

Morecambe Bay



Primary Care Collaborative

Recruitment and Selection Policy

Document Reference	POL012
Purpose	The purpose of this document is to set out our approach to recruitment and selection to meet legal standards and enhance the recruitment to the organisation
Author	Federation Support
Application/Scope	Organisation-wide
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1. INTRODUCTION

1.1 Summary

Recruiting and selecting the best people is of paramount importance to the continued success of MBPCC. We want to constantly improve our performance as an organisation, to ensure we are doing all we can to protect and promote the interests of patients and practices. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills drawn from the health sector and/or other public or private organisations.

MBPCC aims to ensure a flexible and business-focused approach to recruitment, using a range of selection methods. Each recruitment campaign will be designed to identify the best person for the job, in the most time- and cost-efficient way, without compromising fairness, confidentiality or MBPCC's commitment to having a diverse workforce.

1.2 Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, on the basis of their relevant merits, to support the delivery of our corporate strategy;
- In an equal and inclusive way that is consistent with employment legislation and good practice;
- Through a process that supports our values;
- Positively promoting Morecambe Bay Primary Care Collaborative (MBPCC) as an employer of choice;
- In a value-for-money way.

1.3 Scope

This policy applies to all internal and external candidates who are applying to work at MBPCC.

2. PROCEDURE

MBPCC's approach to each aspect of the recruitment process is outlined in sections 2.1 to 2.6 below.

2.1 Identification of a Recruitment Need

Before recruitment commences, the line manager for the role, in liaison with the senior management for the business area, identifies the specific recruitment need and gains the necessary approval for the role.

2.2 Job Descriptions (including Person Specifications)

A job description is prepared that will include:

- an outline of the job's main accountabilities; and
- a person specification, which details the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process.

2.3 Advertising

All substantive vacancies should be advertised on MBPCC's NHS Jobs account in order to generate a diverse pool of potentially suitable candidates. In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An



assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Director for Human Resources. In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

2.4 Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies.

For further information about MBPCC's equality objectives, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality.

Shortlists will be determined by the extent to which a candidate's experience, knowledge and skills match the role requirements as demonstrated within their application.

MBPCC makes a commitment to interview all candidates with a disability who meet the essential criteria for a job vacancy. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability.

Candidates will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at shortlisting stage.

2.5 Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as psychometric tests, case studies, presentations and/or other job-related exercises as appropriate for the job.

Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria.

All offers of employment will be made on merit following the selection process as outlined above.

2.6 Appointing New Employees

Before finalising an offer, MBPCC requires two satisfactory references (which may be taken at any stage of the process) and confirmation of the individual's right to work in the UK. For most roles, the offer will also be subject to a check of essential qualifications (e.g. nursing qualifications).

Where a role is deemed to be in contact with vulnerable people, then a DBS and/or enhanced DBS check will be procured via the online portal. Please contact MBPCC HR Department to arrange for a DBS to be carried out on successful candidates, or review an in date DBS check from a previous employer (alongside suitable photographic ID).

Line managers of the new appointee should make all offers subject to these checks, and ensure all copies are kept on file.

2.7 Candidate Expenses

External candidates are not able to claim travel or other expenses.

2.8 Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

2.9 Complaints

MBPCC strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Where a candidate is dissatisfied with the handling of their application, external candidates can address their complaint to MBPCC's Administration team who will pass the complaint to an appropriate employee that has not been directly involved in the recruitment or selection process. Any complaints from internal candidates will be explored initially by the Director for Human Resources.

2.10 Queries

Any queries relating to this policy should be addressed to the Director for Human Resources.

2.11 Modern Slavery and Human Trafficking Statement

This statement comprises the slavery and human trafficking statement of MBPCC in accordance with the Modern Slavery Act 2015.

Our organisation recognises that it has a responsibility to take a robust approach to slavery and human trafficking and is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

Organisational Structure

MBPCC is a local provider organisation within the Lancashire and South Cumbria area providing services for NHS organisations and General Practice. We have a small central team, and a number of clinical and non-clinical teams working across the geographic area we cover including primary care clinicians, social prescribers, administrators and other healthcare professionals.

MBPCC has a permanent presence within the United Kingdom. We do not have any presence within other countries, and currently we do not carry out international recruitment activity.

Procurement and Supply Chains

Any suppliers who declare that they do not comply with Modern Slavery Act 2015 will be excluded or disqualified from any procurement process.

Recruitment

The organisation takes a robust approach in recruiting both its corporate and clinical workforce. We communicate directly with all candidates to discuss any work opportunities and to confirm details of any offer made. We have rigorous procedures in place for the vetting of new employees and workers and ensure that we are able to confirm their identities, their right to work in the United Kingdom and that they are paid above the National Living Wage directly into a personal bank account.

All employees and workers are required to meet with someone from the organisation in person and provide us with their original Right to Work in the United Kingdom documentation for certification and verification. For any employee or worker with a work permit or visa, we carry out regular audits and management of these documents to ensure they remain valid. All new corporate starters are required to complete an induction which includes information and training on the company policies.

When using employment agencies, we only use specific reputable companies to source workers and always verify their practices in the first instance.

We publish a modern slavery statement on an annual basis on our website.

Whistleblowing Policy

We encourage all our employees and workers to report any concerns related to the direct activities, or the supply chains of the Organisation. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. Our Whistleblowing Policy is designed to make it easy for workers to make disclosures, without fear of retaliation. The policy encourages people to raise concerns directly with their Line Manager or member of the senior leadership team, but also contains contact details of an independent charity should an employee wish to seek independent advice on a concern that may have.

3. DEFINITIONS/GLOSSARY OF TERMS

Abbreviation or Term	Definition
MBPCC	Morecambe Bay Primary Care Collaborative

4. CONSULTATION WITH STAFF, PRACTICES AND PATIENTS

Name	Job Title	Date Consulted
Emma O’Kane	Safeguarding and Quality Practitioner	27/08/2020

5. DISSEMINATION/TRAINING PLAN

Action by	Action Required	Implementation Date
Jo Knight/Boyana Konar	Upload policy to MBPCC website	Following approval of V1.1 end Sept 2020
Jo Knight	Delete out of date copies and host current copy on Federation G Drive (supporting induction process), updating Policy tracker	Following approval of V1.1 end Sept 2020
Andrew Giles	Ensure all employees are aware of the policy and are asked to read and understand it	MBPCC Board Meeting 22/09/20
Andrew Giles	Publish Modern Slavery Statement on MBPCC website	October 2020
Liz Stedman	Upload to TeamNet	Jan 2021



6. AMENDMENT HISTORY

Version No.	Date of Issue	Section/Page changed	Description of change	Review Date
V1.0			Original North Lancs GP Fed policy	
V2.0	27/07/20	Approved Policy	Updated policy in line with latest guidance	22/10/2023
V2.1	20/09/20	All	New format	
		2.11 Page 5-6	Modern Day Slavery Statement	
V3.0	22/09/20	N/A	MBPCC Board Approval	22/10/2023
V3.1	06/10/2023	1.3 Pg 3	Removal 'Internal candidates should also refer to the Internal Candidate policy.'	
	06/10/2023	2.6 pg4	Word change from Head office to HR Department.	
V4.0	21/11/2023	N/A	MBPCC Board Approval	01/11/2026