



HIRING MANAGER – BULLETIN 3 Pre-Employment Checking – Changes

January 2025

Background

With a current soft launch of the NHSScotland Workforce Policies (Phase 2.2) taking place between 15 October 2024 and 15 January 2025, there is a preparatory period for HR Departments and Staff side to ensure NHS Board readiness for launch with staff and managers in early February 2025.

Within the suite of policies being launched there is the 'Once for Scotland' (OfS) Employment Checks Policy, which is replacing the SAFER PRE AND POST EMPLOYMENT CHECKS IN NHS SCOTLAND PIN POLICY.

1. Main areas of change

Although there may be some variations in practice between the 5 NHS Boards supported by the ERRS, the following areas are under review for potential alignment with the new policy.

- Right to Work in the UK checks.
- Assessment of criminal record information for the preferred candidate.
- The number and period of time references should cover.
- The types of situations where Pre-employment Health Checks are required.

Please note that Hiring Managers are not required to make any changes to their current practices until further notice. Further information will be shared, once finalised.

2. Next Steps

The ERRS are currently finalising the assessment of each Board's current processes against the new requirements in the OfS policy. These will be discussed with HR Teams to agree what changes are made to local processes as well as the guidance that needs to be available for Hiring Managers.

3. ERRS website

Further information on all parts of the recruitment process is available on our [ERRS website](#)

Kind regards
ERRS Senior Management Team