

RECRUITMENT AND SELECTION POLICY

		POLICY
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Supersedes	Recruitment and Selection Policy Version 4	
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Date of Environmental Impact Assessment (if applicable)	N/A	
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Review Date	31 st October 2029	
Sponsor (Position)	Executive Chief People Officer	
Author (Position & Name)	Recruitment Manager – Rebecca Ford	
Lead Division/ Directorate	Corporate	
Lead Specialty/ Service/ Department	Human Resources	
Position of Person able to provide Further Guidance/Information	Associate Director of People (Resourcing)	
Associated Documents/ Information		Date Associated Documents/ Information was reviewed
Policy and Procedure for Disclosure and Barring Service (DBS) Checks		Jan 24
Relocation Expenses Policy and Procedure		Jan 26
Relationships at Work		May 26
Equality, Diversity and Inclusivity		April 2019
Professional Registration Policy		April 2020

Induction Policy	Dec 24
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1.0 INTRODUCTION

- 1.1 Sherwood Forest Hospitals NHS Foundation Trust recognises that their staff are the most precious resource. The purpose of this policy is to ensure the Trust is best placed to enhance and sustain its aim of being an employer of choice and recruits the right staff in the right numbers with the best skills, knowledge and experience to deliver excellent services to our patients.

2.0 POLICY STATEMENT

- 2.1 This policy outlines the general principles for recruitment and associated processes including pre-employment checks, recruitment of ex-offenders and arrangements for secondments.

This policy aims to achieve this by:

- Ensuring that all recruitment activity meets the Trust responsibility as an Equal Opportunities employer and selection decisions comply with legal and NHS requirements and can be seen to be free from any bias or discrimination.
- Describing the core principles for the recruitment process and associated processes for employment.
- Describing the process for ensuring that all appropriate employment checks are undertaken for all staff (temporary and permanent)

- 2.2 This policy should be read in conjunction with the following policies:

Disclosure and Barring Service (DBS) Checks

Relocation Expenses

Relationships at Work

Equality, Diversity and Inclusivity

Professional Registration Policy

Induction Policy

3.0 DEFINITIONS/ ABBREVIATIONS

- 3.1 Trust – for this policy is the Sherwood Forest Hospitals NHS Foundation Trust
- 3.2 Appointing Managers are managers who have been appropriately trained to appoint employees.
- 3.3 DBS – The Disclosure and Barring Service is an executive non-departmental public body, sponsored by the Home Office. The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

4.0 ROLES AND RESPONSIBILITIES

- 4.1 Executive Chief People Officer has responsibility to ensure that the policy for Recruitment and Selection and supporting procedures comply with current legislation, Department of Health guidance and recognised best practice. Also to ensure that the recruitment policy is audited and that feedback is given to the Trust Board to provide assurance that this policy is being adhered to
- 4.2 Appointing Managers are required to read and understand this policy in order to comply with this policy and supporting procedures. Lead shortlisters and Interview Panel Chairs **must** have also attended appropriate training in Recruitment and Selection.
- 4.3 Associate Director of People (Resourcing) has responsibility for ensuring that the systems described are designed, updated, monitored and audited to ensure compliance. Also to provide reports and key performance indicators to reporting committees.
- 4.4 The Recruitment Team is responsible for providing a high-quality support services for all recruitment activity and for ensuring the 6 Employment Standards issued by NHS Employers are met and for recording all outcomes.

5.0 APPROVAL

- 5.1 Consultation on this policy has primarily been via the Joint Staff Partnership Forum.

6.0 DOCUMENT REQUIREMENTS

6.1 Recruitment and Selection

6.1.1 Vacancy Approval

All requests for temporary cover of a post, appointment to a new post, or change to an existing post must ultimately be approved via the Trust vacancy control panel approval process using Trac. Every request will be approved by the Trust delegated authorisers and given a unique number, used by HR and Finance to enable a clear audit trail.

6.1.2 Advertising

All requests to advertise must be made via Trac (applicant tracking system), ensuring the correct matched/evaluated job description and person specification is used.

