust is a full member of the Mindful Employer campaign, which encourages and provides help and advice to employees and job applicants with mental health issues throughout the recruitment and selection process. The Trust therefore particularly supports and positively encourages applications both from people who access services (past and present) and other suitably qualified/experienced people with a history of personal mental ill health.

2. Content

2.1 Equality and diversity

The Trust's [Equality diversity and human rights policy](#) seeks to develop positive practice to promote equality of opportunity in employment.

In accordance with the law, in filling job vacancies, the Trust will not knowingly discriminate directly or indirectly on grounds of gender, ethnic origin, disability, sexual orientation, age, trade union or political activities, religious or spiritual beliefs and will seek to ensure that no applicant is disadvantaged by any conditions or requirements that cannot be justified. At all stages, equality of opportunity will be an integral part of the recruitment and selection processes and all recruiting managers will have received appropriate training.

In particular:

- Assessment at all stages of recruitment and selection will be based entirely - and solely - on determining the individual's ability and suitability for the job for which they are applying;
- At all times, the Trust seeks to achieve a diverse workforce at all organisational levels and across all occupations – working to the ultimate aim of having a workforce which is representative of the makeup of local communities within the Trust's service delivery geography;
- The Trust intends that all staff, at all levels, are valued and respected and will not tolerate discrimination, bullying and other forms of harassment;

- The Trust adopts the stance that it is the responsibility of managers running each recruitment and selection process within the Trust to ensure no individual job applicant receives less favourable treatment than another job applicant;
- Wherever possible, the Trust will offer new appointees flexible working arrangements to best ensure a positive personal work life balance. For practical, service delivery reasons, in some roles, the exigencies of service mean that the opportunity to do this is limited;
- Within the provisions of employment law, the Trust reserves the right to take positive action in filling vacancies, with the aim of increasing the representation of particular groups of people within its workforce;
- The Trust will always take a positive approach to making 'reasonable adjustments' within the workplace, in accordance with the requirements of the Equalities Act 2010. Applicants declaring a disability at the time of their application for employment and meeting the 'essential requirements' of a job vacancy will be short listed and guaranteed an interview. Refer to [appendix 3](#) for the details of the guaranteed interview scheme.

2.2 Recruitment and selection processes

The Recruitment Team provides a recruitment administration service utilising 3 key resources:

- Trac System – is an on-line applicant management system that provides a 'one stop shop' for all recruitment processes, e.g. it provides the Trust with a means of electronically receiving, reviewing, short listing applications, arranging interviews, processing pre-employment screening checks including DBS checks, formulating conditional offer letters and contracts of employment and communicating with applicants and recruiting managers throughout the process;
- NHS Jobs - is a service developed by the Department of Health, providing a website that gives access to information about jobs right across the NHS. CWP use NHS Jobs as a jobs board for all external adverts;
- Electronic Staff Record system (ESR) - this system provides a recruitment tool which integrates Recruitment and Payroll systems.

Full details of the recruitment process, guidance and standard forms are available on the intranet website at <http://nww.cwp.nhs.uk/TeamCentre/peopleservices/Pages/RESHiringaNewStarter.aspx>.

2.3 Cornerstone commitments for recruitment administration

The recruitment process is performance managed and monitored to ensure that it is working within agreed targets. The simple underlying aim is to treat all potential and actual applicants for employment as we would personally wish to be treated in responding to a job advertisement. In support of achieving that, set out below are a number of cornerstone commitments which underpin the normal efficiency of the recruitment processes:

- Recognising that maximising the effectiveness of the recruitment administration is dependent on the mutual 'priority issue' co-operation of recruiting line managers and their Recruitment Team support. Delays on either side will affect the time taken in the process;
- The measuring of time elapsing at each stage of the recruitment process;
- Recruitment Team taking an 'active process management' role in respect of promoting the effectiveness of administration arrangements and providing performance monitoring reports to the People Planning Group;
- Recruiting managers being responsible for ensuring they have an adequate budget to fund a replacement post prior to commencement of the recruitment process;
- Recruiting managers being responsible for ensuring the timeliness of individual appointment processes;

The key stages of the recruitment process being set out in advance by the recruiting manager in conjunction with Recruitment Team;

2.4 NHS employment check standards

The Trust is mandated to carry a range of employment checks on all prospective employees before they take up appointment in the NHS, regardless of the term of the contract. The checks are designed to safeguard both staff and patients and cover a range of issues, including:

- Verifications of identity checks;
- Right to work checks;
- Employment history and reference checks;
- Registration, qualification and personal suitability checks – for example with regard to criminal records.

