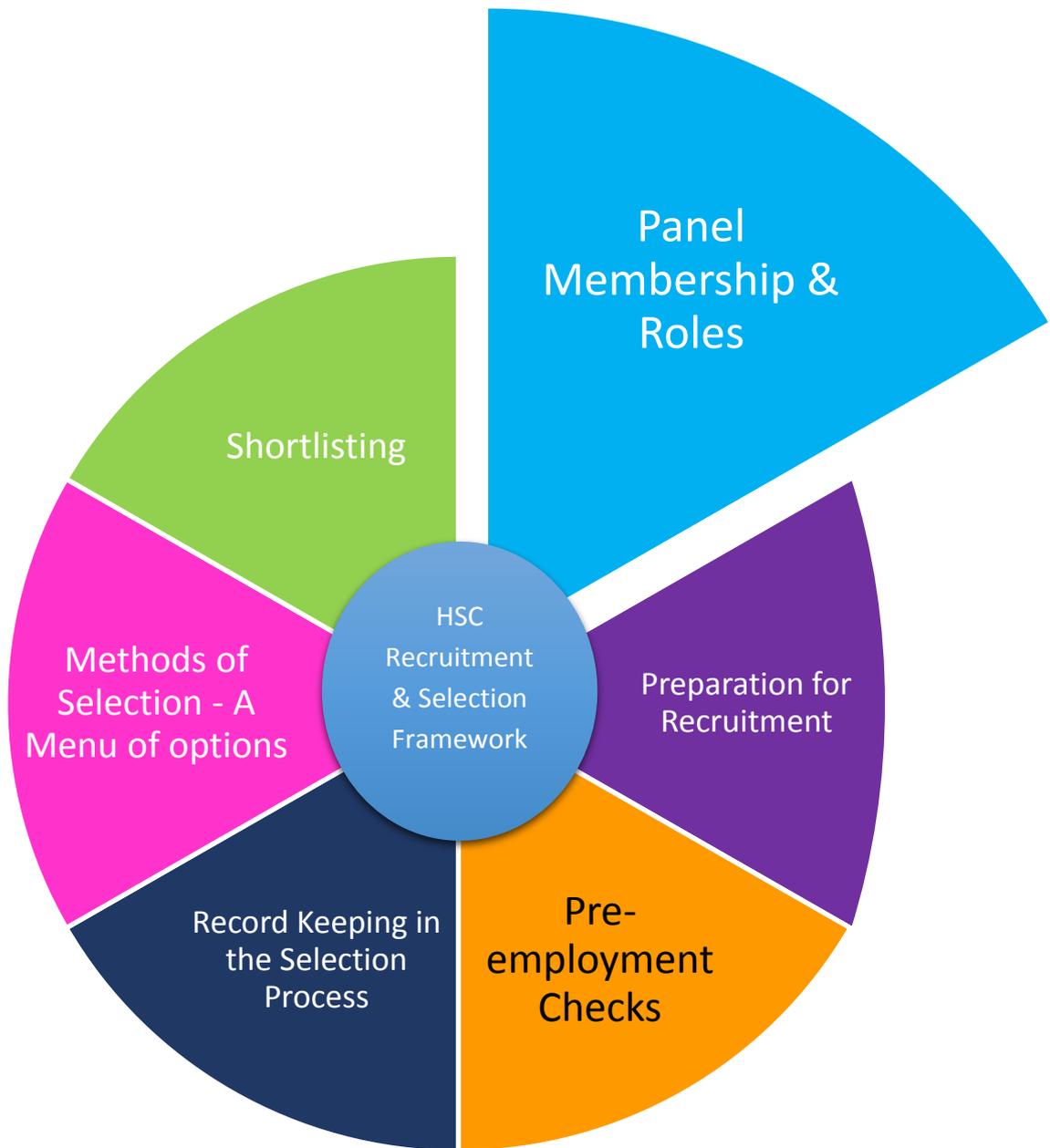


Managers Guide to Panel Membership



Panel Membership

The following provides general guidance on the constitution of Panels. Each panel will have a Chairperson, who will be responsible for the operation of the panel. To support HSC equality obligations, every reasonable effort must be made to ensure that panels are where practicable, appropriately 'balanced' in terms of gender and community background as a minimum. Advice on this can be sought from Trust HR Departments.

Appointment Type	Panel Composition
<p>Category 1 Chief Executive of the Trust <i>Panel constitution is in accordance with the Health & Social Services Trusts (Membership and Procedure) Regulations (Northern Ireland) 1994</i></p>	<p>Voting Members</p> <ul style="list-style-type: none"> • Chairman of the Trust • Non-Executive Directors <p>Non-Voting Members</p> <ul style="list-style-type: none"> • DHSSPS representative • Two Assessors
<p>Category 1A Executive Directors other than the Chief Executive <i>Panel constitution is in accordance with the Health & Social Services Trusts (Membership and Procedure) Regulations (Northern Ireland) 1994.</i></p>	<p>Voting Members</p> <p>Chairman of the Trust</p> <ul style="list-style-type: none"> • Chief Executive • Non-Executive Directors <p>Non-Voting Members</p> <ul style="list-style-type: none"> • One external Assessor (two will be required in the case of appointment of the Medical Director).
<p>Category 2 Other Board level Directors</p>	<p>Voting Members</p> <ul style="list-style-type: none"> • Chairman of the Trust • Chief Executive • One Non-Executive Director <p>Non-Voting Members</p> <ul style="list-style-type: none"> • One external Assessor •

Appointment Type	Panel Composition
<p>Category 3 Other Senior Posts (Band 7 and higher)</p>	<p><i>Voting Members</i></p> <ul style="list-style-type: none"> • Normally three Trust employees of an appropriate level. <p><i>Non-Voting Members</i></p> <ul style="list-style-type: none"> • For posts where the panel deems it necessary, consideration may be given to the inclusion of one external Assessor. In most instances this would only be considered for posts at Band 8A (<i>or equivalent</i>) and above unless exceptional circumstances exist.
<p>Category 4 All Other Posts (Non Medical)</p>	<p><i>Voting Members</i></p> <ul style="list-style-type: none"> • Normally three Trust employees of an appropriate level.

