

Reference: FOI.ICB-2526/050

Subject: Trust Employment Policies and Right to Work

I can confirm that the ICB does hold some of the information requested; please see responses below:

QUESTION	RESPONSE
<p>1a. A copy of any policies that set out how the Trust ensures that employees have a legal right to work in the UK, and how these policies are enforced.</p> <p>1b. A copy of any records or audits, from within the last two years, that set out details as to how far these policies are complied with.</p> <p>1c. The job title and grade of the person (or people) responsible for overseeing and enforcing this policy? (For the avoidance of doubt, I am not seeking any personal information other than job title and grade).</p>	<p>Please note that BNSSG ICB is a commissioning organisation and not an NHS Trust. For information held by the local NHS Trusts we advise you to contact the Trusts directly*. The responses provided below relate to ICB staff only.</p> <ul style="list-style-type: none"> a. Please find document enclosed; RTW (Right to Work) and ID Checking Process - Digital and Face to Face. b. BNSSG ICB has outsourced its resourcing to South Central and West Commissioning Support Unit (SCW CSU). NHS England supports CSU's to periodically procure Deloitte to undertake audits on their processes. c. People Resource Team during onboarding, final file checks are carried out by the People Resource Advisor (Band 5) and the People Resource Administrator (Band 4).
<p>2a. A copy of any policies that set out how the Trust ensures that employees contracted through third parties have a legal right to work in the UK, and how these policies are enforced.</p>	<ul style="list-style-type: none"> a. The ICB adheres to NHS England agency rules, and as such only use approved framework agreements, who complete such checks when adding agencies to their framework. https://www.crowncommercial.gov.uk/

<p>2b. A copy of any records or audits, from within the last two years, that set out details as to how far these policies are complied with.</p> <p>2c. The job title and grade of the person (or people) responsible for overseeing and enforcing this policy. (For the avoidance of doubt, I am not seeking any personal information other than job title and grade).</p>	<p>b. NHS England agency rules https://www.england.nhs.uk/publication/agency-rules/</p> <p>c. People Officer (Band 6), and checks are performed by the Senior People Business Partner (Band 8b).</p>
<p>3a. Information that sets out, for each of the last three years, how many asylum seekers were hired on a temporary right to work visa by the Trust.</p> <p>3c. Information that sets out, for each of the last three years, how many asylum seekers were registered volunteers at the Trust.</p> <p>3d. A copy of any policy concerning how you ensure that asylum seekers who are registered volunteers are not replacing paid roles.</p>	<p>a. 0</p> <p>b. The ICB does not have any volunteers</p> <p>c. N/A</p>
<p>4a. Information that sets out, for each of the last three years, how many checks have been conducted due to expiration of a Positive Verification Notice of a Temporary work visa.</p>	<p>0</p>
<p>5a. Information that sets out, for each of the last three years, how many employees had an employment contract terminated due to a change in their immigration status?</p>	<p>0</p>
<p>6a. Information regarding any schemes or partnerships that your Trust has with charities or other external organisations that</p>	<p>N/A</p>

support or promote the employment of foreign nationals, asylum seekers or those who have recently successfully claimed asylum. I am seeking information on the name of the charity or organisation and any partnership agreement or document that sets out the nature of the relationship or scheme.	
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*North Bristol NHS Trust (NBT): <https://www.nbt.nhs.uk/about-us/information-governance/freedom-information/request-information>

*University Hospitals Bristol and Weston NHS Foundation Trust (UHBW): <https://www.uhbw.nhs.uk/p/how-we-use-your-data/freedom-of-information-foi-requests>

*Avon and Wiltshire Mental Health Partnership NHS Trust (AWP): <https://www.awp.nhs.uk/contact-us/freedom-information>

The information provided in this response is accurate as of 5 June 2025 and has been approved for release by Jo Hicks, Chief People Officer for NHS Bristol, North Somerset and South Gloucestershire ICB.