Further details on the standards and how these checks should be carried out are contained in the Trust's [pre-employment checks policy – incl DBS checks](#) and the [professional registration policy and procedure](#).

Recruiting managers cannot allow new starters to commence in post without satisfactory receipt of all pre-employment checks – other than in limited circumstances, where risk assessments have been carried out and formally authorised.

Any false claim of qualifications or indeed any of the employment standards above from applicants either internal or external will be subject to investigation and liable to have any offer of employment withdrawn, or subject to disciplinary procedures if a current employee. The contact details for our Anti-Fraud Specialist and Reporting Line are as follows: Phillip Leong, Anti-Fraud Specialist; 0151 285 4531 or 07721 237352; phillip.leong@miaa.nhs.uk or phillip.leong@nhs.net National NHS Fraud and Corruption Reporting Line on 0800 028 40 60 or online at <https://cfa.nhs.uk/reportfraud>.

2.5 Organisational change

In the event of the re-organisation / restructuring of Trust Services meaning that staff are deemed to be 'at risk' of possible redundancy, the Trust will apply the Trust's [management of change policy and procedure](#). In essence, this means that staff 'at risk' of possible redundancy will be given prior consideration for a suitable alternative vacancy in advance of any wider advertisement.

In certain circumstances (for example, wider organisational restructuring within the NHS), regional – or sub regional – 'clearing house' arrangements may be put in place as part of seeking to avoid job losses and having to re-direct budgets from front line services to redundancy pay. Details of these and the way in which they operate will be communicated to line managers by the Trust's Operational Human Resources Team as and when necessary.

2.6 Re-deployment due to disability or sickness

It is, in some circumstances, necessary to consider re-deployment of an employee owing to a change in their personal health or capacity resulting in the inability to continue to perform their duties to an acceptable standard. The Trust will always work closely with the employee in exploring whether any suitable alternative posts are available.

2.7 Vacancy control

In view of the current financial climate for NHS organisations nationally and our requirement to ensure effective workforce planning all vacancy requests will require approval before commencing to advert.

The key considerations in granting approval will include:

1. Is the post still essential to the Trust and what would the impact be of not filling it?
2. Is there money to pay for it?
3. Have all other options been considered rather than just replacing like for like and what were those options?

| Level of approvers required for Band 2 to 7 posts | | | |
|---|--------------------------------|---------------|---|
| CARE GROUP/ AREA | LEVEL 1 | LEVEL 2 | LEVEL 3 |
| Care Groups | Head of Operations | Budget Holder | Finance cwp.financevacapproval@nhs.net |
| Corporate / Estates & Facilities | Deputy / Associate Director | Budget Holder | Finance cwp.financevacapproval@nhs.net |

| Level of approvers required for Band 8a+ and medical posts | | | | | |
|--|--|------------------|---|----------------------------------|---------------------------|
| CARE GROUP/ AREA | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 (non-medical only) | LEVEL 4 (medical only) |
| Care Groups | Associate Director of Operations | Budget Holder | Finance cwp.financevacapproval@nhs.net | Director of Operations | Medical Director |
| Infrastructure & Estates | Deputy / Associate Director | Budget Holder | Finance cwp.financevacapproval@nhs.net | Director of Operations | n/a |
| Corporate | Deputy/ Associate Director | Budget Holder | Head of Finance | n/a | n/a |

The business case for filling vacancies and entering the correct level of approvers will be entered onto Trac by the Recruiting Manager using the information outlined above.

2.7 Advertising new and replacement posts

All posts will be advertised in accordance with this policy and will be supported by an Agenda for Change approved, up-to-date job description and person specification. Advertising may be delayed if the supporting key documentation is not readily available. Any new job description for roles covered by Agenda for Change terms and conditions must be banded in accordance with the policy and for [re-banding and evaluation of new posts](#).

Internal advertising – all vacancies (permanent, fixed term temporary and secondment) will normally be advertised both internally and externally. However, dependent upon circumstances, any particular job may be advertised:

- Internal only (i.e. Trust-wide);
- Internally in the first instance followed by an external advert on NHS Jobs and CWP external facing website;
- Internally concurrently with an external advertisement on NHS Jobs and CWP website.

