

## HR recruitment

### Request

Please provide me full details of all Human Resources policies followed and/or neglected in the appointment of the team leader of the Leicestershire County stop smoking service.

1. How many application forms were received?
2. How many applicants were short-listed?
3. How many applicants were interviewed?
4. Did the successful applicant meet all of the essential criteria on the person specification?
5. What is their background in smoking cessation?
6. Who was responsible for short-listing?
7. Who was responsible for interviewing?
8. How many people were on the interview panel?
9. Who was the person with the authority to appoint?
10. If there are any breaches of the policy and procedures, what action will Leicestershire Partnership NHS Trust take?

### Our Response

1. How many application forms were received?  
**OUR RESPONSE:** 18
2. How many applicants were short-listed?  
**OUR RESPONSE:** 5
3. How many applicants were interviewed?  
**OUR RESPONSE:** 2 (There were 3 DNAs)
4. Did the successful applicant meet all of the essential criteria on the person specification?  
**OUR RESPONSE:** This information is exempt under S40(2) together with S40(3)(a)(i) of the Freedom of Information Act, as disclosure would breach Principle 1 of the Data Protection Act 1998.
5. What is their background in smoking cessation?  
**OUR RESPONSE:** This information is exempt under S40(2) together with S40(3)(a)(i) of the Freedom of Information Act, as disclosure would breach Principle 1 of the Data Protection Act 1998.
6. Who was responsible for short-listing?  
**OUR RESPONSE:** Members of the Interview Panel
7. Who was responsible for interviewing?  
**OUR RESPONSE:** As above

8. How many people were on the interview panel?

**OUR RESPONSE:** 3

9. Who was the person with the authority to appoint?

**OUR RESPONSE:** Chair of the Interview Panel

10. If there are any breaches of the policy and procedures, what action will NHS Leicestershire County and Rutland take?

**OUR RESPONSE:** There have been no breaches of any of the NHS Leicestershire County & Rutland Community Health Services (LCR CHS) policies. For information, the Manager was not appointed as a result of the above recruitment process, which was unsuccessful in appointing a suitable candidate, but under the LCR CHS 'Management of Change – Staff Deployment Policy'. Please see attached policies: Recruitment, Selection and Induction  
Management of Change – Staff Deployment