

**Director of human
resources/personnel**

Harry has applied for a position as the human resource director at Any-Town NHS Foundation Trust. This role includes holding overall responsibility for recruitment and retention of staff, the design and delivery of development and training programmes and, the handling of formal grievance and disciplinary processes and appeals. It will also involve providing advice on the principles and detail of employment legislation and good practice.

Eligibility

Human Resource directors are not in a regulated activity therefore employers are not entitled to carry out an enhanced with barred list check on any such roles. This is because this does not involve having direct responsibility for the management or supervision of anyone engaging in a regulated activity.

As a minimum requirement and in order to meet the CQC's fit and proper person requirements for directors, employers should carry out a free online check against the Companies House list of directors which can be found on the gov.uk website. This check will confirm that individuals have not been disqualified from undertaking any such roles and/or remain subject to any restrictions. Further guidance about the fit and proper person requirements can be found on the NHS Employers website.

In addition, employers may wish to consider requiring applicants for director level positions to obtain a **basic disclosure**. From January 2018, individuals can obtain a basic disclosure through the Disclosure and Barring Service's online facility.

Where director level positions involve direct responsibility for the management or supervision of anyone engaging in a regulated activity, employers may consider their roles and responsibilities under eligibility for an enhanced without barred list check.