

RECRUITING MANAGER:

JOB TITLE:

ORGANISATION:

DATE:

FUTURE-FOCUSED FINANCE

are committed to supporting Diversity & Inclusion, recognising that it is an important aspect in ensuring that finance teams identify, nurture and support talented individuals from all backgrounds.

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ESSENTIAL EXPECTATIONS

Recruiting manager comments including outlining expectations where these are different or are not specified in the charter.

Recruitment consultant comments including any areas of concern and how these will be mitigated.

1 ADVERTISING PROCESS

The advertising process will be open, transparent and accessible.

2 SELECTION PROCESS

The selection process (including any screening or pre-interview process) should be conducted by someone with awareness of the impact of unconscious bias and with a commitment to equality and diversity in recruitment.

3 CANDIDATE INFORMATION

Notes on candidates will not make reference to personal details that are not relevant to the recruitment process unless requested by the candidate themselves.

4 FEEDBACK

The recruiting manager and recruitment consultant will ensure that they are able to provide feedback to applicants that is transparent about their assessment of candidate strengths and weaknesses in relation to their application, including for those who have applied but not shortlisted for interview.

5 SHORTLIST

The recruiting manager should set out their clear expectation regarding the diversity of the shortlist that they wish to see.

6 OFFER OF EMPLOYMENT

Salary expectations must be transparent and a salary offer must not be adjusted based on any personal or protected characteristics and should be equivalent to other professionals working at the same level within the organisation.

7 ASSURANCE

The recruiting manager and recruitment consultant should agree how assurance can be provided and how any concerns can be raised.



EQUALITY & DIVERSITY COMMITMENT CHARTER

working with recruitment consultants to recruit to NHS positions

FUTURE-FOCUSED FINANCE

is about improving NHS finance for everyone; recognising the need for strong financial skills and understanding across all professional groups to deliver good patient care and value for tax payers. Delivery of this national initiative is through a programme designed to improve the quality of finance teams and financial management across the NHS, through learning and development, networks and engagement, frameworks and toolkits, plus events, workshops and other learning opportunities.

RECRUITMENT CONSULTANT:

JOB TITLE:

ORGANISATION:

DATE:

For more information on our Diversity and Inclusion projects

Visit: futurefocusedfinance.nhs.uk
Email: futurefocusedfinance@nhs.net



EQUALITY & DIVERSITY COMMITMENT CHARTER

working with recruitment consultants to recruit to NHS positions

The culture of the NHS should be sustained by the core values in the NHS Constitution including respect and dignity, compassion and inclusion; values we want reflected throughout our recruitment practices. Recruitment to NHS vacancies, particularly for senior positions, can be challenging and time consuming for employers and so, understandably, the use of recruitment consultants to attract suitable candidates is relatively common. Posts advertised and recruited through NHS Jobs are done so within parameters offering some assurance of a fair and equitable process. However working outside of this system, whilst pragmatic, opens up a risk that NHS diversity and inclusion (D&I) standards and expectations are not being adhered to. Ideally a recruitment consultant can offer assurance of their own D&I practices, but this is not always the case. This charter is designed to offer a recruiting manager a means to clearly set their expectation of a recruitment process in-line with NHS D&I standards when conducted through a recruitment consultant or agency. The expectations are a minimum and may, of course, be adapted to reflect local need, policy or personal commitment to equality and diversity in your workforce. This charter is designed to be shared with the recruitment consultant you are working with so that expectations can be established at the outset and any concerns the consultant has about meeting these can be discussed and mitigated appropriately.

ESSENTIAL EXPECTATIONS:

ADVERTISING PROCESS

1

The advertising process will be open, transparent and accessible. (Suggestion: advertisement through NHS jobs (placed by the recruiting manager) with first point of contact and application via the recruitment consultant is one option that means that applications are not limited to those directly approached by the recruitment consultant).

SELECTION PROCESS

2

The selection process (including any screening or pre-interview process) should be conducted by someone with awareness of the impact of unconscious bias and with a commitment to equality and diversity in recruitment.

CANDIDATE INFORMATION

3

Notes on candidates will not make reference to personal details that are not relevant to the recruitment process (for example, will not reference family circumstances (e.g. parent of a young family and/or single parent), ethnicity, religious beliefs, sexuality, disability etc. unless requested by the candidate themselves).

FEEDBACK

4

The recruiting manager and recruitment consultant will ensure that they are able to provide feedback to applicants that is transparent about their assessment of candidate strengths and weaknesses in relation to their application, including for those who have applied but not shortlisted for interview.

SHORTLIST

5

The recruiting manager should set out their clear expectation regarding the diversity of the shortlist that they wish to see. (Suggestion: the shortlist should be largely representative of the population being served as far as this is possible).

OFFER OF EMPLOYMENT

6

Salary expectations must be transparent and a salary offer must not be adjusted based on any personal or protected characteristics and should be equivalent to other professionals working at the same level within the organisation.

ASSURANCE

7

The recruiting manager and recruitment consultant should agree how assurance can be provided and how any concerns can be raised. (Suggestion: summary equality and diversity data for applicants and suggested shortlist should be shared along with an audit trail showing each party's agreement to adhere to the charter. The template on the following page can be used for this purpose).