

## Service Users / Carers In Recruitment Guidelines

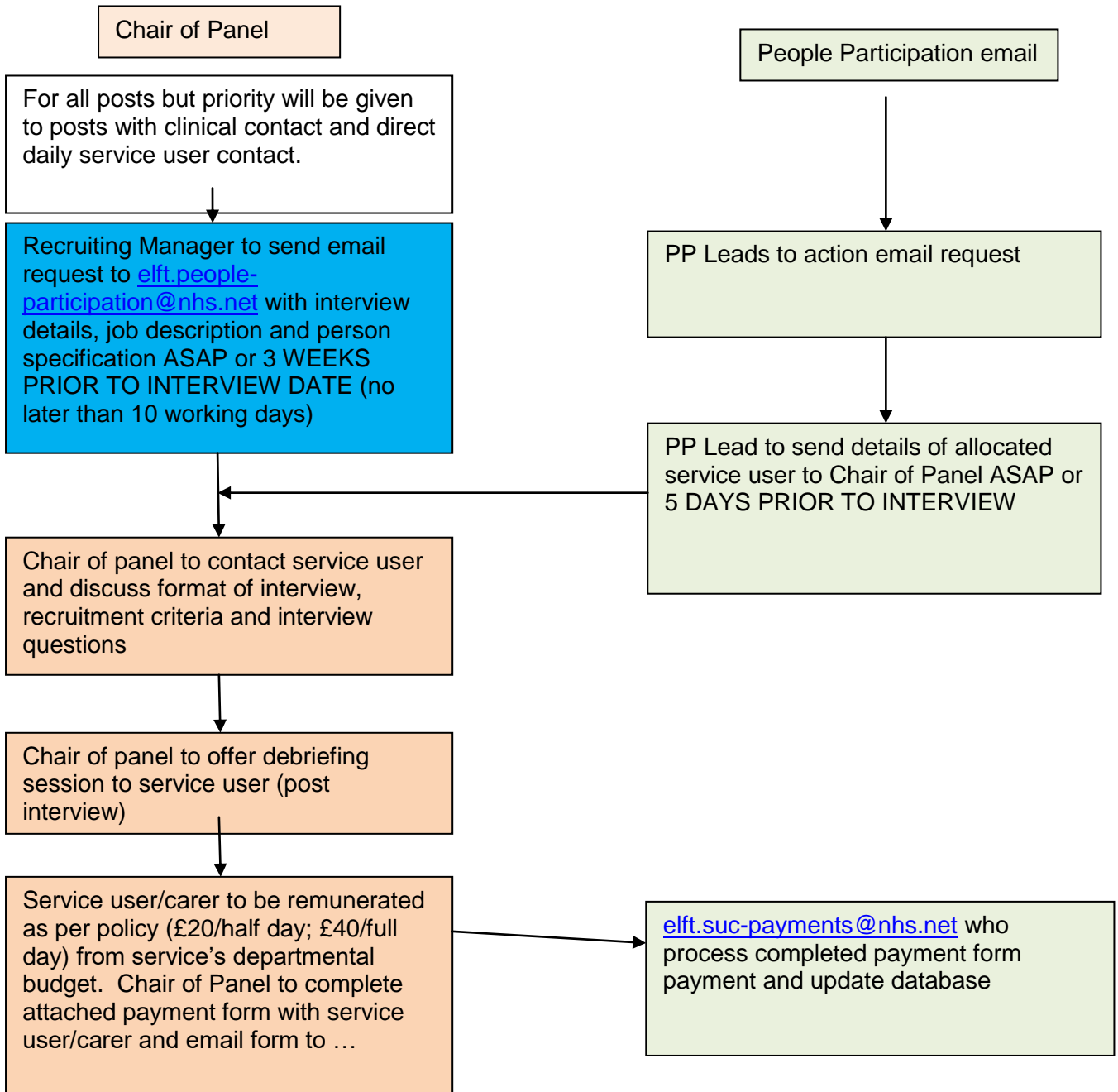
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Name and Job Title of author:	Paul Binfield, Head of People Participation
Executive Director lead :	Paul Calaminus
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Services	Applicable to
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## CONTENT

<b>1.0</b>	<b>Introduction</b>	<b>4</b>
<b>2.0</b>	<b>The Trust Responsibilities</b>	<b>4</b>
<b>3.0</b>	<b>Recruiting Managers' Responsibilities</b>	<b>4</b>
<b>4.0</b>	<b>People Participation Responsibilities</b>	<b>4</b>
<b>5.0</b>	<b>Policy for the Reward and Reimbursement of Expense</b>	<b>5</b>
	<b>Appendix A</b>	<b>6</b>
	<b>Appendix B</b>	<b>7</b>

# Process for involving Service Users in Recruitment



## Service User / Carer in Recruitment

### 1.0 Introduction

East London NHS Foundation Trust values the experience and expertise of our Service Users (SU) and Carers (C) and wishes to strengthen the user / carer's voice in the recruitment of our staff. The Trust is committed to involving Service Users (SU) or Carers (C) on all interview panels but priority will be given to band 5 and above.

