

<b>Reference:</b>	FOI.5611.21
<b>Subject:</b>	Recruitment and Selection Policy
<b>Date of Request:</b>	17 March 2021

**Requested:**

1. Please will you supply me with a digital copy of the Hywel Dda “Recruitment and Selection Policy”?
2. Please will you supply me with a digital copy of any recruitment and selection guidance published for the management of the recruitment process as undertaken by Board staff?
3. Please will you supply me with details of the training given to recruitment selection panels by the Board?

**Response:**

1. Hywel Dda University Health Board (UHB) confirms that it does not have a Recruitment and Selection Policy. The Recruitment Department work in accordance with Standard Operating Procedures developed and held by NHS Wales Shared Services Partnership (NWSSP).

The Freedom of Information Team in NWSSP, may be able to assist you further with your enquiry:-

[shared.services@wales.nhs.uk](mailto:shared.services@wales.nhs.uk) or alternatively, you can contact: Information Governance Manager, 4-5 Charnwood Court, Heol Billingsley, Parc Nantgarw, Cardiff, CF15 7QZ.

2. The UHB provides a copy of its Recruiting Managers Guide, which was produced by NWSSP and has been adapted slightly for use within the UHB, at Attachment 1.
3. The UHB confirms that numerous recruitment panels are required across the UHB, therefore, Value Based Recruitment Training has been delivered to managers, by the UHB’s Head of Recruitment and Workforce Equality, Diversity and Inclusion, included within the following management training areas:
  - Managers Passport
  - STAR Programme
  - Aspiring Medical Leaders Course
  - Recruiting Managers across all sites between 2018 and 2020

Due to the COVID-19 pandemic and the introduction of new methods of working, the training is currently under review and is being re-written to coincide with the Workforce and Organisational Development Team’s ten (10) year strategy.