The manager will indicate which option is the most appropriate on the Trac System.

NB: On occasion the Trust may operate restrictions on advertisements - for example due to management of change situations / the rules applying to a 'NHS first' clearing house.

External advertising – in circumstances where a suitable pool of candidates does not exist within the Trust or via NHS Jobs, a post may be advertised in other external media. Any such requests must be fed through the Recruitment Team. Recruiting managers should remain vigilant against unsolicited approaches from advertising service providers and any such approach should be reported to the Recruitment Manager and to the Trusts' Local Counter Fraud Specialist.

All vacancies are open to job share applicants unless otherwise agreed in advance and stated in the advertisement (following the agreement of Human Resources Operations Team).

2.8 Who is classed as an internal applicant?

The following groups are eligible to apply for vacancies, which are advertised internally only:

- Substantive employees;
- Temporary / fixed term employees;
- Current bank staff;
- Current volunteers;
- Agency staff;
- Long term placement workers;
- Lived experience Volunteers. To be eligible to apply for any internal position they must have been registered on the Trust volunteer for 12 months and have attended a minimum of six activities during the previous year.

Applications will not normally be accepted from people not falling within any of the above categories for posts advertised internally only.

2.9 Additional responsibilities

Individuals may be temporarily moved onto a higher pay band where it is necessary to fill a post on a temporary basis - for example, to cover long term sickness or maternity leave. Temporary movement into a new pay band should not be for less than 1 month or last more than 6 months except in specified circumstances established at the time of advertising the vacancy (e.g. maternity leave). All opportunities will normally be advertised at least internally through the trust's normal arrangements.

2.10 Secondments

The Trust is committed to the development of individuals and secondments must be advertised where there is a need to complete a specific task or to cover for long term absence/maternity/career break leave. More information regarding secondments is provided in [appendix 1](#).

2.11 Fixed term / temporary contracts

The Trust is committed to the promotion of long term security of employment - however, it recognises

that the use of fixed term contracts provide an opportunity of bringing specialist skills and labour into the Trust as and when needed.

Fixed Term contracts of employment will only be used rarely and, by definition, will always be made for a specific length of time or the completion of a specified task. Where a fixed term post subsequently becomes a substantive post then it must be advertised in accordance with 2.7 of this policy.

Successive fixed term temporary contracts may only be issued for a maximum period of 4 years after which permanent employee status will be granted automatically.

Where temporary / fixed term staff have been in post for 1 year or above they may be considered for redeployment opportunities should they so wish.

In certain circumstances where it is necessary to recruit immediately due to substantial clinical risk, it could be agreed to move internal candidates without the need to advertise for a period of no longer than 3 months whilst the normal recruitment process takes place.

2.12 Involvement of people who access our services and carers in the recruitment process

The Trust wants people who access our services and carers to be involved in recruitment and selection processes for jobs at all levels as far as is reasonably practicable – but recognising that final appointment decisions are a matter for management. Full guidance is set out in [appendix 2](#).

2.13 Employment of people who access our services and carers

The Trust is committed to supporting people who access our services and their carers in gaining employment – one strand of which may be working for the Trust.

The Trust is a member of the Mindful Employer network and charter signatory. Under the charter, registering employers commit to supporting employees and job applicants with a history of personal mental ill health, where necessary focusing sharply on what an applicant for work can do and – perhaps for a temporary period – adjusting an individual job role to better fit the capabilities of the individual.

2.14 Volunteers

Volunteers should be recruited in line with the standards outlined in this guidance. Formal interview and selection processes might not always be appropriate but application forms should be completed, competencies and values assessed and relevant pre-employment checks obtained.

2.15 Employment of young persons

A young person is defined as someone over the minimum school leaving age but has not yet reached the age of 18. Before recruiting a young person, special regard must be given to the type of work they will be expected to undertake, the level of experience required, an appropriate awareness of risk and appropriate personal qualities required for the role. For further guidance, refer to [the employment of young person's policy](#).

2.16 Shortlisting and interview panels

The number of panel members will vary according to the post but will always comprise a minimum of two Trust employees (at least one of whom must be a manager trained in recruitment and selection) and wherever possible a Lived Experience Volunteer who has been trained in recruitment and selection.

Lived Experience Volunteers and other staff may also be involved in assessing for values at discussion groups and stakeholder panels as part of the recruitment process. All people taking part in these panels must have received the Trust's Values Based Recruitment Training.