Right to Work and Identity Checks – Digital and Manual Verification



Joining the dots across health and care

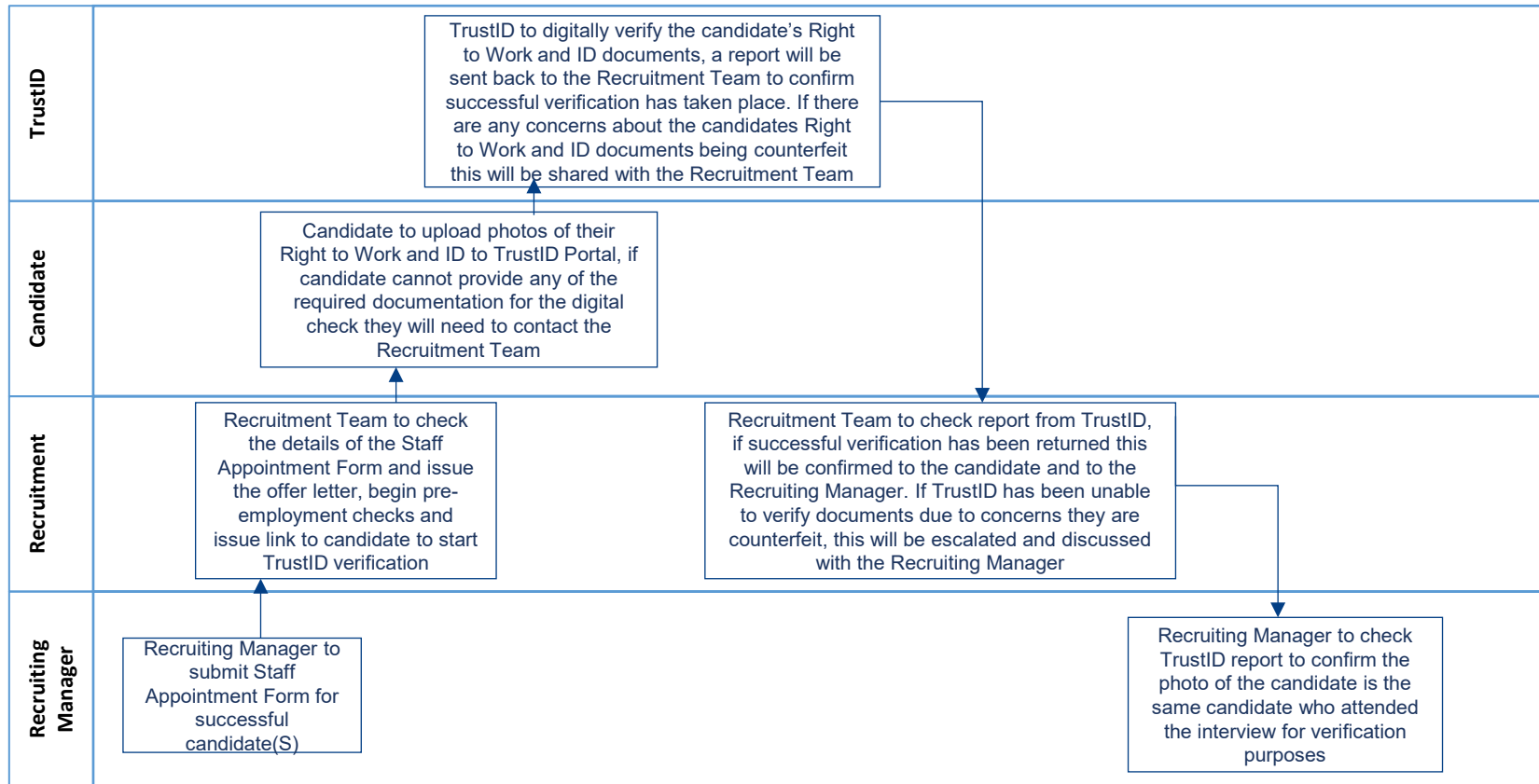
Right to Work and Identity Checks

During the pandemic, the Home Office allowed Organisations to carry out remote Right to Work and ID verification. The Home Office has confirmed covid adjusted checks will be coming to an end on the 30 September 2022.

The Home Office has confirmed Organisations will either have to return to a manual process of Right to Work and ID checking from 1 October 2022 or Organisations can invest in Identity Document Validation Technology (IDVT) to allow candidates to have their documents checked safely and securely whilst keeping the remote verification in place to suit the new agile ways of working.

