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Contact for advice:	HR Representative/Recruitment Team

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RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

The Recruitment and Selection Policy is intended to enable Recruitment and Selection to be undertaken in an effective and timely manner.

The Recruitment and Selection Management Guidance sets out the detailed processes to support this policy and is available at:

<http://nww.swyt.nhs.uk/docs/Documents/R&S Management Guidance.doc>.

The Trust believes that the effective recruitment and selection of staff is a key element in ensuring that the organisation has the calibre of workforce it requires to achieve its business aims and that this can only be achieved by those involved in recruitment and selection, being trained in, and applying, the highest possible standards in all aspects of the recruitment and selection process.

The recruitment and selection of employees is a critical activity and attracting individuals with the right skills, attitudes, values and behaviours into appropriate job roles is of major importance to the Trust and should be approached with the same degree of preparation and thought as any other business decision.

Everyone's contribution to the Trust is valuable, whatever their role. We need people who know what they are here for, what the need to deliver and where it fits in to the Trust's objectives. We believe that staff attitudes and behaviours can have a major impact on the quality of care and the service user experience so as part of our recruitment process we test candidates to ensure that they can effectively display attitudes and behaviours that are consistent with the Trust's Values.

Equality of Opportunity is central to good recruitment and selection practice and in view of this the Trust has adopted a clear, structured and criteria based method of recruitment and selection. The Recruitment and Selection Management Guidance, which should be read in conjunction with this policy and procedure, sets out the recruitment process and together with the policy is intended to reduce bias and ensure consistency when making selection decisions, which, if challenged, can be shown to be fair.

This policy applies to all employment positions in the Trust.

The selection and recruitment of volunteers is set out in the Volunteers Policy <http://nww.swyt.nhs.uk/docs/Documents/Forms/Volunteer Policy>.

The engagement of bank workers is set out in the Trust's Guidance for the Management of Bank Workers.

This policy requires that all staff employed undergo appropriate employment checks upon joining the Trust and thereafter as required. This includes volunteers who will be expected to undergo pre-engagement checks which mirror the employment checks set out in this policy.

This policy should be read in conjunction with the NHS (Appointment of Consultants) Regulation, the Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy Technicians, Allied Health Professionals and Non-Clinical Staff Policy, DBS Policy and Agency Staff - guidance regarding their use and also the Trust Induction Policy and Procedures.

This policy is based on good employment practices and employment legislation and the NHS Employers, Employment Check Standards. The policy also sets out how the Trust will gain assurance that employment checks are undertaken by external agencies who supply temporary staff for work in the Trust.

2. PURPOSE

The purpose of this policy is to:

- Ensure that recruitment decisions are consistent, support the organisation's strategic direction and meet operational needs.
- Ensure that all employment checks are undertaken prior to a candidate commencing work and that all pre-engagement checks are undertaken for volunteers.
- Provide guidance on how to deal with a failure to satisfactorily meet employment check standards.
- Promote and encourage best practice in all aspects of recruitment and selection through the provision of training for appointing and recruiting officers.
- Achieve and maintain the highest possible professional standards at all times irrespective of the labour market situation.
- Ensure that the organisation meets its legal obligation including in relation to the elimination of discrimination and the promotion of equality in recruitment practices.
- Ensure that all involved in the recruitment and selection process recognise the importance of maximising the organisation's external profile as an employer.
- Ensure that the organisation applies a consistent, fair and equitable process to the recruitment of its staff.

3. DEFINITIONS

Employment Checks

Checks required by NHS Employers which must be completed prior to a candidate commencing work with the Trust e.g. DBS checks, references etc.

Candidate

A person who has applied for a position within the organisation and whose application is still being considered.

Appointing Officer

An Appointing Officer is a Senior Manager who, within their sphere of responsibility, can determine staffing establishments, structures and skill mix within approved budgets and is therefore recognised for the purposes of authorising contractual employment documents on behalf of the Trust.

Recruiting Officer

A person acting on behalf of an Appointing Officer to whom the Appointing Officer has delegated recruitment duties.

Recruitment Team

The team within the Human Resources Department operating the recruitment and selection administration process.

Fixed Term Staff

This term applies to staff employed for a fixed term period on a Trust contract of Employment e.g. to cover maternity leave.

4. DUTIES

Responsibility of the Trust Board

The Trust Board has ultimate responsibility for ensuring that a Recruitment and Selection Policy is in place via the Lead Director, the Director of Human Resources and Workforce Development.

