Request for information under the Freedom of Information Act – 2021.816
Released – 27 May 2021

Thank you for your email received 8 May 2021 requesting information regarding recruitment.

Summary of your original request:
1. How many hours does it take to onboard the following types of employees who are new to the Trust:

a. Doctors	12.7 hours on average
b. Nurses	5.9 hours on average
c. AHPs	5.3 hours on average
d. Social Workers	We do not recruit these
e. HCAs	6.3 hours on average

2. How many hours do the following pre-employment compliance processes take?

a. Application form checks	0.6 hours on average
b. Right to work checks	1.67 hours on average
c. Verification of ID checks	3.7 hours on average
d. DBS application	1.8 hours on average

e. DBS Update Service checks
This is not reportable as it falls into the above category of DBS checks, however from experience this is quicker than the usual DBS application as the team use the original certificate registered with the update service to carry out the online update service check

f. References covering 3 years   1.3 hours on average

g. Immunisation record check
As below 1.06 hours on average, this is a combined check carried out by an outsourced occupational health provider

h. OH checks – Fitness to Practice 1.06 hours on average

i. Registration checks
0 hours, this is carried out before the candidate is sent a conditional offer which is within the same hour

j. Degree verification checks
This is carried out by the panel at shortlisting which is verified via the application form, where candidates declare the information to be true, certificates are not required to be verified by the trust

k. Pre-employment training checks
7.2 hours on average, training requirements are dependent on the role the candidate is recruited to

Chairman John Goulston **Chief Executive** Paul Bentley
Trust HQ The Oast, Unit D, Hermitage Court, Hermitage Lane, Barming, near Maidstone, Kent ME16 9NT

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l. Employment Handbook and policy distributed and signed

New employees are required to complete a local induction checklist with their manager which draws on policies, this is required to be completed within 4 weeks of their start date

m. Contracts of employment distributed and signed

0 hours on average, 0.13 days on average, contracts are not required to be signed candidates as above

3. On average, how many people are involved in onboarding of one healthcare professional?

7 – manager advertising the role, 2 shortlisters, 2 interviewers (one of which as a minimum needs to be a shortlister), Recruitment Advisor for the locality, Recruitment Assistant for the locality, line manager of candidate

4. In the last 12 months, how many of each of the categories listed below have you onboarded?

a. Doctors	8
b. Nurses	239
c. AHPs	151
d. Social Workers	We do not recruit these
e. HCAs	98

5. In the last 12 months, how many individuals to whom an offer of employment was made did not start?

737

6. How many FTE HR staff do you employ for?

a. pre-employment compliance checks	15.26
b. Onboarding processes	15.26

7. How many FTE HR staff do you employ in total?

72.18

8. What Band and spine point are compliance and onboarding staff employed at?

Spine point depends on years of service for all roles
- Head of Resourcing Band 8B
- Recruitment Team Manager Band 6
- Business Manager x2 – Recruitment and Temporary Staffing Band 5
- Recruitment Advisor x6 – Band 4
- Recruitment Assistant x6 – Band 2
- Recruitment Business Assistant Band 2

9. Do you use a manual/paper system for compliance and onboarding?

Manual online recruitment system – TRAC

10. What IT systems (if any) do you use for compliance and onboarding?

TRAC, NHS jobs, Optima (occupational health), ESR

11. Is the IT system part of a wider HR integrated system?
Yes, TRAC links with ESR

12. Are those systems shared with any other organisation?
Yes multiple NHS organisations use TRAC, NHS Jobs and ESR

13. What is the annual cost of the system/systems in total?
TRAC (recruitment system) £18,000

14. If shared with another organisation, what is the annual cost of your share of using the system?
We do not share the cost with other organisations, they have separate contracts therefore this information is not accessible to us

15. Do you require signed paper copies for any of the following?
a. Employee contract
No – if the individual is working in post they have accepted the terms of the contract

b. Handbook
No, they sign a local induction checklist with their manager

c. Any policies or procedures
They sign a code of confidentiality

d. Application forms
No