

RECRUITMENT & SELECTION POLICY

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1. POLICY STATEMENT

- 1.1 NHS Lincolnshire ICBs Recruitment and Selection Policy is designed to support managers in providing a fair, consistent and effective approach to the recruitment and selection of all employees and to help managers deal with recruitment and selection effectively and consistently.
- 1.2 This policy applies to every vacancy within NHS Lincolnshire ICBs except posts that are subject to separate NHS England guidance and processes (e.g. Appointment of Accountable Officers and other Very Senior Managers).
- 1.3 NHS Lincolnshire ICB actively promotes equality of opportunity for all and welcomes applications from a diverse range of candidates.
- 1.4 As part of our commitment to safeguarding children and vulnerable groups the ICB undertakes and complies with the 'Safer Recruitment' standard. This means that NHS Lincolnshire ICB will undertake relevant checks for all staff employed in the ICB including those checks required under the NHS Employment Check Standards ([Employment standards and regulation | NHS Employers](#)). This will include checks on permanent staff, staff on fixed term contracts, temporary and bank staff as well as volunteers, students, trainees, and contractors.

2. SCOPE

- 2.1 This policy applies to all managers and staff involved in the recruitment and selection of staff and covers the recruitment of permanent and temporary staff, full-time and permanent staff, agency workers and contractors.

3. PRINCIPLES

- 3.1 NHS Lincolnshire ICB recognises the need for equality and diversity within the workforce and promotes equality and diversity issues and awareness. In accordance with NHS Lincolnshire ICB's Equality and Diversity policy, this procedure will not discriminate, either directly or indirectly, on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic. It takes into account the provisions of the Equality Act 2010, public sector duty and gives due regard to the need to eliminate discrimination and advance equality of opportunity to those who are from a protected characteristic and those who are not. All documents relevant to the recruitment process reflect the Employment requirements of the Equality Act 2010.
- 3.2 NHS Lincolnshire ICB endeavor's to be an equal opportunity employer and have taken measures to ensure that any form of discrimination during the recruitment process is removed. Personal information is removed from application forms prior to short listing and equality information is gathered for monitoring purposes only. We will also ensure that objective selection criteria are used, the decision-making process is recorded, and it can be demonstrated that appointments are made on merit.
- 3.3 NHS Lincolnshire ICBs will ensure that all employees who are responsible for undertaking recruitment and selection are suitably trained and have the necessary knowledge and skills particularly in relation to safer recruitment and equality legislation.
- 3.4 Recruitment and selection is carried out in accordance with all relevant legislation.
- 3.5 Where applicable, the ICB will undertake or facilitate Disclosure and Barring Service Checks in accordance with the guidance set out in the ([DBS eligibility guidance - GOV.UK \(www.gov.uk\)](#) Managers can use this service to assess applicants' suitability for appointment (**please also refer to paragraph 1.4 above**). NHS Lincolnshire ICB complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

- 3.6 Recruitment within the Integrated Care Board (ICB) will be dealt with on a local basis as a separate employing statutory body, but in line with this policy, therefore each ICB will be responsible for ensuring that all recruitment activities are carried out in line with the principles of the Equality Act 2010 Employment Statutory Code of Practice and in conjunction with Human Resources when necessary.
- 3.7 Data is held and destroyed in line with the Data Protection Act 1998 (as amended by the General Data Protection Regulation). Only information essential to the recruitment decision will be obtained and will be kept in accordance with the Act.
- 3.8 The policy and procedure will be reviewed periodically by Human Resources and Trade Union(s) giving due consideration to legislative changes.

4. RECRUITING MANAGERS RESPONSIBILITIES

- Assess and review the need to either replace an existing post or create a new post.
- Ensure that appropriate authorisation is obtained prior to submission of recruitment documentation.
- Promote opportunities as wide as possible to encourage different groups of people to apply for positions.
- Consider Positive Action where under representation exists.
- Submit recruitment documentation to the HR team including the Authority to Recruit, Job Description, Advert and where relevant a request to job evaluate the post if not matched previously or where the duties have changed significantly.
- Shortlist, select and interview candidates for appointment.
- Ensure that discrimination doesn't occur in any aspects of the recruitment and selection process.
- Ensure that all recruitment and selection documentation is completed and processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation.
- Adhere to the principles of the recruitment and selection policy including compliance with the NHS Employment Check and Safer Recruitment Standards.