Adverts must be free from any discriminatory content, either direct or inferred and should aim to reflect concisely the requirements of job description and person specification.

The Recruitment Team may amend the content of adverts to support branding, improve exposure on social media meet equal opportunity legislation.

All vacancies must be advertised in accordance with the Recruitment Advertising Matrix (Appendix 3). Any deviation from the Matrix, including requests to advertise a vacancy on an internal-only basis, must be approved by the Associate Director of People (Resourcing) or the Recruitment Manager and will only be considered in exceptional circumstances. The scope of advertising will be subject to scrutiny to ensure an appropriate balance between operational requirements and the Trust's commitment to providing equal opportunities and fair access to employment.

Any additional advertising will only occur after careful consideration of the most appropriate and cost-effective method dependant on circumstances. The final decision on whether additional media/publications is used rests with the Associate Director of People (Resourcing) and Recruitment Manager who holds the corporate budget for advertising.

6.1.3 **Job Information**

Appointing Managers should provide sufficient additional information to enable the applicant to make an informed decision as to whether to submit an application. This includes providing a provisional interview date and named contact and telephone number within the Department who will be available to discuss the post in more detail with prospective applicants.

6.1.4 **Applications**

Applications should be submitted online via Trac. CV's will be only be accepted in exceptional circumstances and at the discretion of the Associate Director of People (Resourcing) or the Recruitment Manager Internal applicants, as a matter of courtesy, are encouraged to notify their manager of their intention to apply for another post within the Trust but **must** inform their manager if wishing to apply for a Secondment opportunity.

6.1.5 **Shortlisting process**

Shortlisting is done online using functionality within Trac. There should be a minimum of 2 Managers who will shortlist applicants using the criteria derived from the job description and person specification to ensure that the most suitable applicants are selected and that discrimination does not occur. Both managers should have completed Recruitment and Selection training but as a minimum 1. There is a 3day Key Performance Indicator (KPI) for recruiting managers to complete shortlisting.

If an applicant who has declared a disability meets the minimum selection criteria they must be offered an interview in accordance with the Trust's commitment of the Disability Confident award.

If an applicant who has been identified as 'at risk' meets the minimum selection criteria they must be offered a preferential interview in accordance with the Trust's I Change policy and any regional/national agreements in place.

Managers must withdraw from the shortlisting process where an applicant is someone with whom they have a personal relationship, in order to avoid any actual, potential or perceived conflict of interest. Further guidance can be found in the Relationships at Work Policy.**Reasonable adjustments**

The Trust is committed to ensuring disabled candidates can participate fully and fairly throughout the recruitment and selection process.

If shortlisted, candidates are encouraged to tell us about any reasonable adjustments that would support them, and these will be considered positively, individually and in discussion with the candidate, with the focus on removing barriers rather than making assumptions about capability.

Neurodivergent applicants

The Trust recognises that neurodivergent applicants, including people with autism, ADHD, dyslexia, dyspraxia, dyscalculia or Tourette's syndrome, may experience barriers during application, assessment and interview processes.

If shortlisted, applicants will be invited to request reasonable adjustments. Adjustments will be considered individually and may include accessible information, clear written instructions, additional processing time, advance information about the assessment format, interview questions provided in advance where appropriate, rest breaks, a quiet or lower-stimulation environment, alternative communication methods, assistive technology, or an alternative method of demonstrating the essential requirements of the role. Adjustments must not change the essential criteria or competence standards for the post. Recruiting managers must avoid assumptions based on eye contact, body language, communication style or social interaction and must assess each applicant objectively.

6.1.6 Interview process

Appointing panels must consist of at least two people to reduce the opportunity for bias. In certain circumstances there will be a requirement for larger panels according to the type of post. The Trust also uses Assessment Centres as a selection approach. As a minimum the Chair of the interview panel must have attended appropriate recruitment and selection training. It is the Trust's aim to ensure that all staff involved in this process will have received such training.