Consideration must always be given to the gender / race / disability make up of panel members. The overall size of the panel needs to be reasonable in relation to the band / remit of the post being recruited to.

The trust's Recruitment Team is not resourced to routinely provide a selection panel member. However, in exceptional circumstances, a manager may wish to have a representative from People Services: if that is the case, a request should be made to your HR Service Advisor or Recruitment Manager. If it is agreed that People Services will play a part in selection, it will be as a full panel member.

No manager shall chair a selection panel without having previously undergone a course in recruitment and selection, values based interviewing and equality and diversity training. It is acceptable for that training to have been in a different UK public sector organisation.

Interviews must be conducted face-to-face and the chair of the panel must explore gaps in employment and the suitability of references.

Depending upon the type of vacancy it may be worth considering other assessment techniques, such as presentations, written exercises, group exercises, stakeholder panels or preliminary visits. Advice on assessment techniques can be obtained from your Recruitment Officer/Recruitment Manager.

Selection panel chairs (the 'recruiting manager') are required to offer / provide post interview feedback to all unsuccessful candidates. That responsibility cannot be delegated.

2.17 Offers of employment

All offers to external candidates will be conditional and will not be confirmed as unconditional until all the appropriate pre-employment checks have been received and are satisfactory to the Trust.

2.18 Withdrawal of an offer of employment

If a returned pre-employment check is deemed unsatisfactory to the Trust, the conditional offer of employment may be withdrawn. An offer will be withdrawn by the Recruiting Manager following full discussion with both a HR Advisor and the candidate. This decision must be confirmed in writing to the candidate by the Recruiting Manager.

2.19 Recruitment and retention Premia

Recruitment and retention premia are 'market pressure' additions to the salary of a post or group of posts where the Trust would find it difficult to recruit candidates with the required skills/experience. This additional payment may also apply for the retention of skilled staff.

This premia may be paid in circumstances where market pressures lead to difficulty in recruiting to certain posts or where the skills required are more commonly associated with the private sector and therefore, it can be a highly competitive employment market.

If recruiting managers are finding it difficult to recruit, they should contact the Recruitment Manager who will provide appropriate advice. No such premia can be paid without the written approval of the Director of People and Organisational Development.

2.20 Contract of employment

The Trust will aim to ensure that all new workers joining the Trust for the first time have a full written contract of employment before they commence employment. Employees are required to sign the contract to denote acceptance of all of its provisions. Completed contracts are held on an employee's personal file (kept by Operational Human Resources).

2.21 Induction

All newly appointed staff will undertake a 'Welcome to the Trust – Induction', as specified in the Trust's Induction Policy. This comprises separate 'corporate' and 'local' programmes. Line managers are responsible for ensuring that all newly appointed staff receives a full 'local' induction, focused on the needs of their personal roles.

2.22 Confidentiality and Data Protection

It is essential that all staff involved at any stage of the recruitment and selection process treat information on / provided by applicants as strictly confidential.

It is the responsibility of the chair of the panel (the 'recruiting manager') to ensure that copies of applicants' details are stored securely and confidentially whilst in their possession. At the conclusion of the selection process, the panel chair must ensure that all documents relating to a particular appointment are returned to the Recruitment Team to be processed in accordance with the Data Protection Act 1998. This includes returning panel packs, questions asked at interview, presentation details and notes taken for each candidate interviewed.

2.23 Declaration of close personal relationships

All internal and external applicants for employment with the Trust must declare if they have a 'close personal relationship' with a person who is in current employment with the Trust. Panel members must also declare if they know personally any candidate due to be interviewed and decide with the panel chair whether they should withdraw from the panel process.

2.24 Training

The aim is that all managers who participate in the recruitment and selection of staff should have appropriate training in relation to equality, diversity, recruitment and selection and assessing for values. Information on training and development opportunities is widely publicised throughout the Trust and further guidance on any aspect of the recruitment and selection is available from the Recruitment Manager. Training will also be provided for Lived Experience Volunteers involved in the recruitment process. As stated above, as a minimum the recruiting manager must have received the appropriate training for the recruitment process to proceed.

2.25 Medical recruitment

The recruitment for medical staff will follow the general principles outlined within this Policy. The appointment of Consultant Psychiatrists will follow the Royal College of Psychiatrists National Guidance on Advisory Appointment Committees. Further information can be provided by the Medical Staffing Lead, Human Resources.