5. HUMAN RESOURCES RESPONSIBILITY

- Provide recruiting managers with best practice advice in relation to recruitment and selection
- Provide advice to managers at all stages of the recruitment and selection process
- Ensure that recruitment and selection requests are processed in accordance with agreed timescales and frameworks
- Ensure that all relevant legislation is adhered to particularly in relation to the NHS Employment Check Standards and Safer Recruitment and that all checks are undertaken in accordance with that guidance
- Provide reports on recruitment activity for monitoring purposes as necessary.
- Ensure that all recruitment and selection documentation is completed and processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation.
- Working in accordance with the Equality Act 2010 Employment Statutory Code of Practice.

6. PROCEDURE

Identifying a vacant post

6.1 Before deciding to fill a vacancy and progressing to the next stage of the recruitment process there are a number of questions to be asked.

- Can the work itself be eliminated?
- Can the work be absorbed by re-organising existing resources?
- Is there still a job to be done?
- Is it the same job as was done previously?
- Can skill mix be considered as an alternative?
- Will the job be permanent or temporary?
- Can the vacancy be covered with a temporary secondment?
- Is this one vacancy or can a single process be used to fill this and subsequent vacancies?
- Are you recruiting solely to fill this particular post or are you looking for somebody with promotion potential?

6.2 Once it is clear that there is a vacancy, either on a permanent basis or temporarily, an Authority to Recruit Form must be completed and submitted to Human Resources, the form must be signed by the Line Manager, budget holder and either the Chief Financial Officer or the Deputy Chief Financial Officer.

Appointing to temporary posts

6.3 If a post becomes available on a temporary basis due to such reasons as maternity or long-term sickness cover, it may be appropriate to recruit to the vacancy from a specific group of staff, for example, where the post is of a specialist nature. In these circumstances the ICB may advertise the post internally, ring fence it to staff in similar positions or advertise within staff groups within other ICBs within the locality and designated partner organisations.

6.4 Should the post then become available on a permanent basis, the post should normally be advertised to all staff within the ICB and designated partner organisations (if applicable) unless a previous recruitment process took place in respect of an earlier appointment.

Ring fencing

6.5 The 'ring fencing' of vacancies would normally only apply where certain jobs are at risk. Where managers are considering 'ring fencing' vacancies for any other reason they must first discuss with Human Resources and staff side prior to doing so.

Recruiting without advertising

6.6 Normally all posts should be advertised either internally or externally. However there may be exceptional circumstances where the Chief Executive (or their representative) agrees to advertise a post where, for example, service delivery may be adversely impacted by not appointing immediately. Therefore if the Chief Executive has been made aware that there is a candidate able to fulfill a role to avoid service failure, then they may authorise that appointment on a temporary basis. However, the Chief Executive cannot override statute or regulations where posts are required to be advertised by operation of the law.

Compiling a person specification

- 6.7 Having established that a vacancy exists, a person specification must then be completed for the post. If it is an existing post then the current specification must be reviewed and any necessary changes made.
- 6.8 The person specification defines the qualifications, skills, experience, and aptitudes etc., that are required by a person to fulfill the role. The criteria must be categorised as either essential (the minimum standards required to perform the job adequately) or desirable (the standards which will enable the person to perform the job more effectively). The criteria used should be competency based to enable candidates to demonstrate at interview how they have used particular skills previously.
- 6.9 The person specification should be prepared in line with the Agenda for Change guidance
- 6.10 It is important that the criteria used in the person specification are completely justifiable in order to demonstrate that decisions are made solely on merit.

Compiling a job description

- 6.11 Having established that a vacancy exists, a job description must then be completed for the post. If it is an existing post, then the current job description must be reviewed and any necessary changes made.
- 6.12 The job description must summarise the role and responsibilities of the post in a concise and accurate way.
- 6.13 The job description should be prepared and if the post is new or the duties of the post have changed significantly the post must be evaluated in line with the Agenda for Change guidance.