Interview documentation and recruitment records must provide an accurate and objective audit trail of the decision-making process. Information must be relevant, factual, proportionate, securely stored, accessible only to authorised persons, and retained and disposed of in accordance with the Trust's retention schedule and privacy information. Special category data and criminal offence data must only be processed where an appropriate lawful basis and additional legal condition have been identified. Panel members must not record irrelevant personal opinions or information unrelated to the published selection criteria.

Interviews are used to test knowledge, experience skills and values as appropriate against the requirements for the post.

Interview packs will be provided via Trac and will be kept up to date with the latest guidance on best practice.

Peers of the post can be present on an interview panel as long as they're assisted by a senior member of the team.

The declaration of interests form included in the interviewpack **MUST** be completed by the whole interview panel.

Interview panels must be constituted to ensure fair, objective and inclusive decision-making, based on role requirements, competence, independence and the management of conflicts of interest—not assumptions about protected characteristics.

Where required by the recruitment process, recruiting managers should request support from the Recruitment Team, which can arrange a trained Inclusive Recruitment Champion or People professional.

Where appropriate, consideration may be given to representation on panels through a staff network lead, People professional or senior colleague with a relevant protected characteristic. Trained Inclusive Recruitment Champions from ethnic minority backgrounds are also available to support Band 6 and above recruitment panels. Please contact the Recruitment Team on x 3271 to request this support.

6.1.7 Offer and Confirmation of Appointment

Successful candidates will receive a conditional offer. All appointments and commencement arrangements must comply with the current NHS Employment Check Standards: identity checks, right-to-work checks; professional registration and qualification checks; employment history and reference checks criminal record checks where the role is eligible; and work health assessments. a list of acceptable documents for completing ID checks and right to work checks in-line with the NHS Employment Check Standards can be found [here](#). The outcome of each required check must be recorded on Trac and any decision to permit commencement before a check is complete must be expressly allowed by the relevant standard, supported by a documented risk assessment, authorised at the appropriate level, and subject to proportionate safeguards.

- **Verification of Identity** – check applicant’s full name, date of birth and full permanent address and requirement for valid, dated, current and original documents containing their photograph or an endorsed passport sized photograph. Identity checks must take place face to face or be verified via the Trust ID system and documentary evidence retained for the duration of employment and a record maintained in ESR.
-
- **Right to work in UK status** - The Trust must complete a right-to-work check for every successful applicant before employment begins using the Home Office online service, an approved Digital Verification Service Provider where permitted (Trust ID), a compliant manual document check or the Employer Checking Service where applicable. Follow-up checks must be completed before the expiry of time-limited permission where required by current Home Office guidance. Evidence of any checks must be retained securely for the duration of employment. No assumptions may be made about a person’s right to work on the basis of race, nationality, ethnic or national origin, accent, name or length of UK residence. Where sponsorship may be required, this will be considered on an individual basis in accordance with immigration guidance.
- **Professional Registration** – where professional registration is required to carry out a role it is checked at offer stage via Trac and verified again on actual commencement and details recorded in ESR. It is a contractual condition that where required, an employee has registration throughout their employment and monthly checks are made directly with registered bodies and any breaches result in stopping of duties and pay – please see the Professional Registration Policy.
- **Qualifications** - where a registration check has been made by the relevant regulatory body it is not necessary to verify qualifications separately, however qualification checks are carried out if stated in the job description as essential criteria ie GCSE’s, A’levels, Diploma’s, Degree. Documentary evidence must be retained for the duration of employment and a record maintained in ESR.
- **Employment History and References** - References and application forms are cross-checked to verify accurate dates of previous employment. References are sought after a provisional offer has been made, via Trac or in writing using a standard form.
- References covering the last three years as a minimum are requested for external applicants and one reference from the current line manager is requested for internal transfers if a worker is going from Bank to Substantive a reference from the Temporary Staffing Office must be requested- a HR reference is not sufficient. Inter Authority Transfers are also completed via ESR for all applicants from previous NHS employment