### 2.0 The Trust Responsibilities

East London NHS Foundation Trust is committed to ensuring that a Service User / Carer is involved in the recruitment of all our staff. To ensure that the right candidate is chosen to uphold our values.

The Trust is now moving towards ensuring that every interview panel will have a Service User/ Carer. The Trust will provide any support needed to ensure this will happen.

### 3.0 Recruiting Managers Responsibilities

The request should be sent for a Service User / Carer as soon as the interview arrangement form is sent to Recruitment. This will allow sufficient time for a Service User / Carer to be found.

The minimum number of days for arranging a Service User / Carer is **10 days**. If a request is sent within less than 10 days a Service User / Carer **may not** be made available.

The recruiting manager is responsible for arranging a Service User / Carer.

The recruiting manager is required to complete 'Service User / Carer request' form (Appendix A) and email it to [elft.people-participation@nhs.net](mailto:elft.people-participation@nhs.net) requesting for a Service User / Carer, copying in their recruitment officer.

Once a Service User / Carer has been found Chair of the panel will contact the Service User / Carer, prior to the interviews to discuss the format of the interview/questions, what to do on the day of the interview and informing them on the pre – meet time.

### 4.0 People Participation Responsibilities

A database will be maintained by the User Involvement Project Manager, showing all the trained Service Users / Carers.

People Participation (PP) will contact Service Users / Carers informing them of the details of the interview. Asking for availability can take up to 2 days.

PP will confirm via email details of the Service Users / Carers to the recruitment manager.

PP will send the Service User / Carer the JD /PS and ask them to prepare some questions based on the JD.

## 5.0 Process for the Reward and Reimbursement of Expense

The Service User / Carer will need to complete the payment form (Appendix B). Depending on when this form is submitted depends on the day of payment. Please see the payment flow chart (Appendix C). It is the recruitment manager's responsibility to ensure it is sent to [elft.suc-payments@nhs.net](mailto:elft.suc-payments@nhs.net). The budget code of the team/ward/service who is recruiting needs to be completed on the form.

**APPENDIX A****Request form for a Service User / Carer to participate on an Interview Panel**

<i>Job Reference number</i>	363 -	
<i>Job Title</i>		
<i>Band</i>		
<i>Date of Interview</i>		
<i>Full Postal Address of where interview is to take place</i>		
<i>Name of contact person</i>		
<i>Contact Number</i>		
<i>Time required</i>	Pre- Meet	
	Start Time	
	Finish Time	
<i>Will Lunch provided</i>		
<i>Job description &amp; person spec Attached</i>		
<i>Budget code</i>		
<b>Any requirements e.g. an interest in ICT</b>		

Please send this form to [elft.people-participation@nhs.net](mailto:elft.people-participation@nhs.net) and your Recruitment officer

**APPENDIX B**

Name (PRINT):- \_\_\_\_\_

National Insurance No: \_\_\_\_\_ (this is required because of statutory services accounting regulations)

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Meeting / Event Attended: \_\_\_\_\_

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

**Travel Expenses (tickets or receipts must be attached where possible)**

- Rail Fare (Standard Class) £ \_\_\_\_\_ (A)
- Bus Fare £ \_\_\_\_\_ (B)
- \_\_\_\_\_ miles @ 23p per mile £ \_\_\_\_\_ (C)
- Taxi Fare £ \_\_\_\_\_ (D)

State reason taxi required E.g. Mobility problems, transport problems, late night/early morning travel

- **Other Necessary out-of-pocket Expenses:** \_\_\_\_\_ £ \_\_\_\_\_ (E)

(Only paid for by prior arrangement receipts must be attached when possible)

- **Meals / Snacks / Refreshments** (Please state date, which meal e.g. Lunch etc)

Date	Type of Meal	Cost	£

**Total cost of meal** £ \_\_\_\_\_ (F)

**Fee for Participation**

Please read the Advice Summary before claiming a fee £ \_\_\_\_\_ (G)

**TOTAL CLAIM (A)+(B)+(C)+(D)+(E)+(F)+(G) £ \_\_\_\_\_**

The above is a true record of my out-of-pocket expenses and fee entitlement for participation in this meeting/event. I understand that accepting the payment of a fee may affect my Benefits and/or Income Tax status

**I'M FULLY AWARE THAT IT IS MY SOLE RESPONSIBILITY TO INFORM THE BENEFIT AGENCY OF ANY MONEY RECIEVED FROM THE TRUST AND NOT THE TRUST**

Signed:- \_\_\_\_\_ Date:- \_\_\_\_\_

**Internal use only**

Budget code: \_\_\_\_\_

Name of Budget: \_\_\_\_\_

Signature of a budget holder: \_\_\_\_\_