Advertising a vacancy

- 6.14 Where external advertising is appropriate, the recruiting manager should establish the most efficient and effective method of advertising.
- 6.15 All external adverts will automatically be advertised on the NHS jobs website (applicants are required to apply on-line, however, where requested a NHS jobs off line application is available) and on NHS jobs. Where appropriate positive action statements should be used to address under representation.
- 6.16 Where a vacancy is to be advertised internally only, details will be circulated electronically by the ICB.
- 6.17 All adverts will be prepared by the recruiting manager; however, Human Resources will provide guidance, which takes into account advertising best practice and the requirement to avoid any discriminatory statements within the advert. Where necessary Human Resources will amend the advert to ensure consistency. If the post to be advertised has previously been job evaluated, then the post can be advertised. However, if the post is new or has changed significantly then the post will need to be job evaluated before the recruitment proceeds.
- 6.18 Once the completed job description, person specification, advert, should be uploaded to TRAC which is the ICBs portal for vacancy administration. Advice on using TRAC can be sought from the recruitment team at agem.recruitment@nhs.net
- 6.19 A proposed timetable must also be drawn up to include a shortlisting date and interview date (ideally allowing for at least 5 days' notice). The final closing date for applications, shortlisting date, and interview date will be agreed by the recruiting manager.

Application process

- 6.20 The recruitment pack for any external vacancy will be available on the 'NHS Jobs' website. It will contain, as a minimum, a job description, person specification and general information relating to terms and conditions. Some vacancies may warrant further information, depending on the nature of the post.
- 6.21 A record of website "hits" for each post will be maintained by Human Resources for monitoring purposes via NHS Jobs. All posts will also be monitored for equal opportunities purposes.
- 6.22 To ensure discrimination doesn't take place, candidates' personal details will not be made available until after shortlisting has taken place.

Shortlisting process

- 6.23 Shortlisting must be carried out in line with the pre-arranged timetable. A minimum of two people from the appropriate department must be involved in the shortlisting exercise, one of whom should be the recruiting manager.
- 6.24 Having assessed all candidates' against the essential and desirable criteria given in the person specification the shortlisting must be completed and recorded online via TRAC.
- 6.25 NHS Lincolnshire ICB is committed to the employment and career development of disabled people and are disability confident employers. An interview is guaranteed to any candidate with a disability whose application meets all of the essential criteria for the post and reasonable adjustments will be made, as requested, according to the needs/requirements of disabled candidates.
- 6.26 Recruiting managers are responsible for shortlisting decisions and inviting candidates to interview via TRAC. On completion of all interviews recruiting managers are responsible for ensuring all information is appropriately recorded and then contacting both successful and unsuccessful candidates,
- 6.27 Recruiting Managers must be aware that in the event of a claim against NHS Lincolnshire ICB alleging discrimination or unfairness and in line with the Data Protection Act 1998 (as amended by the General Data Protection Regulation); all written comments may be disclosed. All written comments should therefore be factual.

Testing

- 6.28 Testing can be used to supplement the recruitment process and enable the panel to make a better-informed selection decision. Testing can take a number of different formats and can include giving candidates essay type questions to be completed prior to interview, asking candidates to do a presentation at interview and typing tests/in tray exercises or a combination of all such as an assessment center. Testing can also be carried out via more formal methods such as psychometric and personality testing. These tests can be conducted by Human Resources colleagues who are accredited by the British Psychological Society for this purpose.
- 6.29 Reasonable adjustments will be made according to the needs/requirements of disabled candidates (such as large print formats).
- 6.30 Recruiting Managers must discuss the use of any test with Human Resources prior to it being included in the recruitment process.

Interviews

- 6.31 Interviews should normally be undertaken by a minimum of three people. However, it is recognised that this is not always possible and therefore, on occasions the panel will consist of two individuals. The interview panel should include department representatives who were involved in the shortlisting process, including the Recruiting Manager. The officers who are involved in the recruitment process must be suitably trained.
- 6.32 The 'lead' panel member will normally be the Recruiting Manager.
- 6.33 The questions to be asked by the Panel at the interview should be agreed beforehand and reflect the criteria in the person specification and also any technical aspects of the vacant post.
- 6.34 To avoid discrimination no reference should be made to the person's individual circumstances throughout the interview and the same basic questions should be asked of each candidate (although it is recognised that further probing questions may need to be asked in order to follow up particular issues).
- 6.35 Arrangements should be made to cater for any reasonable adjustments requested from shortlisted disabled candidates to enable them to attend an interview.
- 6.36 The interview may be formal or more informal depending on the nature/level of the post and may also incorporate alternative methods of assessment (i.e. presentations).