Appendix 1 - Secondments

Internal Secondments

As part of the Trust's ongoing commitment to the development of its employees and its aim to promote increased flexibility and broader-based skills within its workforce, managers may wish to consider advertising their post internally within the Trust for internal staff to undertake a secondment opportunity (meaning that any appointee normally retains the right to return to their substantive post at the end of the period of secondment).

Arrangements for internal secondments will be as follows:

- All secondments will be advertised via Trac Recruitment system and will indicate the duration of the secondment;
- Before an employee applies for a secondment opportunity it will be necessary for them to gain agreement from their line manager to ensure that, if successful in any selection process, the secondment will be supported;
- The 'Receiving' Manager will assume responsibility for the induction and overall management of the employee during the secondment;
- Employees will normally be seconded on the terms and conditions of the post they are seconded into and at the end of the secondment they will return to their substantive post. If organisational change impacts upon the employee's substantive post during a period of secondment, the employee will be included in appropriate processes as detailed in the Management of Change Policy as if they were still undertaking their substantive role;
- Following the completion of the secondment, if there is an ongoing requirement for the role either on a substantive basis or for a further secondment period, the normal recruitment / secondment processes will apply. Further guidance can be obtained from Human Resources.

External Secondments

- The Trust would not normally consider requests for external secondments beyond 12 months, except in exceptional circumstances, e.g. nurse training;
- Before an employee applies for a secondment opportunity external to the Trust, it will be necessary for them to gain agreement from their line manager to ensure that the secondment will be supported;
- The current manager should consider service requirements and identify how the service would benefit from the secondment e.g. personal development of the employee, skills acquired which can be of benefit to the Trust;
- Where an employee is successful in gaining a secondment outside the Trust, they will be required to produce evidence from the secondment organisation e.g. offer letter;

- The employee will receive a letter from their current line manager confirming the secondment agreement;
- In the event that the external secondment is extended, the employee must contact their manager at least 2 months prior to the completion of the secondment to discuss whether the extension will be agreed. In circumstances where the secondment cannot be extended, the employee will be required to return to the Trust on the date that was originally agreed prior to their secondment commencing;
- The precise terms upon which any secondment is made must be finalised prior to the start of the secondment. However, the employee remains an employee of CWP during the period of secondment and will be expected to return to their substantive CWP post at the end of the secondment period. If organisational change impacts upon the employee's substantive post during a period of secondment, the employee will be included in appropriate processes as detailed in the Management of Change Policy as if they were still undertaking their substantive role.

Secondments into the Trust

- Terms and conditions of the secondment must be agreed before commencement of the secondment. The CWP manager's responsibility is to manage the secondee within those terms agreed;
- All staff seconded into CWP will normally be expected to undergo the full recruitment process including Trust and local induction;
- If the Trust is in a position to extend the secondment, it may do so. The CWP manager must consider whether or not this will unduly disadvantage other staff within the Trust and also whether it can justify that it meets the business needs of the department;
- If the manager deems the extension to disadvantage other employees, then the post must be re-advertised. Further guidance can be obtained from Human Resources.

Appendix 2 - Procedure for the involvement of people who access services and carers in the recruitment of staff

1. Introduction

Cheshire and Wirral Partnership NHS Foundation Trust (CWP) aims to implement and improve person centered care by ensuring that all service development is underpinned by meaningful and robust involvement from people who access services and carers (see Involvement Strategy 2011 – 2016). As is reasonably practicable – people who access services and carers should be encouraged to participate in all panels involved in the recruitment and selection of Trust employees.

2. Definitions

For the purpose of this policy 'Person who accesses services' means any person who currently receives a service from any area of the Trust or has done so within the past 12 months.

A 'Carer' is defined as any person who provides care and support for a person accessing CWP Services either currently or within the past 12 months.

3. The procedure

A Recruiting Manager must contact the PACE Team to request a Lived Experience Volunteer who has received Values Based Recruitment Training.

As soon as the interview date has been set, the Recruiting Manager should contact the PACE Team to allow enough time and notice to support.

Details required when requesting a Lived Experience Volunteer:

Your details:

Name:

Phone:

Interview details:

Job title:

Band:

Vacancy number:

Date:

Time:

Location:

Number of candidates (if known):

Is it a traditional management panel or stakeholder panel?