Responsibility of the Director of Human Resources and Workforce Development

It is the responsibility of the Director of Human Resources to:

- Ensure that the Trust has in place a policy on Recruitment and Selection which enables recruitment to be undertaken in an effective and timely manner.

- Ensure, on behalf of the Board, that the policy is subject to on-going development and is applied equitably to all employees and prospective employees and meets employment legislation, Home Office Guidelines and the standards of NHS Employers for employment checking.
- Ensure that Recruitment and Selection Training is made available for Appointing/Recruiting Officers etc.
- Ensure that a process is in place to monitor the compliance and effectiveness of the Recruitment and Selection Policy.

Responsibility of Directors

It is the responsibility of Directors to:

Ensure that this policy is implemented within their Business Delivery Unit or Directorate and that Appointing and Recruiting Officers are aware of their responsibilities under this policy.

Responsibility of the Appointing Officer (Senior Manager)

It is the responsibility of the Appointing Officer to:

- Ensure that this policy and associated Management Guidance are followed and applied equitably to all employees and prospective employees.
- Ensure that all employment checks are carried out in line with NHS Employers' recommendations. Where agreed, this will be undertaken either by a member of the Recruitment Team or by an Appointing/Recruiting Officer trained in the process.
- Ensure that candidates are not given a start date until all employment checks have been completed satisfactorily.
- Ensure that they and their delegated Recruiting Officers attend Recruitment and Selection Training.
- Undertake a review of vacant posts prior to advertising to determine whether or not the job description and person specification require amendment and submission for job evaluation. This should also include a review of the essential and Mandatory Training requirements for the post (advice for these should be sought from the Centre for Learning and Development).
- Complete and/or authorise the appropriate recruitment documentation or advertising invoices.

- Seek advice and support from a Human Resources Representative when necessary e.g. shortlisting, equality issues including genuine occupational requirements etc.

Responsibility of the Recruiting Officer

It is the responsibility of the Recruiting Officer to:

- Act on behalf of the Appointing Officer where recruitment and selection duties have been delegated to them. They should ensure that the Recruitment and Selection Policy is followed and applied equitably to employees and prospective employees.
- Ensure that the processes set out in the Recruitment and Selection Management Guidance are followed.
- Ensure that all employment checks are carried out in line with NHS Employers recommendations. Where agreed, this will be undertaken either by a member of the Recruitment Team or by an Appointing/Recruiting Officer trained in the process.
- Ensure that candidates are not given a start date until all employment checks have been completed satisfactorily.
- Ensure that they have attended Recruiting for Values Training.
- Seek advice and support from a Human Resources Representative where necessary e.g. shortlisting, equal opportunities including genuine occupational requirements etc.
- Complete the appropriate recruitment documentation on behalf of the Appointing Officer as required in readiness for their authorisation.
- To ensure the person responsible for managing the value based induction is aware of the commencement date of the staff member.

Responsibility of Human Resources

It is the responsibility of members of the Recruitment Team to:

- Advise Appointing and Recruiting Officers on the application of this policy and procedure and associated management guidance.
- Administer the recruitment and selection process ensuring that employment checks are recorded and monitored.
- Provide Recruiting for Values Training for Appointing and Recruiting Officers on how to successfully recruit for values

- Ensure that the Recruitment and Selection Policy and management guidance is maintained and up to date and disseminated to managers.
- Monitor all employment checks to ensure that they are carried out in line with NHS Employers recommendations.

5. EQUAL OPPORTUNITIES

This section should be read in conjunction with The Trust's Equal Opportunities in Employment Policy. The policy states:

The Trust supports the principle of ensuring equal opportunity in employment. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment, where it cannot be shown to be justifiable, on the grounds of age, disability, marriage or civil partnership, pregnancy or maternity, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, or political affiliation or trade union status. This principle will apply to recruitment and selection, promotion, transfer, training, discipline and grievance and all terms and conditions of employment.

Equality monitoring will take place at all stages of the recruitment process and will be reported in the annual Equality and Diversity report. This will be submitted to the Equality and Diversity Steering Group and published on the Trust website.

Two Ticks Award

The Trust holds the Two Ticks Award which is given by Jobcentre Plus to recognise employers who have agreed to meet their commitments in relation to recruitment, employment, and retention and career development of people with a disability.

As part of the Two Ticks Award above, the Trust operates a guaranteed interview scheme for candidates who have a disability which falls within the definitions described in the Equality Act 2010 and subsequent amendments.