SCW CSU has decided to work alongside TrustID for Right to Work and ID checking.

Right to Work and ID Verification – Digital Process



Right to Work Checks – Digital Process

Who is eligible for a digital check?

- UK and Irish citizens who have an in date passport
- Non-UK/Irish citizens with an eVisa

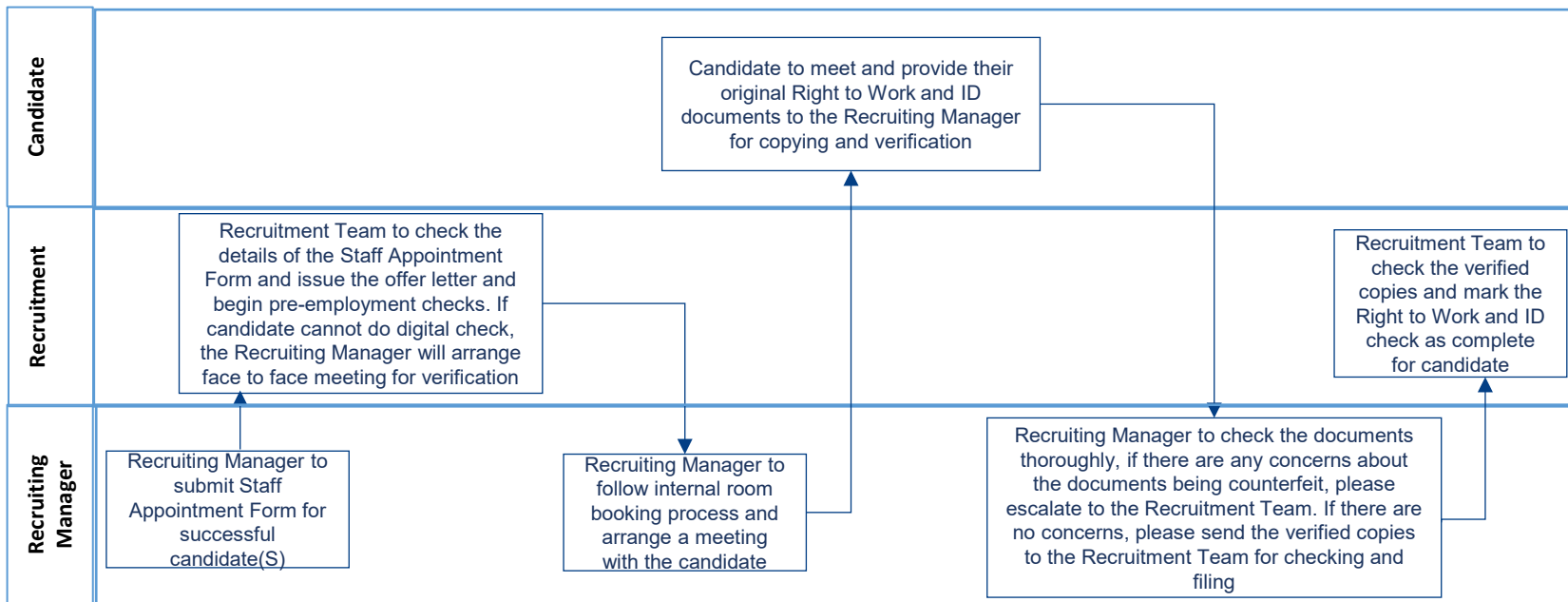
If the candidate holds an expired passport or no passport at all, or if they do not have a visa share code this will result in a face to face check having to be done. The Recruiting Manager will need to arrange a meeting in the office whilst following the internal room booking process.

For guidance on what documents you need to check when conducting a face to face verification, please open the checklist and guidance below:



Adobe Acrobat
Document

Right to Work and ID Verification – Face to Face Process



If you have any queries, please contact the Recruitment Team by email: scw.peopleresource@nhs.net or by telephone: 0300 561 0200, Option 1



contact@scwcsu.nhs.uk | scwcsu.nhs.uk | [@NHSscw](https://twitter.com/NHSscw)