- ~~**DBS**—Posts defined as regulated or controlled activity require an appropriate level of Enhanced DBS check and this is carried out before commencement of the post. A Standard DBS may be used for posts with limited access to Patients ie Receptionist.~~
- ~~**DBS** - A criminal record check must only be requested where the duties and activities of the role are legally eligible for that level of check. The appropriate Basic, Standard, Enhanced, or Enhanced with Barred List check must be determined through a documented role-based eligibility assessment in accordance with current DBS eligibility guidance and the NHS Employment Check Standards. Access to patients or Trust premises does not, by itself, determine eligibility. Checks must be completed at the appropriate stage of the recruitment process and considered alongside all other information relevant to the individual's suitability.~~
- ~~**Occupational Health**—where required for the role a risk assessment is carried out and a linked work health check made. Also a health check is made where an applicant has highlighted they have a health condition or disability that might affect their work and may require special adjustment to their work or place of work.~~
- **Occupational Health** –Following a conditional offer, a work health assessment will be undertaken where required to determine whether the individual is medically fit to undertake the role safely and whether reasonable adjustments are required. Before an offer is made, health or disability information will only be sought for the purpose of identifying adjustments needed for the recruitment process or establishing whether an applicant can carry out a function that is intrinsic to the role. Health information must be processed confidentially and separately from selection information. If any adjustments are identified by Occupational health they must let the appointing manager know.

Following completion of all relevant checks and a start date agreed a contract of employment MUST be issued by the applicants start date at the latest.

6.1.8 Equality and Diversity

The Trust is committed to equality of opportunity and values equality, diversity and human rights and ensures that this vision runs through all aspects of service provision and employment. The publication of Equality Schemes and supporting information, including monitoring of recruitment processes, reflects a committed approach and represents a positive process that equality will consistently underpin all aspects of leadership and service planning.

The Trust will maximise opportunities for employment of underrepresented groups and actively seek opportunities to build and sustain diversity at all levels, working with local communities and local education providers.

The Trust is a Disability Confident Employer and as a member of the scheme, the Trust commits to offer interviews to disabled applicants who demonstrate through their application that they meet the essential criteria for a role and have declared a disability.

6.1.9 Induction

All new recruits, on commencement of employment, must attend the Trust Orientation Day. Most clinical and some support staff may also attend a longer induction programme to support their new role. New staff in managerial roles will also need to attend a Managers Induction. Line managers are responsible for ensuring their new staff have a local ward / department induction.

6.1.10 Performance Review of New Employees

All new employees will have, as a minimum, conversations with their line manager at 30, 60 and 90 day intervals to confirm the knowledge and skills required to do the job and will have a yearly appraisal with their manager. Some newly qualified professional staff will also need to demonstrate competencies at agreed intervals in order to progress. Remedial action should be taken to deal with any areas of concern. Any action taken should be in accordance with the disciplinary, attendance and capability procedures and may result in the deferment of gateway progression.

6.1.11 Exit Procedure

All staff who leave the Trust will be offered a leaver's interview with their line manager, a higher line manager or one of the Operational HR Team. Alternatively feedback can be given online, a link is provided in the resignation acknowledgement letter or a hard copy can also be requested.

The feedback gained will be used in informing retention strategies and devising solutions to help improve staff satisfaction.

6.2 Recruitment of Ex-Offenders

The Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The Trust undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of applicants, including those with criminal records. Selection of applicants for interview is based on their skills, qualifications and experience.

A Disclosure is requested in relation to positions where we have a duty to protect children and vulnerable adults. Application forms and job adverts contain a statement that a Disclosure will be requested if being offered the position.

Successful candidates will be informed of the level of DBS check for which the role is eligible, what information must be disclosed, how the information will be used, and how it will be protected. Criminal-record information will be obtained and considered at the

appropriate stage of the recruitment process in accordance with the DBS Code of Practice, data protection legislation, and the NHS Employment Check Standards.

The Trust requires all applicants to provide details of their criminal record at the point of a submitting an application form. Any information given will only be seen by those who need to see it as part of the recruitment process.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or may constitute a disciplinary offence if the position has already been taken up. Any matter revealed in a Disclosure will be discussed with the applicant before withdrawing an offer of employment.