Candidates who have a disability will be offered an interview if they meet all the essential criteria detailed on the person specification for the post.

Occupational Requirements

In very limited circumstances it may be necessary to apply an occupational requirement in recruitment, promotion, transfer or training. This must be justified on objective grounds with an equality impact assessment to show how the discriminatory effect is justified and what measures have been taken to mitigate discrimination. Where a genuine occupational requirement is contemplated the Appointing/Recruiting Officer should request advice in writing from an HR Representative setting out the business case and reasons for considering a genuine occupational requirement.

The business case will then be discussed with a staff side representative before an advert is placed. Genuine Occupational Requirements should be clearly stated in the job advertisement.

6. RECRUITMENT AND SELECTION

Reviewing the Vacancy

Every vacancy or transformation of service presents a manager with an opportunity to consider whether the job should continue in its existing form, be redesigned or possibly not filled and used in another way to meet the changing needs of the organisation.

Job Description and Person Specification

Every post must have **an up to date** job description and person specification.

The Trust is developing a number of generic job descriptions and person specifications which will be mandatory to use. The purpose of this is to ensure consistency and quality in similar roles across the Trust.

Mandatory Training and Essential Training

A list of Mandatory/Essential Training requirements should be prepared for the post at the same time as the job description and person specification. Advice should be sought from the Centre for Learning and Development.

Advertising the Vacancy

The purpose of a job advert is to attract suitable candidates but also deter those who lack the skills or attributes essential for the position. The information presented should therefore be informative, clear and precise.

All vacancies excluding secondment opportunities will be advertised on the NHS Jobs website, the Trust's intranet and website as well as the Trust's social media channels such as Twitter, LinkedIn and Facebook.

Only in exceptional circumstances will posts be advertised in the press due to the prohibitive cost of placing external media advertisements.

Normally closing dates will be two weeks after an advert is placed in order to allow ample time for potential candidates to apply. However there may be occasions e.g. the volume of applicants received where a vacancy may be closed on or before the closing date and applicants are advised in the advert to apply as soon as possible.

All adverts must comply with the Trust's Equality in Employment Policy and must not contravene any employment legislation. All adverts will state that the Trust is committed to being an Equal Opportunities Employer.

Posts involving substantial access to children or vulnerable adults will be identified by the Manager. The requirement to have a DBS Disclosure must be included on the Vacancy Recruitment Form.

If a vacancy re-occurs within three months from the closing date of the original advert then the post need not be re-advertised and the previous candidates for the post may be reconsidered.

Applying for the Post

It is expected that as posts will be advertised on the NHS Jobs website, candidates will apply on line though this site. However, where candidates do not have access to the internet, the recruitment team will issue a paper application form together with the Job Description, Person Specification and a copy of the advert.

CV's will not be accepted as the sole method of application for a position, and all applications should be made through NHS Jobs or on the equivalent paper application form. However the Trust recognises there is a wealth of talent among people who have a disability including those who have had experience of mental health problems, and as an equal opportunities employer seeks to recruit from all sections of the community. Support will be offered to applicants who have a disability and need help to submit their application.

The Personal Information and Monitoring Sheets are a section of the application form that requests information regarding:

- Name
- Address
- Immigration Status
- Ethnicity
- Gender
- Disability
- Age
- Sexual Orientation
- Religion and Belief
- Criminal Convictions

This information cannot be viewed by Appointing/Recruiting Officers when shortlisting through NHS Jobs. Where a manual application has been submitted it will be detached and retained by the Recruitment Team for equal opportunities monitoring purposes. With the exception of the candidate's name the above information will not be divulged to panels prior to interview.

Those positions in the NHS which require a DBS Disclosure are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants must provide details of any previous convictions, either spent or unspent except where they would be filtered in accordance with current national guidance.

Returned application forms will not be accepted after the closing date and time.

Service User/Carer Participation

Where possible, service users / carer's will be invited to participate in the recruitment and selection process.

Shortlisting

Appointing/Recruiting managers will be sent an e-mail reminding them that the post has been closed and that they can go ahead with shortlisting.

Candidates must only be assessed against the job description and person specification when shortlisting.

Following shortlisting the Recruitment Team will discuss guaranteed interviews with the Appointing/Recruiting Officer for any candidates who have a disability and meet the essential criteria on the person specification. These candidates will be offered an interview and asked if they require any support.

