

**People Participation Recruitment Panel Policy**

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| Community Health Services  |  |

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**People Participation Interview Panel Policy**

**1.0 Introduction**

This policy is to outline the process for having service users and carers on recruitment panels for East London NHS Foundation Trust. East London NHS Foundation Trust values the experience and expertise of their service users and carers and believes they add a valuable viewpoint in our aim to recruit the best staff with the best values. ELFT wish to strengthen the user/carer voice in the recruitment of all staff for the mental health, community health and physical health services we run.

**2.0 The Trust Responsibilities**

East London NHS Foundation Trust has a duty of care towards every individual who becomes involved with the Trust. The responsible staff member will ensure that you receive a copy of this policy prior to your commitment to become involved with the Trust.

Every interview panel, for every role at ELFT, on any banding, must have a service user or carer on the interview panel. These are to be booked via the local People Participation Lead or via the generic People Participation Leads email address elft.peopleparticipation@nhs.net.

 It is the Trusts responsibility to book people with at least 10 days’ notice of the agreed interview panel. When requesting a service user/carer for an interview panel please send the Job Description and Person Specification, the dates and times of the interview panel and the location. Please state whether the interview is virtual or face to face.

Once the PP Lead has booked a service user/carer for the interview panel, they will introduce both parties via email. At this point, please send any further information including interview questions to the service user/carer. The service user/carer should be able to contribute their own questions. Please invite the service user/carer to a pre-meet to discuss the role, the interview questions and to decide who will be asking which questions.

There must be regular breaks planned into the day. These can be discussed with the relevant People Participation Lead and/or the service user or carer who will be sitting on the panel. If there is a full day of interviews there must be a lunch break planned in.

If someone is booked in to sit on an interview panel and it is cancelled with less than 24 hours’ notice, the service that booked the person will still need to pay the person.

Please refer to the Rewards and Recognition policy for information on pay.