Having a criminal record will not necessarily bar applicants from working with the Trust. This will depend on the nature of the position and the circumstances and background of any offences. The Trusts primary responsibility is the safe care of patients but will seek to balance this with fair and open recruitment processes.

6.3 Secondment

The Trust recognises that secondments offer valuable opportunities for staff development as well as providing a solution to short- and medium-term service needs. A secondment may be defined as "the temporary loan of an employee to another organisation, or to a different part of the same organisation, for a specific purpose for a specific time to mutual benefit of all parties". This policy applies to staff that are seconded within the Trust, seconded to or from another NHS organisation, seconded to or from a non-NHS organisation.

The Trust ensures secondment opportunities are fair and effective and meet the needs of the organisation and the individual. No member of staff will be automatically prevented from seeking a secondment opportunity. In considering an individual's request for a secondment, line managers will be expected to balance up the needs of the individual, the service and the Trust.

6.4 Honorary contracts

Requests for honorary contracts should be submitted by the relevant department to the Recruitment Team. The Recruitment Team will contact the individual's employing organisation to obtain confirmation that all recruitment checks required for the duties they will undertake on behalf of the Trust have been satisfactorily completed. An honorary contract will only be issued once these checks have been verified.

It is the responsibility of the department to provide sufficient notice to the Recruitment Team before the proposed start date to ensure that all necessary checks and documentation can be completed in a timely manner. Where an honorary contract is to

be extended beyond its original end date, the department must notify the Recruitment Team as soon as possible.

For long-term arrangements, a Service Level Agreement (SLA) must be established to formalise the agreement and set out the responsibilities of all parties involved.

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible Individual (WHO – is going to monitor this element)	Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used))	Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often))	Responsible Individual or Committee/ Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Bi monthly	JSPF	Workforce report	Bi-monthly	JSPF

8.0 TRAINING AND IMPLEMENTATION

All recruitment Managers will receive training in accordance with this policy.

9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 1
- This document has been subject to an Environmental Impact Assessment, see completed form at Appendix 2

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Related SFHFT Documents:

- Policy and Procedure for Disclosure and Barring Service (DBS) Checks
- Employment Records & Information Policy and Procedures
- Removal Expenses Policy and Procedure
- Professional Registration Policy
- Induction Policy

11.0 APPENDICES

- Appendix 1 – Equality Impact Assessment Form (EQIA)
- Appendix 2 – Environment Impact Assessment
- Appendix 3 – Recruitment Advertising Matrix

Equality Impact Assessment (EIA) Form (Please complete all sections)

EIA Form Stage One:

Name EIA Assessor: Rebecca Ford		Date of EIA completion: 15th October 2026
Department: People Directorate		Division: Corporate
Name of service/policy/procedure being reviewed or created: Recruitment and Selection Policy		
Name of person responsible for service/policy/procedure: Rebecca Ford		
Brief summary of policy, procedure or service being assessed: Recruitment and Selection processes		
Please state who this policy will affect: Service Users		
Protected Characteristic	Considering data and supporting information, could protected characteristic groups' face negative impact, barriers, or discrimination? For example, are there any known health inequality or access issues to consider? (Yes or No)	Provide a brief summary of what data or supporting information was considered to complete this assessment?
Race and Ethnicity	Unconscious or conscious bias resulting in applicants not being shortlisted or appointed.	<ul style="list-style-type: none"> Recruitment and selection e-learning, including training on fair and consistent shortlisting, objective decision-making, inclusive interview practice, unconscious bias, and the requirement to assess applicants against the published person specification. The Equality Act 2010, with particular consideration given to the protected characteristics, the prohibition of direct and indirect discrimination, harassment and victimisation, and the duty to make reasonable adjustments for disabled applicants throughout the recruitment process.
Sex	Unconscious or conscious bias resulting in applicants not being shortlisted or appointed	
Age	Unconscious or conscious bias resulting in applicants not being shortlisted or appointed	
Religion and Belief	Unconscious or conscious bias resulting in applicants not being shortlisted or appointed	
Disability	Applicants may have difficulty completing the on-line application process and may	