The Recruitment Team will check all short listed candidates against the Trust's Alert Register to ensure that they have not been declared unfit to practice by their professional registration body etc.

Unless a candidate meets all the essential criteria identified on the application form, they should not be short listed. If re-advertising becomes necessary, the criteria should be re-assessed as the standard may have been unnecessarily high or low. In this case it will be necessary to re-evaluate the job as changes to the person specification may affect the banding of the role.

All paper based application forms and shortlisting grids will be kept on file by the Recruitment Team for 12 months in case of complaints or legal challenges. Electronic application forms will be available from NHS jobs for 13 months following the closing date.

Interviewing

The interview panel will consist of a minimum of two people, one of whom must have been trained in the Trust's Recruitment and Selection Process.

Questions asked at interview should reflect the criteria contained in the person specification and be designed to:

- Obtain relevant information about the candidate's experience and skills
- Check facts for example whether a qualification has been obtained
- Test achievement
- Assess aptitude and potential in relation to the organisations aims and objectives for the post
- Test attitudes, behaviours and values against the Trust's Values

Whilst selection of the best person for the job is of primary importance the interview also provides an opportunity to promote the organisation and describe the job realistically.

Promises or agreements must never be made at interview. Whilst only verbal, they are contractually binding and if not fulfilled, may lead to claims of grievance or constructive dismissal at a later date.

Any offer of employment made to the preferred candidate by the Appointing/Recruiting Officer must be made subject to the employment checks set out below.

Employment Checks

Employment checks will be carried out, on the preferred candidate. These checks will be undertaken in accordance with NHS Employers' Employment Check Standards which outline the legal and mandatory requirements for employment checks in the NHS. Employment checks will be monitored by the Recruitment Team.

Where an unsatisfactory employment check is received the Recruiting Manager must discuss this with their HR Advisor. All of the available information will be considered but, where necessary, the provisional offer of employment will be withdrawn.

Verification of ID

The process involves checking two elements of a person's identity:

- Attributed identity
- Biographical identity

A list of acceptable documents determined by the Centre for the Protection of the National Infrastructure will be given to the preferred candidate in the conditional offer letter.

Right to Work Checks

All prospective employees are required to produce evidence of their right to work in the UK.

A list of acceptable documents determined by the Home Office will be given to the preferred candidate in the conditional offer letter.

Registration and Qualification Checks

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.

The Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy

Technicians, Allied Health Professionals and Non-Clinical Staff Policy sets out the process to be followed for professional registration checks.

References

Previous employment history must be checked before an unconditional offer of employment is made to a prospective employee. References and application forms should be cross-checked as part of this process at interview.

References, for the purpose of checking employment history, will where possible be requested through the NHS Jobs website or by secure NHS E-mail. They must be requested with the candidate's consent and only for the preferred candidate following interview. References must be obtained from the individual's most recent manager and not work colleagues. Work colleague references will not be accepted as suitable.

A minimum of three years of previous employment and/or training will be checked and five years, where possible. As a minimum, references must be obtained from the two most recent employers. Where it is not possible to obtain references from a previous manager e.g. first role after college etc. **Please** refer to the management guidance for alternatives.

Disclosure and Barring Checks

The Disclosure and Barring Service (DBS) (Previously Criminal Records Bureau (CRB)) provides access to information across England and Wales about criminal convictions and other police records to help employers make an informed decision when recruiting staff.

Standard or enhanced checks are mandatory in the NHS for all staff who, as part of their role, will have regular contact with clients/service users in the course of their normal duties.

Appointing/Recruiting Officers should indicate whether a DBS disclosure is appropriate for the position being recruited to both at the advert stage and again when they submit the Preferred Candidate Template to the recruitment Team.

Please refer to the Trust's DBS Policy.

Reporting of Criminal Activity and DBS Disclosure

Applicants are required to disclose any prior involvement in criminal activity.

If the post fits the criteria of a regulated position as defined by the Rehabilitation of Offenders Act they will also be required to complete either a standard or enhanced Disclosure and Barring Service (DBS) check, which will be checked in line with the Trust's Disclosure and Barring Service Policy.

Occupational Health Checks

The Trust requires employment health checks to be carried out in order to:

- Ensure that prospective staff are physically and psychologically capable of doing the work proposed, taking into account any current or previous illness
- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace
- Ensure, as far as possible, that the prospective employee does not represent a risk to patients and that they will be doing work that is suitable and safe for them

Preferred candidates will be sent a work health assessment questionnaire with the conditional offer letter.