Role of Chairperson

Whilst all panel members have equal responsibility for every element of the appointments process, the chairperson has some additional responsibilities to ensure that the interview is carried out in accordance with the HSC Recruitment & Selection Framework. The Chairperson is responsible for completing the necessary panel checklists, submitting the outcomes on E-recruitment and returning the documentation along with the file to the relevant contact.

The chairperson will;

- be the main point of contact for RSSC throughout the recruitment exercise.
- oversee the integrity of the Recruitment & Selection process.
- ensure that all members of the panel are appropriately trained.
- ensure that the panel is appropriately balanced in terms of gender and community background¹.
- be responsible for ensuring that the panel have completed the e-shortlisting, any discrepancies are resolved and the final outcomes submitted. In the event of there being a panel member from outside the HSC who are required to shortlist manually, the chairperson will be required to ensure they facilitate their input off line.
- be responsible for ensuring that the panel meet to discuss and devise agreed questions, key elements of responses and scoring.
- ensure that all panel members have the agreed set of questions / expected responses and the candidate assessment forms.
- ensure that where necessary general questions, for example, regarding gaps in the application form, gaps in employment, inappropriate referees listed etc are raised during the interview. The chairperson should follow their organisational guide in this regard.

¹ Chairpersons should not seek to determine this themselves but rather should constitute the panel with the most appropriate persons and then seek guidance from the Equality Assurance Unit.

Chairpersons Actions PRIOR to the interview

- Ensuring all 'housekeeping' for room, e.g. all mobile phones are switched off; water is available, appropriate notices are on interview room door / surrounding area to avoid any disruption etc.

At the start of the Interview

- **Welcome** the candidate, thank them for coming and allow them to sit down and relax before starting.
- **Check Photographic ID** (*as per Candidate Interview Checklist*)
- **Introduce** candidate to the members of the panel by name and position.
- **Explain the overall process** to the candidate, ie
 - *each panel member will ask them some questions;*
 - *while they are answering, the panel will be taking notes – they should try not to be put off by this;*
 - *interview will last approximately xx mins;*
 - *they will have an opportunity to ask questions at the end of the interview.*
- **Explain details of the post** they have applied (location; brief outline of duties etc.)

During the Interview

- Monitor the overall process and ensure the proper flow of questions between panel members.
- Ensure candidates are not asked any questions which could be seen as directly or indirectly discriminatory

At the end of the interview

- Having reviewed the application form **explore unexplained gaps in employment & clarify reasons for leaving all previous posts** if not stated on application form.
- Clarify that the applicant has provided details of their current or most recent line manager for **reference** purposes.

- Give the candidate an **opportunity to ask questions**, and answer these appropriately. If it is not possible to give an answer, take a note and ensure that the candidate is contacted after interviews.
- Thank the candidate for attending and give them some indication of when the outcome will be known.

Interviewing Disabled Applicants

- Panels should be mindful of their duties in interviewing disabled applicants and in particular should ensure that any necessary adjustments for the interview process are provided. This may include the need for an interpreter (sign language), ensuring that the room has the appropriate lighting requirements, ensuring that the access arrangements are suitable etc.
- Panels should ensure that where an interpreter or support person is required to attend the interview the questions should continue to be directed to the applicant and all eye contact should be with the applicant.
- If appropriate the panel should note the need for reasonable adjustments if appointed, however detailed discussions should occur at a separate meeting after the interviews. This approach should be communicated to the applicant.

Chairpersons role following interview

- Checking that panel members verify each other's final scores.
- Entering outcomes via HRPTS Portal.
- Ensuring that all relevant documentation is returned securely to RSSC.
- Providing feedback as required.

Role of the External Assessor / External Nominee

Where it has been identified that the input from an independent / specialist assessor is required, their role is to advise as to which applicants are considered competent to perform the duties of the particular post. This is particularly useful in terms of ensuring relevant expertise is available as well as providing a level of objectivity. In this regard, Assessors will:

- Participate fully in the interviews but will have no voting rights;
- Have appropriate professional qualifications (where necessary) and knowledge of the post being interviewed for;
- Be in a position which is senior to the post being interviewed for unless exceptional circumstances exist;
- Have been trained in recruitment and selection, and be conversant with the recruiting organisation's Recruitment and Selection Procedures.

Assessors cannot act as a referee for applicants and must therefore advise panel members where they have been requested to act as a referee for any applicant.

As far as possible the Assessor should come from outside the recruiting organisation unless exceptional circumstances exist. Where it is believed there are exceptional circumstances a variation may be considered and should be authorised in accordance with specific organisational guidance.

The Assessor can, but is not required, to participate in the shortlisting.

Following all interviews the Assessor will be the most appropriate member of the panel to open the general discussions advising the panel on the appointability of each candidate.