	require adjustments if they are invited to an assessment	<ul style="list-style-type: none"> • NHS Employers' recruitment and employment-check best-practice guidance, including principles for a fair, transparent and values-based process; consistent application of pre-employment checks; and the removal of avoidable barriers for applicants. • Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES) information, which supports consideration of workforce representation, recruitment outcomes and the experiences of ethnic minority and disabled applicants and staff. Available workforce data should be reviewed to identify any disproportionate outcomes or areas requiring further action. • Current UK Visas and Immigration guidance and right-to-work requirements were considered. Changes to immigration rules, visa routes or eligibility criteria may affect some applicants differently; therefore, requirements should be applied consistently, communicated clearly and reviewed whenever national guidance is updated. • The Trust's DBS policy and relevant safer-recruitment requirements, including the need for checks to be proportionate to the role, for sensitive personal information to be handled confidentially, and for applicants to be given clear information about the process and an opportunity to discuss any matters identified. • Reasonable-adjustment provisions have been included for neurodivergent and disabled applicants at each stage of the recruitment process, including support with the application method, accessible information, additional time, alternative assessment arrangements and adjustments to the interview environment where appropriate. The Trust is a Disability Confident employer and operates the guaranteed interview scheme for eligible disabled applicants who meet the essential criteria. Recruiting managers are expected to consider requests individually, maintain confidentiality and ensure that agreed adjustments are implemented consistently.
Sexuality	Unconscious or conscious bias resulting in applicants not being shortlisted or appointed	
Pregnancy and Maternity	Recruiting manager may make a decision not to appoint if an applicant is visibly pregnant or applying for a role during maternity leave or applying soon after returning from maternity leave	
Gender Reassignment	<p>Unconscious or conscious bias resulting in applicants not being shortlisted or appointed</p> <p>DBS process may 'out' a person causing applicant distress</p>	

Marriage and Civil Partnership	None	
Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)	Limited access to IT equipment to complete and submit an application via a web-based system	

If you have answered 'yes' to any of the above, please complete Stage 2 of the EIA on Page 3 and 4.

What consultation with protected characteristic groups including patient groups have you carried out? N/A

As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments? N/A

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality? (delete as appropriate)

Positive			Negative			
High	Medium	Low	Nil	Low	Medium	High

If you identified positive impact, please outline the details here: Adding reasonable adjustments for individuals with Neurodivergent and other disabilities. In addition to the policy the recruitment interview pack that is provided to all recruiting managers ensures consistent and fair process for all candidates.

EIA Form Stage two:

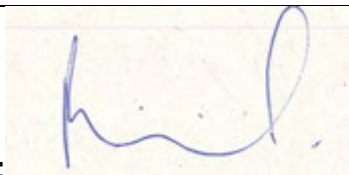
Protected Characteristic	Please explain, using examples of evidence and data, what the impact of the Policy, Procedure or Service/Clinical Guideline will be on the protected characteristic group.	What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening.	Please outline any further actions to be taken to address and mitigate or remove any in barriers that have been identified.
Race and Ethnicity	Conscious or unconscious bias could affect shortlisting, interview scoring or appointment decisions. Recruitment outcomes may also indicate differences in experience or success rates between ethnic groups.	Applicants are assessed against the published person specification. Recruiting managers receive recruitment and selection training and the interview pack supports consistent questioning, scoring and record-keeping. WRES information provides a basis for monitoring outcomes.	Review recruitment data by ethnicity periodically. Where disproportionate outcomes are identified, investigate the causes and agree targeted action. Reinforce inclusive recruitment.
Gender	Gender-based assumptions or occupational stereotypes could influence whether an applicant is shortlisted, the questions they are asked or the assessment of their suitability.	Selection decisions must be based on objective, role-related criteria. Standardised shortlisting and interview documentation supports consistency and provides an auditable record of decisions.	Periodically review recruitment outcomes by sex, particularly in significantly under-represented roles. Remind panels that questions about childcare, family arrangements or future family plans must not influence decisions.
Age	Applicants could be disadvantaged by assumptions about experience, career stage, ability to learn, length of service or proximity to retirement. Requirements for a particular number of years' experience may also indirectly	Job descriptions and person specifications are expected to focus on the knowledge, skills, qualifications and experience genuinely required for the role. Decisions are recorded against consistent selection criteria.	Review job descriptions and advertisements for unnecessary age-related language or unjustified length-of-experience requirements. Continue to promote objective, evidence-based assessment.