The Occupational Health Service will undertake health screening for prospective new employees and existing staff who significantly change their duties/role internally.

The preferred candidate will only be offered a telephone appointment with an Occupational Health Practitioner where screening from the questionnaire has raised any health issues. Following this a face to face consultation may be indicated. It may also be necessary to seek further information from the preferred candidates GP/Consultant before a decision on fitness can be issued where it is considered that the preferred candidate is considered medically unfit to undertake the post that they have applied for; this decision will be made by the Occupational Health Consultant.

7. WITHDRAWAL OF OFFERS OF APPOINTMENT

An offer of appointment may be withdrawn if a candidate knowingly withholds information. If they have already commenced employment when the information becomes known, the situation will be investigated in accordance with the Disciplinary Procedure.

If a candidate does not satisfy the criteria of any of the required employment checks, the Recruitment Manager will seek advice from an HR Representative and liaise with the Appointing Officer. This will normally result in the withdrawal of the provisional offer of employment.

8. OVERSEAS RECRUITMENT

Any overseas recruitment will be undertaken in accordance with the Department of Health Guidance Management Guidance for the International Recruitment of Healthcare Professionals (2004) and any subsequent amendments.

9. COMPLETING CONTRACTUAL DOCUMENTATION

This section should be read in conjunction with the Recruitment and Selection Management Guidance.

Contractual documents i.e. new employee documents and staff change forms will only be completed once all employment checks have been satisfactorily completed.

Candidates must not be given a commencement date and contractual documents should not be forwarded to Payroll, until all checks are completed.

10. MONITORING THE COMPLIANCE AND EFFECTIVENESS OF THIS POLICY

The Director of Human Resources and Workforce Development will ensure that a process is in place to monitor the compliance and effectiveness of this policy. This will include:

Consideration of any complaints as they arise in relation to the application of the policy ensuring that issues are addressed both through feedback to Appointing/Recruiting Officers and Human Resources staff and through amendment as required to the policy.

The Human Resources Department will prepare an Equality Workforce Monitoring Annual Report setting out the impact of the nine protected characteristics of Equality and Diversity on the organisation's recruitment and selection process.

The Annual Report will be considered at the Equality and Diversity Steering Group where any trends can be discussed and actions agreed. Actions will be monitored and updated at subsequent meetings of the group at agreed intervals.

The Recruitment Manager will maintain an up-to-date list of Appointing/Recruiting Officers who have received Recruitment and Selection Training ensuring that each interview panel has a minimum of one trained member.

The Recruitment and Selection Policy will be subject to review by the Trust's Auditors.

The Recruitment Team will check that all employment checks have been undertaken and that where they cannot be completed satisfactorily the issues are raised with the Recruitment Manager who will inform the Appointing Officer and an HR Advisor. Subsequent discussions will normally result in the withdrawal of an offer of employment.

Where the monitoring outlined in the points above identifies any deficiencies in the Recruitment and Selection Process the Recruitment Manager will develop an action plan to ensure that any changes required are implemented.

11. REFERENCES

- Equal Opportunities in Employment Policy
- Care Quality Commission New Care Standards
- NHS LA Standards
- NHS Employers Management Guidance for Overseas Recruitment
- NHS Employment Check Standards
- Equality Act 2010
- Rehabilitation of Offenders Act 1974 and new Guidance 2014
- Immigration, Act (2014),
- Professional Registration of Doctors, Nurses, Pharmacists, Pharmacy Technicians, Allied Health Professionals and Non-Clinical Staff Policy
- DBS Policy
- Value Based Induction Policy
- Volunteers Policy
- Guidance for the Management of Bank Workers

12. EQUALITY IMPACT ASSESSMENT

This can be found at Appendix 1.

13. VERSION CONTROL

See Version Control Document at Appendix 2.

14. POLICY DISSEMINATION

This policy will be placed on the Trust's website and intranet. Managers will be made aware of the launch of the policy and training in the policy and associated procedure will be made available.

