



**East London**  
NHS Foundation Trust

**Information Governance**

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26 November 2021

**Our reference: FOI DA3978**

I am responding to your request for information received on 31 October 2021. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Keshia Harvey  
Information Governance Manager

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliff House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**

Chair: Mark Lam

Chief Executive: Paul Calaminus

*We care*

*We respect*

*We are inclusive*

## Request

**Question 1. What is your time to hire target for agenda for change recruitment?**

Answer: The Trust target to hire for Agenda for Change recruitment is 45 working days.

**Question 2. What point in the recruitment process are you measuring the target from and to?**

Answer: The target is measured from advert start date to start date booked.

**Question 3. How many days do you give for each part of the process?**

Answer: Please see table below:

<b>Task</b>	<b>Timeframe</b>
Advertise following authorisation granted.	Within two working days.
Advert duration	10 working days
Sent to Hiring Manger for shortlisting after closing date	Within one working day
Hiring manager shortlists.	Within two working days.
Interview invites sent.	Within two working days.
Interviews conducted.	Within five working days.
Hiring manager provided interview outcome.	Within two working days.
Resourcing team sends offer letter and initiatives pre-employment checks.	Within two working days.
Pre-employment checks completed.	Within 17 working days.
Following checks cleared, start date arranged and contract issued.	Within two working days.