	disadvantage some age groups unless objectively justified.		
Religion	Applicants may experience barriers if interviews or assessments conflict with religious observance, festivals, prayer requirements or fasting. Bias may also arise from an applicant's name, appearance, clothing or expressed belief.	The policy requires fair and non-discriminatory treatment. Alternative arrangements and reasonable flexibility can be considered where operationally practicable. Interview questions must remain relevant to the role.	Encourage recruiting managers to consider religious observance when arranging assessments and to respond appropriately to requests for alternative dates or times. Review dress or appearance requirements to ensure they are necessary and objectively justified.
Disability	Disabled and neurodivergent applicants may experience barriers when accessing online information, completing an application, attending an assessment or demonstrating their ability through a standard selection method. Applicants may be reluctant to disclose a disability if they believe it could affect the decision.	Reasonable adjustments can be provided throughout the recruitment process. The Trust is a Disability Confident employer and operates the guaranteed interview scheme for eligible applicants who meet the essential criteria. Accessible information and alternative assessment arrangements can be considered.	Ensure advertisements and invitations clearly explain how applicants can request adjustments. Record and implement agreed adjustments consistently while maintaining confidentiality. Monitor Disability Confident commitments and WDES recruitment information.
Sexuality	Conscious or unconscious bias could affect an applicant's experience or selection outcome. Applicants may also be concerned about inappropriate questions, assumptions or the disclosure of personal information during recruitment checks.	Assessment is based on role-related criteria, and personal information is handled confidentially. Recruiting managers are expected to follow equality requirements and use consistent interview documentation.	Reinforce that questions about relationships or personal circumstances must not form part of selection decisions. Provide clear routes for applicants to raise concerns about inappropriate conduct or discrimination.
Pregnancy and Maternity	Applicants who are pregnant, on maternity leave or returning	Pregnancy or maternity status must not influence shortlisting	Remind recruiting managers that pregnancy and maternity

	from maternity leave could be disadvantaged by assumptions about attendance, availability, commitment or the need for workplace adjustments.	or appointment decisions. Assessment must be based on the applicant's ability to meet the requirements of the role. Adjustments to interview or assessment arrangements can be considered where required.	are protected and must not be treated as barriers to appointment. Ensure starting-date discussions and any relevant risk assessment take place only at the appropriate stage and do not influence selection.
Gender Reassignment	Applicants may experience bias, misgendering, inappropriate questioning or concerns about confidentiality. Identity or DBS documentation may contain different names or personal details, potentially causing distress or unintended disclosure.	Personal and pre-employment information is handled confidentially. DBS and identity checks should be proportionate, sensitive and limited to authorised staff. Recruitment decisions must be based on the requirements of the role.	Provide clear guidance for handling previous names and sensitive documentation. Ensure applicants know whom to contact if documents differ. Reinforce expectations concerning respectful communication, confidentiality and secure information handling.
Marriage and Civil Partnership	No specific adverse impact has been identified. However, an applicant must not be treated less favourably because they are married or in a civil partnership, or because of assumptions about their partner or family circumstances.	Objective selection criteria and standardised documentation reduce the risk of personal circumstances influencing recruitment decisions.	Continue to ensure that questions about marital status, partners or family circumstances are not asked unless there is a lawful and directly relevant reason. Monitor concerns raised through recruitment feedback or complaints.
Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)	Applicants may have limited access to IT equipment, reliable internet, private interview space or suitable technology for online assessments. Travel costs, assessment timing and unpaid time away from work may also create barriers.	Recruitment support and alternative arrangements may be considered where an applicant cannot use the standard online process. Interview arrangements should be communicated clearly and with reasonable notice.	Clearly advertise how applicants can obtain assistance or request an alternative application method. Consider telephone, paper-based or supported applications where appropriate. Where feasible, offer a choice of

			remote or in-person assessment and avoid unnecessary recruitment-related costs.
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Signature:



