

Freedom of Information request 145-17

Request

Please find below questions of which I am asking via the Freedom of Information Act, in regards to Employment Referencing procedures for a UK-Wide study that is being carried out.

- 1) Do you request references for all of your new applicants or just for certain posts? If only certain posts, please can you confirm the job roles in which you do not need references for?
- 2) If you need references for a new applicant, how many do you require, or how far back (in years) do you seek references for?
- 3) When a reference is received, do you verify its origin to ensure that it is real?
- 4) If yes to the above, how is verification undertaken?
- 5) Where verification is carried out, how long can this take? (an average per reference is sufficient. A min – max time is also sufficient)
- 6) If a fake reference is discovered prior to the applicant beginning a role, would the application be terminated?
- 7) What would happen if a reference was discovered to be fake after the person had started their job? Would this be a legal issue, or dealt with via your in-house procedures?
- 8) Have you received a fake reference in the last 2 years?
- 9) What is the name and email address of your Head/Director of Human Resources? (or equivalent Head of the department that deals with Workforce, Recruitment or People Services).

Response

1. References are requested for successful candidates only for all advertised posts whether internal or external following interview process
2. We require two references; from current or most recent employers.
3. We do not verify returned reference origin; most however are e-mailed and are from other NHS Boards and these can be easily identified.
4. Not applicable.
5. Not applicable.
6. References are a pre-employment check and as such a person cannot commence in post until these have been cleared. If pre-employments are not cleared then a offer withdrawal letter will be issued.
7. If a fake reference was discovered, an investigation would be carried out which may lead to a Disciplinary Hearing and possible termination of the employee as per NHS Borders Policies.
8. No
9. Colin Herbert – colin.herbert@borders.scot.nhs.uk .

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the

reference number **145-17** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.