Interview assessment

- 6.37 Those involved in the interview should make notes throughout and assess the applicant's suitability against the criteria on the person specification via their responses to the questions asked.
- 6.38 Once all candidates have been interviewed the panel members should discuss their individual assessments and come to a consensus over who is the best applicant.
- 6.39 The lead panel member will complete the **interview assessment form**, which will be signed by the Recruiting Manager on behalf of the panel.
- 6.40 In the case of internal candidates, the panel will nominate one of its members to contact all unsuccessful candidates and give feedback where requested.
- 6.41 The decision to appoint a candidate must only be made by the panel members. Where the panel is unable to agree which candidate should be appointed, they should arrange a further assessment exercise (i.e. second interview, test, presentation etc.).
- 6.42 Where the panel is still unable to agree on the successful candidate, the Recruiting Manager (normally the line manager for the vacant position) will be responsible for making the final decision.
- 6.43 The shortlisting matrix, interview assessment form, and the application forms of all candidates must be retained by the Recruiting Manager for twelve months from the date of appointment as evidence of how the decision was made, and for feedback purposes. The signed mandatory questionnaire, identity / pre-employment checks and signature verification document for unsuccessful candidates should be appropriately discarded following the agreement by the panel, or Recruitment Manager, on their decision to appoint.
- 6.44 Human Resources only require a copy of the successful candidate's application form, authority to offer form, signed mandatory questionnaire, copies of signed identity / pre-employment check documentation and the signed signature verification document. Human Resources will retain information on the successful candidate in an employee file and will be held and destroyed in line with the Data Protection Act 1998 as amended by the General Data Protection Regulation.

Appointment Procedure

- 6.45 At the interview, the Recruiting Manager will collect and sign the following documentation, which shortlisted candidates are asked to bring with them to the interview:
- Mandatory questionnaire
 - Identity / pre-employment checks documentation (original and photocopies). The Recruiting Manager will be required to check the original documentation and, for the successful candidate, to sign and date the photocopies, and sign the **Signature Verification Document** to confirm that the original documents have been checked.
- 6.46 Once the appointment decision has been agreed by the Panel, the Recruiting Manager will need to complete the **Authority to Offer Form**.
- 6.47 On receipt of the successful candidate's paperwork and signed authority to offer form, Human Resources will normally write to the individual with a conditional offer of employment. Offers of employment must be made on condition of receipt of the following:

External candidates:

- medical clearance
- receipt of two satisfactory references
- proof of right to work in the UK
- receipt of a satisfactory Disclosure and Barring Service (DBS) check (where appropriate);
- proof of relevant qualifications or professional membership (where applicable).

Internal candidates:

- receipt of one satisfactory reference
 - sickness absence record
 - to ensure receipt of the documentation listed above, for external candidates, is on the individual's employee file already (where applicable). In cases where this information is missing on the employee file, this pre-employment check will be required.
- 6.48 Successful candidates must be advised not to submit their resignation to their current employer (where appropriate) prior to all of the relevant checks being completed satisfactorily.
- 6.49 Subject to receipt of satisfactory pre-employment checks, and confirmation from the Recruiting Manager to proceed, Human Resources will issue a contract of employment and new starter pack to the successful candidate.

Starting salary and incremental rates

- 6.50 All new employees should usually be appointed on a salary point in the relevant band that is no higher than the second Gateway point in that band
- 6.51 When an internal candidate is offered a job that is at a higher pay band, pay should be set at the minimum of the new pay band. However, if this would result in no increase either because the individual is receiving a bonus or recruitment and retention premium or because they are at the top of the band, the individual would go to the first pay point in the band which would result in an increase in pay.
- 6.52 Only in exceptional circumstances will a starting salary which is higher than the second gateway point be agreed, this would normally be where posts is of such a specialist nature that the higher salary is necessary to secure the best candidate for the post. Such cases must be discussed with a Human Resources representative prior to the salary offer being made.
- 6.53 When an internal candidate is offered a job that is at the same pay band as their current role,

they would normally move across on the same pay point. Where an employee has been in receipt of a bonus payment in their current role, this may be consolidated, and a higher pay point offered. However, this will be no higher than the top point of the relevant pay band and no protection will be payable.

- 6.54 In exceptional circumstances, the Budget Holder can authorise for a successful candidate to be appointed further up the pay scale. This decision should be discussed with Human Resources and a **Salary Justification Form** must be completed and signed approval sought.
- 6.55 The incremental date for new employees will normally be the anniversary of their start date.
- 6.56 When an internal candidate is appointed (or acting up in an alternative post), and they move up only one pay point, their incremental date will remain the same. Where they move up two or more pay points, their incremental date will become the anniversary of the date of change.

