



Trust Headquarters
Nexus House
4 Gatwick Road
Crawley
West Sussex
RH10 9BG

Tel: 0300 123 0999
www.secamb.nhs.uk

Internal Ref: 250965
Email:

Dear Requester,

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

FOI Request

You asked us:

I am writing to request information under the Freedom of Information Act 2000.

Please disclose:

- 1. The current policy, procedure, or documented guidance used by SECAMB (South East Coast Ambulance Service NHS Foundation Trust) when recruiting for a vacancy in circumstances where only one candidate submits an application and is interviewed.**
- 2. Any internal or external guidance, training materials, or instructions provided to staff or recruitment panels covering best practices, compliance requirements, or legal obligations (such as under the Equality Act 2010) when conducting a recruitment interview process involving only one candidate.**
- 3. Records of the reviews or approvals of these policies and guidance and the job titles/ roles of any officer, employees or committees responsible. Please limit this request for the years 2022, 2023 and 2024.**



4. If a specific documented policy does not exist, please provide any relevant recruitment guidance, correspondence, or practice notes addressing situations where only one candidate is interviewed.

Formal Response

The Trust confirms it holds the information you have requested.

Please disclose:

1. The current policy, procedure, or documented guidance used by SECAMB (South East Coast Ambulance Service NHS Foundation Trust) when recruiting for a vacancy in circumstances where only one candidate submits an application and is interviewed.

We do not define a process in our current Recruitment and Selection Policy; however, our Recruitment Advisors/Co-Ordinators would advise the post to be readvertised. If after a second round of advertising, we still only have one candidate then the interview would proceed. Candidates are only offered a position where they first meet the required person specification, and secondary have a successful interview (scored against national matrix).

2. Any internal or external guidance, training materials, or instructions provided to staff or recruitment panels covering best practices, compliance requirements, or legal obligations (such as under the Equality Act 2010) when conducting a recruitment interview process involving only one candidate.

All interviewers must be trained in accordance with our Recruitment and Selection Policy. Training covers bias awareness, reasonable adjustments, interview skills, assessment centres, preparing for interview, appropriate questions. This course is mandatory for those who will sit on an interview panel at SECAMB, prior to interviewing candidates, unless proven experience in interviewing is established by completing the 'Recognition of Prior Learning and Experience in Interviewing Assessment.

3. Records of the reviews or approvals of these policies and guidance and the job titles/ roles of any officer, employees or committees responsible. Please limit this request for the years 2022, 2023 and 2024.

Author – People and Policy Manager (HR)

Engagement – Key Stakeholder Panel x 3 including Unions and Subject Matter Experts

Issued – 18th December 2023 with a three-year review

Approved at Joint Partnership Forum (JPF) Unions and Senior Management

Approved at People Committee (NEDs and Very Senior Management)



All policies must go through the Trust Policy on Policy process.

4. If a specific documented policy does not exist, please provide any relevant recruitment guidance, correspondence, or practice notes addressing situations where only one candidate is interviewed.

N/A

Next steps

Please note you will be able to source a lot of information which is made available on our website.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: FOI@secamb.nhs.uk

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer.

We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the [Information Commissioner's Office](#) (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints.

Alternatively, the ICO's postal address is:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

**Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust**