

Policy Number: HR002  
Classification: Workforce

Date Effected from: June 2022  
Policy Owner: Head of Workforce

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## **INTRODUCTION**

The Colte Partnership is committed to ensuring that its recruitment process is fair, open and non-discriminatory, so that it selects appropriately qualified and experienced staff for new roles from both external and internal sources and has a policy of developing existing staff to enable them to widen the scope of their roles, take on additional, more diverse duties, or change role completely.

The purpose of this policy is to ensure that the company employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination. The Partnership ensures that its recruitment and selection processes always follow the principles and ethos of the Equality Act 2010.

## **ADVERTISING**

The Recruiting Manager will notify HR by email of the position they wish to advertise. Advertising of all positions will be carried out both internally and externally and adverts will be placed by the central HR team (HR). All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the intranet (Teamnet) and website.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment and gender identity, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

In situations where there is a requirement for a certain level of experience or levels of qualification (which could be seen as age-related criteria), the Partnership will be able to justify these objectively and also make it clear that it will consider equivalent levels of experience/skills.

## **PROMOTION**

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and newsletters. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

### **APPLICATIONS AND SCREENING**

Applications will usually be received electronically, though paper-based application forms will be made available on request. The submission of CVs through web-based recruitment portals is accepted.

All applications will be received by HR and will be forwarded to the Recruiting Manager at agreed intervals. HR may also, if requested, do an initial screen of applicants to check for relevant qualifications or location. All CV's forwarded will be anonymised and numbered to ensure no bias during the shortlisting process.

Shortlisting by the Recruiting Manager will be carried out by matching details of applicants to the requirements of the job, as listed in the job description and person specification. These criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of 6 months by HR, and Recruiting Managers should send these to HR when completed. HR will notify those not successful at obtaining an interview.

### **INTERVIEWING**

The Recruiting Manager will let HR know which of the applicants they are interested in interviewing, giving 5 working days' notice of the interview date. Arrangements for interviews will be made by HR with the applicants they wish to see.

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as established in the job description and the person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders
- any gaps in employment on CV's or application forms will be explored at interview to assure the panel that there are legitimate reasons for not listing employment.
- applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete Interview Evaluation Forms for each candidate
- records of the interview process will be retained for a period of 6 months, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.

After interview the successful candidate will be contacted by the Recruiting Manager and offered the role, subject to references and checks.

HR will contact the applicants unsuccessful at interview.

### **OFFER OF EMPLOYMENT AND PRE-EMPLOYMENT CHECKS**

The Recruiting Manager will inform HR of the successful candidate, the rate of pay, working hours and working pattern agreed.

HR will then send an offer of employment letter by email to the successful candidate and make all the necessary pre-employment checks as follows:

#### **Right to work in the UK**

The Partnership will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate documents. The list of appropriate documents can be found on the website: [Employers' right to work checklist \(accessible version\) - GOV.UK \(www.gov.uk\)](#)

### **Disclosure and Barring Service Check (DBS)**

As the Partnership carries out Regulated Activity, the Partnership will ensure that all employees who carry out regulated activity will be required to have an Enhanced DBS check before they start employment, and then at regular intervals throughout their employment.

Those employees who do not carry out regulated activity will be required to have a Basic DBS check before starting employment and then at regular intervals throughout their employment.

Please see the DBS Policy for further details.

### **References**

All external candidates will be required to provide two satisfactory employment references prior to appointment, confirming dates of employment, and job title. Should a manager wish to ask any other question, authorisation from HR is required. Should a candidate not be in a position to provide two employment references (for example if they have just left full time education), the issue will be dealt with by the Partnership on a case-by-case basis.

### **Medical check**

Upon offer of employment an employee will be required to complete a medical assessment form for HR and may be required to attend a medical check with a company-nominated occupational health specialist. This medical check will focus on the health and wellbeing of the employee in carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.

### **Checking the Qualifications of Health Professionals**

The Partnership will undertake checks of all newly recruited Health Professionals who require registration with an appropriate body in order to practice.

## **ARRANGING A START DATE**

Once all pre-employment checks have been successfully completed HR will arrange for the new employees IT and ID logins to be sent to the Recruiting Manager. Once an NHS email is obtained HR will make a new Record on Teamnet for the employee.

HR will inform the Recruiting Manager that all checks have been completed and will obtain a suitable start date for the new employee from the Recruiting Manager. If a start date has been arranged before the pre-employment checks have been completed the start date may have to be delayed. Recruiting Managers must not start new employees without confirmation from HR that all necessary checks have been completed.

## **PROVIDING A WRITTEN STATEMENT OF TERMS & CONDITIONS OF EMPLOYMENT**

Once a start date has been confirmed, HR will issue a Written Statement of the Employee's Terms & Conditions of Employment (contract), either shortly before or on their start date.

## **INDUCTION AND PROBATION**

All new employees are required to attend a Partnership Induction Training session at Colte House, either shortly before they start or within their first two weeks of employment. There will also be a more detailed, job specific Induction in each Branch over their first few weeks of employment. All induction is classed as working time and will be paid by the branch in the appropriate monthly salary payment.

All employees are subject to a 6-month Probation period. Please see the Probation Procedure for further details.

### **RETENTION OF RECORDS**

The Partnership will retain all records arising through the recruitment process for at least 6 months for unsuccessful candidates, and throughout their employment and up to 7 years post-employment for those employed.