I can confirm I have read the Trust's Guidance document on Equality Impact Assessments prior to completing this form

Date:15/10/2026

Please send the complete EIA form to the People EDI Team for review.

Please send the form to: sfh-tr.edisupport@nhs.net

APPENDIX – ENVIRONMENTAL IMPACT ASSESSMENT

The purpose of an environmental impact assessment is to identify the environmental impact, assess the significance of the consequences and, if required, reduce and mitigate the effect by either, a) amend the policy b) implement mitigating actions.

Area of impact	Environmental Risk/Impacts to consider	Yes/No	Action Taken (where necessary)
Waste and materials	<ul style="list-style-type: none"> Is the policy encouraging using more materials/supplies? Is the policy likely to increase the waste produced? Does the policy fail to utilise opportunities for introduction/replacement of materials that can be recycled? 	No	N/A
Soil/Land	<ul style="list-style-type: none"> Is the policy likely to promote the use of substances dangerous to the land if released? (e.g. lubricants, liquid chemicals) Does the policy fail to consider the need to provide adequate containment for these substances? (For example bunded containers, etc.) 	No	N/A

Water	<ul style="list-style-type: none"> Is the policy likely to result in an increase of water usage? (estimate quantities) Is the policy likely to result in water being polluted? (e.g. dangerous chemicals being introduced in the water) Does the policy fail to include a mitigating procedure? (e.g. modify procedure to prevent water from being polluted; polluted water containment for adequate disposal) 	No	N/A
Air	<ul style="list-style-type: none"> Is the policy likely to result in the introduction of procedures and equipment with resulting emissions to air? (For example use of a furnaces; combustion of fuels, emission or particles to the atmosphere, etc.) Does the policy fail to include a procedure to mitigate the effects? Does the policy fail to require compliance with the limits of emission imposed by the relevant regulations? 	No	N/A
Energy	<ul style="list-style-type: none"> Does the policy result in an increase in energy consumption levels in the Trust? (estimate quantities) 	No	N/A
Nuisances	<ul style="list-style-type: none"> Would the policy result in the creation of nuisances such as noise or odour (for staff, patients, visitors, neighbours and other relevant stakeholders)? 	No	N/A

APPENDIX 3 – RECRUITMENT ADVERTISING MATRIX

	Scenario	Approval Required	Advertising – must be via Trac			Process to Fill		Guidance
		Trac	External	Internal only advert	Internal Expressions of Interest	Full recruitment process	ESR Check & Change Form	
1	Replacing leaver or new post	✓	✓			✓	If internal appointment	This includes anyone who is employed on bank
2	Increasing hours for existing post holder	✓ HIDDEN VACANCY			✓ TRAC EOI ONLY		✓	The EOI needs to be sent out to anyone who is eligible within the department and if more than one person is interested you will need to shortlist and interview
3	Role changing from fixed term/secondment/acting up to permanent	✓	✓			✓	If internal appointment	
4	Secondment or fixed term contract up to 18 months	✓	✓	✓		✓	If internal appointment	Advertised internally as a minimum but you can advertise externally if you wish
5	Extending existing secondment, acting up or fixed term contract	X					✓	Secondments and FTC shouldn't be more than 18 months in total, after 18 months a decision should be made as to whether the post is to be appointed to permanently or ended
6	Acting up for a limited time up to 6 months	✓ HIDDEN VACANCY ✓			✓ ✓ TRAC EOI ONLY		✓	Any more than 6 months should follow scenario 5 as per acting up policy

V3 Samantha Felstead & Rebecca Ford October 2022