Withdrawing an offer of employment

- 6.57 If, after careful consideration, it is decided to withdraw the provisional offer of employment the grounds for withdrawal must be very clear (e.g. due to unsatisfactory references or other pre-employment checks) and the offer of employment rescinded in writing. This decision must be made in conjunction with a Human Resources representative.

Making reasonable adjustments

- 6.58 If a disabled candidate is selected for appointment, the requirement for reasonable adjustments to the role will need to be discussed with the individual concerned. Where it is agreed that reasonable adjustments need to be made this should be discussed with Occupational Health and Human Resources.

Reserve candidates

- 6.59 Where more than one candidate meets the selection criteria the Panel may decide to list second and third choice candidates. Where the first-choice candidate is unable to take up employment, for any reason, the second candidate may be offered the position and so on. Reserves may be held for a period of six months and if there is the requirement to fill the same post during that period the reserve candidate may be offered the position without having to repeat the recruitment process.

Feedback

- 6.60 Verbal feedback should be made available to all applicants at all stages of the recruitment process. Feedback would normally be provided by one of the shortlisting officers (at the shortlisting stage) and one of the interview panels (at the interview stage).

Complaints

- 6.61 If an applicant is unhappy with the outcome of their feedback, or any stage of the recruitment and selection process they can address their concerns, in writing, to the Human Resources Manager.

Expenses

- 6.62 Reimbursement for candidates travel, subsistence and **overnight stays before an interview** will only be allowed in exceptional circumstances and only with the pre agreement of the recruiting manager. **Travel to interviews on the day** will not normally be re-imbursed. Rates will be in line with those in NHS Lincolnshire ICB's Travel and Subsistence Policies.
- 6.63 For candidates who withdraw their application or who refuse an offer of employment for reasons which seem inappropriate to the recruiting manager, expenses previously agreed with the

recruiting manager will not normally be reimbursed unless the manager is satisfied that the candidate would suffer real hardship as a result.

7. EQUALITY

7.1 NHS Lincolnshire ICB works in line with the employment provision of the Equality Act 2010 and the public sector duty where we give due regard for the need to eliminate unlawful discrimination, harassment and victimisation, promote equality of opportunity, and foster good relations between people who share a protected characteristic and those who do not. The protected characteristics defined by the Equality Act include; age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation. In addition to this other characteristics covered by this policy include offending background, trade union membership, or any other personal characteristic.

8. MONITORING & REVIEW

8.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

8.2 The policy and procedure will be reviewed in line with the national legislation as required.

Equality Impact Analysis Form

Project Name:	NHS Lincolnshire Recruitment & Selection Policy
EA Author:	Simon Collingwood
Team:	Human Resources & Organisational Development
Date completed:	1 July 2021
Version:	V.1

What is the aim of the project/proposal?

Joining of 4 policies into 1 policy - to establish a new Recruitment Policy for NHS Lincolnshire ICB.

Who will be affected by this work? E.g. staff, patients, service users, partner organisations etc.

The Policy is applicable to staff as well as external candidates applying for roles within NHS Lincolnshire ICB.

Stage 1, Scoping point

Is a full Equality Impact Analysis required for this project?

You should consider whether a full EIA is required, referring to the relevant guidance for information and guidance on making this decision.

It is important this decision is made with an open mind and correctly, advice should be sought from the EIHR team if you are unsure.

Yes	<input checked="" type="checkbox"/>	Proceed to the full Equality Impact Analysis form	No	<input type="checkbox"/>	Explain why further analysis is not required.
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If no, explain below why further Equality Impact Analysis is not required. E.g. 'This report is for information only' or 'The decision has not been made by the ICB' or 'The decision will not have any impact on patients or staff'. (Very few decisions affect all groups equally and this is not a rationale for not completing an EIA.)

Although this is a new policy, similar policies existed in the former Integrated Care Board of Lincolnshire West, Lincolnshire East, as well as South and South West Lincolnshire ICBs. The new policy is therefore an incorporation of those former policies but with minor amendments to reflect the requirements of the new Lincolnshire Integrated Care Board.

Equality Impact Analysis Form

If at an initial stage further information is needed to complete a section this should be recorded and updated in subsequent versions of the EIA. An Equality Impact Analysis is a developing document, if you need further information for any section then this should be recorded in the relevant section in the form and dated.

