

Establishment of and Appointment to Research and Rechargeable Posts

Effective: February 2011

Review January 2014

1. Purpose

The purpose of this procedure is to provide assurance that staff whose work is funded from non-exchequer sources are:

- accurately identified, documented and administered
- associated costs are covered
- employment risks are minimised

2. Scope

This procedure applies to the establishment of all posts and the subsequent appointment of all Trust employees whose salaries are met in part or in full from non-exchequer sources funding sources e.g. charities, drug companies, universities, Trustees, or donations.

3. Procedure

3.1 Establishing a new post

The creation of all posts in the Trust, whether temporary or permanent, must be agreed by the Recruitment Control Group and subsequently by the Executive Team.

Approval of a Business Case or Research & Development proposal by the Chief Executive does not mean that posts have been created. Requests to recruit to posts must be made on the standard Recruitment Control Group application form

It must be noted that the correct grading for any non-medical post can only be determined by the Trust's Job Evaluation Process. The job description should be submitted to the Recruitment Control Group. If the request is approved, the job description will be referred for matching.

All requests to the Recruitment Control Group will be subject to review, as appropriate, by the Trust Funds and Rechargeables section of the Finance department, to ensure that all costs have been identified and properly estimated. Agreement will be evidenced by signature.

The request will then be passed to the Recruitment Control Group for a decision at its next meeting.

3.2 Appointing to the post

An assessment will be carried out prior to agreement to recruit to identify whether any potential liability will fall on the Trust if the post is terminated at the end of the funded period or at an earlier date. The assessment will be carried out by the manager with advice and support from the Human Resources Department as necessary.

All appointments are subject to normal Trust recruitment and selection procedures.

Should the post become vacant during the period of the funding, a fresh application to fill the post should be made to the Recruitment Control Panel.

3.3 Maintenance of records and recovery of funding

The HR Workforce/Information Manager will maintain a database of all staff employed in non-exchequer funded posts. This will include details of names, lead clinicians/ managers, directorates, financial coding and contract start and expiry dates.

The Trust Funds & Rechargeables section (Finance) will ensure that funding for posts is recovered in line with agreements. **Funding agreements must be signed before any recruitment process is initiated.**

3.4 The end of the funding period

Six months before the end of the funding period, the HR Workforce/Information Manager will:

- (a) Send out letters to the appropriate manager, reminding them well in advance of the expiration of each employee's contract, and seeking advice on future arrangements both for the post and the employee
- (b) Where the manager requests an extension of the employee's contract, the manager will be responsible for submitting an application to the Recruitment Control Group, and providing written confirmation from the funding body confirming their agreement to extend the funding of the post.
- (c) If the post is to lapse and the contract to expire, then notice will be given to the employee by the manager in conjunction with the designated HR Officer. Reasonable efforts will be made to look for alternative employment within the Trust in accordance with the Trust's Redundancy and Organisational Change Policy.

4. Monitoring

Operation of this policy will be monitored by the Director of Human Resources.

Monitoring will include reporting on the database maintained by the HR Workforce/Information Manager identifying all staff employed in non-exchequer funded posts.

Author: The Director of Human Resources i

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Establishment of and Appointment to Research and Rechargeable Posts	Policy Author:	Mr Steve Emmerson
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of the following: (* denotes protected characteristics under the Equality Act 2010)	No	Policy applies to all employees of the Trust
	• Race *	No)
	• Ethnic origins (including gypsies and travellers)	No)
	• Nationality	No)
	• Gender *	No)
	• Culture	No)
	• Religion or belief *	No) as above
	• Sexual orientation including lesbian, gay and bisexual people *	No)
	• Age *	No)
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems *	No)
	• Gender reassignment *	No)
	• Marriage and civil partnership *	No)
2.	Is there any evidence that some groups are affected differently?	No)
3.	If you have identified potential discrimination which can include associative discrimination i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic, are any exceptions valid, legal and/or justifiable?	N/A	There was no evidence to support that any groups are affected differently
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If "yes", please answer sections 4(b) to 4(d)).</i>	N/A	
4(b).	If so can the impact be avoided?		
4(c).	What alternatives are there to achieving the policy/guidance without the impact?		
4(d).	Can we reduce the impact by taking different action?		

Comments:	Action Plan due (or Not Applicable):
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Name and Designation of Person responsible for completion of this form: Mrs Wendy Johnson, HR Manager (Projects)..... Date: 5 January 2011.....

Names & Designations of those involved in the impact assessment screening process: Employment Policies and Procedures Consultative Group.....

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)