Any other supporting information that might be helpful? i.e. accessibility to building, transport tips, particular interests or experience that would be helpful etc.

The PACE Team will advertise the opportunity to volunteers.

Once a Recruiting Manager has received details of the Lived Experience Volunteer, they should make direct contact with them to introduce themselves and to confirm the details. They should also be provided with a copy of the job description and kept informed of any changes to location/timing etc. Please advise them of lunch/break arrangements if applicable. If they are supporting interviews for more than 5 hours over the hours 12 – 2pm, they are entitled to an allowance of £5 for lunch. This should be included on the expense form and a receipt must be provided.

Personal information of candidates should not be visible on any documentation sent to Lived Experience Volunteers.

Short listing

Lived Experience Volunteers can be an advisory member of the short listing group – their views should be given equal weight with other panel members, however the final appointment decisions are a matter for management. They do not have to be involved in shortlisting.

Lived Experience Volunteers should be encouraged to formulate their own questions for the interview, although it may sometimes be appropriate to ask a particular question that has already been prepared.

Once the Shortlist has been decided:

Lived Experience Volunteers have the right to withdraw from the panel if they feel uncomfortable about interviewing candidates with whom they have had previous contact.

Candidates should be informed in writing of the names of all panel members prior to the interview, as they have the right to request an alternative Lived Experience Volunteer if they feel uncomfortable because they have had previous contact with the individual.

In either of the above cases, efforts will be made to find a replacement person, but this cannot be guaranteed at short notice.

At the Interview:

Interviews will follow the usual departmental format in keeping with the Trust's Recruitment Policy, including that it is the responsibility of the chair of the interview panel to provide feedback to all candidates.

If recruiting managers have not previously met the Lived Experience Volunteer prior to the interview then special effort should be made to make them feel comfortable and introduce them to the other members of the panel.

Lived Experience Volunteers have the right of equal influence in the interview process alongside other Trust employees and external assessors.

If a Lived Experience Volunteer does not appear to be well enough to be involved on the day of the interview, the Chair of the panel should raise this sensitively. It is the Chair's responsibility to decide whether the interviews should proceed without the individual. Please inform the PACE Team if you have any concerns.

Timings - Members of the panel are asked to arrive at least half an hour ahead of the time they will meet with the first scheduled candidate in order to be briefed by the facilitator on the process, timings, etc.

Short-term appointments / locum staff:

Sometimes timescales may make it impossible to involve Lived Experience Volunteers, although every effort must be made to do so. Recruiting Managers should inform the Trust's PACE Team whenever it has not been possible to involve someone in this way.

Claim for expenses:

The panel chair should ensure the volunteer receives an expenses form, is guided in completing this and has it signed by the panel chair or appointing manager. It is the responsibility of the panel chair to give the Lived Experience Volunteer an expense form.

Feedback:

Lived Experience Volunteers are encouraged to feedback any comments they have about the process and their experience. It is the responsibility of the panel chair to ensure that the Lived Experience Volunteer is provided with a feedback form. Please send both forms to the PACE Team.

For further information regarding Lived Experience Volunteers please contact the PACE team:

PACE Team
Redesmere Building
Trust Headquarters
Countess of Chester Health Park
Liverpool Road
Chester
CH2 1BQ

Telephone **01244 397393**

Appendix 3 - Guaranteed interview scheme for applicants with a disability

What is it?

Under the Equality Act 2010, a disabled person is someone who has – or has had in the past – a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. As an equal opportunities employer, the trust actively encourages applications from people who consider themselves to have a disability falling within that broad definition.

When applying for employment with the trust, if an applicant thinks they have a disability covered by the Equality Act 2010 – and that they can show that they meet the 'essential criteria' described in the person specification for the role being applied for – they are guaranteed a priority interview for the job for which they are applying. Trust managers refer to this as the Guaranteed Interview Scheme.

Access to the Guaranteed Interview Scheme simply requires an applicant with a disability to answer "yes" to the question on the trust's job application form "do you wish to be considered under the guaranteed interview scheme?"

The trust's Recruitment Team will provide assistance to an applicant with a disability who needs help in completing an application for employment. The team's contact details are stated on each job advert.

The Guaranteed Interview Scheme only guarantees an interview – it does not automatically mean that applicants interviewed will gain employment with the trust at that time. Feedback on the results of the interview will be given to each candidate individually and in a way which the candidate has agreed best meets their personal needs.