The NHS expects all organisations to have a recruitment policy that is fair, free from bias and transparent. Additionally the NHS has an agreed set of standards for recruiting to posts [Employment checks - NHS Employers](#) . The attached policy sets out the responsibilities of both the organisation and the individuals recruiting to roles within it.

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

As part of these considerations you should consider how the ICB will be meeting the requirements of the Public Sector Equality Duty

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Before completing this section you should ensure you can suitably answer the following:

What is the equality profile of the population i.e. service users/patients and/or workforce that is intended to benefit from the activity/project?

(By collecting and analysing demographic data of protected characteristics relating to patients/service users and/or workforce, within the geographical area concerned, the ICB will be able to identify the groups that may be adversely affected at a greater proportion to others).

2.1 Age

Describe age-related impact and evidence. This can include safeguarding, consent and welfare issues.

There is no adverse impact in relation to section 2.1 as age-related data has been removed from the recruitment and selection process. Age related data is not provided to recruiting managers.

2.2 Disability

Describe disability-related impact and evidence. This can include attitudinal, physical, communication and social barriers as well as mental health/learning disabilities, cognitive impairments.

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

The ICB is a designated Disability Confident Employer . This is an agreed National Standard requiring employees who meet the minimum criteria to be guaranteed an interview. In addition the ICB has Mindful Employer standard for Mental Health.

2.3 Gender reassignment (including transgender)

Describe any impact and evidence in relation to transgender people. This can include issues such as privacy of data and harassment.

The Recruitment and Selection Policy complies with the requirements of the Equality Act 2010 and ensures that all recruitment and selection is free from bias. There is no evidence that there is any adverse impact. The ICB undertakes equality monitoring as part of its Public Sector Equality Duty and will address any issues as part of that process

2.4 Marriage and civil partnership

Describe any impact and evidence in relation to marriage and civil partnership. This can include working arrangements, part time working and caring responsibilities.

The Recruitment and Selection Policy complies with the requirements of the Equality Act 2010 and ensures that all recruitment and selection is free from bias. There is no evidence of any adverse impact associated with marriage and civil partnerships.

2.5 Pregnancy and maternity

Describe any impact and evidence in relation to Pregnancy and Maternity. This can include working arrangements, part time working and caring responsibilities.?

The ICB puts in place arrangements for all staff to take account of their personal circumstances. This includes taking account of employees with children, staff with caring responsibilities including consideration of flexible working requests where employees have a requirement for a specific change to their working pattern

2.6 Race

Describe race-related impact and evidence. This can include information on different ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures and language barriers.

The Recruitment and Selection Policy complies with the requirements of the Equality Act 2010.

The ICB will make adjustments where it is required to do so under the legislation to ensure that no groups are disadvantaged by the ICBs recruitment and selection processes.

2.7 Religion or belief

Describe any impact and evidence in relation to religion, belief or no belief on service delivery or patient experience. This can include dietary needs, consent and end of life issues.

The Recruitment and Selection Policy complies with the requirements of the Equality Act 2010. The ICB will seek to ensure that it makes the necessary adjustments for candidates with a specific religion or belief

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

2.8 Sex

Describe any impact and evidence in relation to men and women. This could include access to services and employment.

The Recruitment and Selection Policy complies with the requirements of the Equality Act 2010. The ICB will make adjustments where it is required under the legislation to ensure that no groups are disadvantaged by the ICBs recruitment processes.

The ICB will take account of requests for flexible and/or part -time working in accordance with business requirements.

2.9 Sexual orientation

Describe any impact and evidence in relation to heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.

The Recruitment and Selection Policy complies with the requirements of the Equality Act 2010 ensuring that all recruitment and selection is free from bias and will seek to address under representation.

2.10 Carers

Describe any impact and evidence in relation to part-time working, shift-patterns, general caring responsibilities. (Not a legal requirement but a ICB priority and best practice)

The ICB has signed up to the Lincolnshire Carers Charter to recognise the needs of carers in relation to an applicant's future employment with the ICB.

2.11 Other disadvantaged groups

Describe any impact and evidence in relation to groups experiencing disadvantage and barriers to access and outcomes. This can include socio-economic status, resident status (migrants, asylum seekers), homeless people, looked after children, single parent households, victims of domestic abuse, victims of drug/alcohol abuse. This list is not finite. This supports the ICB in meeting its legal duties to identify and reduce health inequalities.

None identified. Vacancies are advertised on the National NHS Jobs database.

[NHS Jobs - Candidate Homepage](#)

3. Human rights

The principles are Fairness, Respect, Equality, Dignity and Autonomy.