Equality Impact Assessment Template

1	Date of analysis:	Review date:
2	What is being Equality Impact Assessed?	
	Recruitment and Selection Policy	
	Prompt: (Service plan, policy, strategy (new or revised), process, decisions or other public functions)	
3	Description of the function being Equality Impact Assessed:	
	The Trust's recruitment processes.	
	Prompt: What is the aim of this function and who are the recipients of this proposal?	
4	Lead contact person for the Equality Impact Assessment:	
	Janet Hirst, HR Business Partner	
5	Who else is involved in undertaking this Equality Impact Assessment:	
	Claire Hartland, HR Manager/Diane Traynor, Trust Bank Manager/Sara Tonkinson, UNITE	
6	Sources of information used to identify barriers etc	
	(Prompts: service delivery equality data, satisfaction surveys, complaints, local demographics, national or local research & statistics, anecdotal.)	
	Data and analyses used from the Trust's 2014/15 Equality Workforce Monitoring Report which is attached.	
	What does your research tell you about the impact your proposal will have on the following equality groups?	
	Race Equality:	
	See point 2.5.3 in report for applicants and shortlistees See point 2.4.5 in report for new starters and leavers split by ethnicity and BDU	
	(Prompt: Indigenous population and BME Groups such as Black African and Caribbean, Mixed Heritage, South Asian, Chinese, Irish, new Migrant, Asylum & Refugee, Gypsy & Travelling communities.)	
	Disability Groups:	
	See point 2.5.2 in report for applicants and shortlistees See point 2.4.2 in report for new starters and leavers split by disability and BDU	
	(Prompt: Learning Disabilities or Difficulties, Physical, Visual, Hearing disabilities and people with long term conditions such Diabetes, Cancer, Stroke, Heart Disease etc.)	

<p>Gender:</p> <p>See point 2.5.1 in report for applicants and shortlistees See point 2.4.3 in report for new starters and leavers split by gender and BDU</p> <p>(Prompt: Female and Male issues should be considered)</p>
<p>Age:</p> <p>See point 2.5.4 in report for applicants and shortlistees See point 2.4.1 in report for new starters and leavers split by age and BDU</p> <p>(Prompt: Older people & Young People issues should be considered)</p>
<p>Sexual Orientation:</p> <p>See point 2.5.6 in report for applicants and shortlistees</p> <p>(Prompt: Heterosexual, Bisexual, Gay, Lesbian groups are included in this category)</p>
<p>Religion & Belief:</p> <p>See point 2.5.5 in report for applicants and shortlistees</p> <p>(Prompt: Main faith groups and people with no belief or philosophical belief issues should be considered)</p>
<p>Marriage and Civil Partnership</p> <p>See point 2.4.4 in report for new starters and leavers by marital status</p>
<p>Pregnancy and Maternity</p> <p>/</p>
<p>Transgender</p> <p>Data not available</p>
<p>Carers</p> <p>Data not available</p>
<p>7 Involvement & Consultation: New or Previous:</p> <p>Data analysed by Janet Hirst, Claire Hartland and Lorraine Morgan. To be discussed at the Employment Policy Group with Staff Side.</p>

8 Assessment and Actions needed

The recommendations from the annual report in relation to recruitment and new starters are as follows:

- Targeted work in line with Trust workforce plans to address rising age profile in specific roles and services, for example, Estates and Facilities, Nursing and Healthcare Support roles.
- Targeted recruitment for younger people to be investigated, including through the apprenticeship scheme.
- Consider encouraging younger volunteers and work experience placements from schools as a way of introducing them to the possibility of considering a career in the NHS.
- Targeted recruitment for people from South Asian communities to be investigated, including through an apprenticeship scheme.
- Consider targeted recruitment of male staff through apprenticeship scheme.

Prompt: Your EIA should promote the General Equality Duty; Eliminating Discrimination, Promote Equality of Opportunity, Promote Good Relations & Demonstrating Equity

9 Methods of Monitoring progress on Actions

- Monitoring will be undertaken by comparing the 2014/15 figures used for this assessment to 2015/16. Observations and actions will be included in the subsequent report.
- Liaison will take place with the Voluntary Services Manager re younger volunteers as part of the new and improved Trust volunteer approach.

10 Publishing the Equality Impact Assessment

To be published on the Trust intranet and internet.

11 Signing off Equality Impact Assessment:

Service Manager (email to Equality and Inclusion Development Manager)

Version Control Sheet

Version	Date	Author	Status	Comment / changes
1.0	Sept 2012	Janet Hirst, HR Business Partner/ Hazel Higgs, Recruitment Manager		This is not the first version. Prior to Barnsley joining SWYPFT both organisations had their own recruitment policies. The policies have been combined and changes made to reflect new practices in the bigger organisation.