Will the proposal impact on human rights?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Are any actions required to ensure patients' or staff human rights are protected?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

3. Human rights

The principles are Fairness, Respect, Equality, Dignity and Autonomy.

If so what actions are needed? Please explain below.

4. Health Inequalities.

The Health and Social Care Act 2012 established the first specific legal duties on ICBs to have regard to the need to reduce inequalities between patients in **access** to, and **outcomes** from, healthcare services and in securing that services are provided in an integrated way. These duties had legal effect from April 1st 2013.

The duties require that ICBs properly and seriously takes into account inequalities when making decisions or exercising functions, and has evidence of compliance with the duties, whilst also assessing how well commissioned providers have discharged their legal duties on health inequalities.

1. **What evidence have you considered to determine what health inequalities exist in relation to your work?**

This can include local and national research, surveys, reports, research interviews, focus groups, pilot activity evaluations or other Equality Analyses. If there are gaps in evidence, state what you will do to mitigate them.

(this may be different or similar to that which has informed the EIA)

This section is not applicable to this policy.

2. **What is the potential impact of your work on health inequalities? Can you demonstrate through evidenced based consideration how the health outcomes, experience and access to health care services differ across the population group and in different geographical locations that your work applies to?**

If you feel that the project will not impact / be relevant to Health Inequalities please give a rationale.

This section is not applicable to this policy.

3. **How can you make sure that your work has the best chance of reducing health inequalities?**

This section is not applicable to this policy.

4. Health Inequalities.

The Health and Social Care Act 2012 established the first specific legal duties on ICBs to have regard to the need to reduce inequalities between patients in **access** to, and **outcomes** from, healthcare services and in securing that services are provided in an integrated way. These duties had legal effect from April 1st 2013.

The duties require that ICBs properly and seriously takes into account inequalities when making decisions or exercising functions, and has evidence of compliance with the duties, whilst also assessing how well commissioned providers have discharged their legal duties on health inequalities.

This section is not applicable to this policy

5. Engagement/consultation

What engagement is planned or has already been done to support this project?

It is expected that the ICB will have carried out a level of engagement with those affected whether formal or informal. This should be focussed to the groups most affected.

Engagement activity	With whom? <i>e.g. protected characteristic/group/community</i>	Date
Senior Managers Operational Delivery Group	Policy to be signed off by this group	TBC
Trade Unions	Recognised trade unions will be consulted	TBC
Staff Engagement Group	The staff will be updated on the progress of policy development and policy launch	TBC

Please summarise below the key finding / feedback from your engagement activity and how this will shape the policy/service decisions e.g. patient told us, so we will... (If a supporting document is available, please provide it or a link to the document)

The policy will be shared with the Senior Managers Operational Delivery Group and the trade unions as part of the consultation process. Any agreed changes will be made to the policy and shared with all parties prior to issue. The Staff Engagement Group will have the policies circulated to them when this process has been completed.

6. Mitigations and changes

If you have identified mitigations or changes, summarise them below. E.g. restricting prescribing over the counter medication. It was identified that some patient groups require high volumes of regular prescribing of paracetamol, this needs to remain under medical supervision for patient safety, therefore an exception is provided for this group which has resolved the issue.

Are these vital to the project continuing?

This section is not applicable to this policy

7. Is further work required to complete this EIA?

Please state below what work is required and to what section e.g. additional consultation or engagement is required to fully understand the impact on a particular protected group (e.g. disability)

Work needed	Section	When	Date completed
Policy to be amended if consultation identifies any particular significant omission.	HR&OD	TBC	

8. Development of the Equality Impact Analysis

If the EIA has been updated from a previous version please summarise the changes made and the rationale for the change, e.g. Additional information may have been received – examples can include consultation feedback, service Activity data

Version	Change and Rationale	Version Date
e.g. Version 0.1	The impact on wheelchair users identified additional blue badge spaces are required on site to improve access for this group.	26 September 2017

9. Final Sign off

Completed EIA forms must be signed off by the completing manager. They will be reviewed as part of the decision making process. Service lines should maintain an up to date log of all EIAs.

Version approved:	TBC	
	Name	Date
Signature of responsible officer	S Collingwood	1 July 2021
Which committee will be considering the findings and sign off the EA?	Senior Managers Operational Delivery Group	TBC
Minute number (to be inserted following presentation to committee)	TBC	TBC