



**Derbyshire
Police and Crime
Commissioner**

*Protecting Communities,
Fighting Crime*



Derbyshire Constabulary

**RECRUITMENT AND SELECTION POLICY
Police Staff and Police Officer Specialist Posts**

POLICY REFERENCE 05/010

This policy is suitable for Public Disclosure

Owner of Doc: Head of Department, Human Resources

Date Approved: March 2010

Review Date: June 2017

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1. Policy Identification Page

Policy title:	Recruitment and Selection Policy
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Department / Division responsible:	Human Resources		
Policy owner:	Head of Department		
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Impacts on other policies / guidance / documents (<i>list</i>):			
Flexible Working Policy Part-time and Job Share Policy Redeployment Policy			

Security Classification: NOT PROTECTIVELY MARKED
Disclosable under FOI Act: YES
Policy to be published on Intranet: YES
Policy to be published on Force Website: YES

2. Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

3. Introduction

This policy applies to the recruitment and selection of all police staff posts and police officer specialist posts. The only exclusions will be posts which are part of a formal Career Progression Scheme, where higher graded posts are ring-fenced to those staff eligible for progression under the scheme.

Recruitment of new roles and vacancies will be undertaken using the Police Professional Framework (PPF). This is an online competency management system designed to measure and record competence.

The policy does not apply in cases of de-selection process for redundancy.

Further guidance for managers is available on dedicated fact sheets available on the Intranet.

4. Policy Statement

Derbyshire Constabulary is committed to applying the principles and provisions of diversity and equality legislation and best practice in all HR procedures. All recruitment and selection procedures will be conducted in a transparent, fair and consistent manner. To ensure fairness and consistency, recruitment processes and their outcomes will be monitored.

Recruitment and Selection activities will be designed and managed in an equitable way to ensure that the most suitable candidate is appointed.

The Force is committed to the recruitment and selection of its staff with the relevant skills, abilities and values, managing the workforce through effective and efficient resourcing practices to provide the best service to the public of Derbyshire and that our recruitment promotes a positive image of the force as an employer.

The policy applies to all police officers, police staff and special constables in Derbyshire Constabulary and external applicants.

5. Procedures

Police Staff and Police Officer Specialist Posts

Competency Based Selection

The force uses the Police Professional Framework (PPF). This is available on the Skills for Justice website. It contains;

1. Policing Personal Qualities
2. Rank Profiles and Skills sets for police staff based on National Occupational Standards

The PPF is used for Derbyshire Constabulary job descriptions which contain the above.

Managers are encouraged to use work related or skills based selection methods in addition to the PPF where appropriate. Advice on the use of other selection methods can be sought from Head of Recruitment, EMCHRS.

Positive Action

Positive Action is a range of lawful actions that seek to overcome or minimise disadvantages in employment opportunities that people who share a protected characteristic have experienced, or to meet their different needs. Section 159 of the Equality Act 2010 allows employers to use Positive Action in recruitment and promotion particularly where it is identified that there is under-representation in certain roles or employment areas. Advice can be obtained from the Head of Equality, Head of Recruitment, EMCHRS and HR Officers. It may also be appropriate to consult with the staff networks.

Positive Action can include awareness days for under-represented people to allow them to take part in the recruitment and selection process on an equal footing and support them to make their best possible contribution. Positive action initiatives help employers to encourage people from certain groups who are under-represented in the workplace to apply for jobs up to the point of recruitment. Positive action initiatives such as training, mentoring schemes or familiarisation events can help people to compete on a level playing field.

Information Management

Derbyshire Constabulary recognises the sensitivity of personal information and is committed to ensuring that all data is handled, processed and stored in line with Data Protection Principles. Information collected from candidates will be used solely for the purpose of recruitment and selection (and subsequent employment for successful candidates) and will be commensurate with the post applied for. The information provided by candidates will be stored appropriately and not disclosed to third parties without the individual's consent.

Pre-employment and Vetting Checks

After interview or prior to any transfer successful candidates will be required to undergo force vetting and security checks appropriate to the role. Applicants must be able to provide information in accordance with the ACPO Vetting Policy (this is currently three years checkable history) and applicants that cannot be vetted cannot be employed by the force.

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Post interview references will be sought for all candidates. References for internal candidates will be sought from the current Line Manager. References for external candidates will be sought for a minimum period of 12 months. All references must be requested by the Shared HR Service Centre to ensure compliance with the provisions of the Equality Act regarding attendance and disability.

All successful external police staff candidates will be required to undergo a pre-employment medical and submit themselves for biometric vetting and drug/substance testing in line with the force's substance misuse policy. In respect of internal police staff appointed to a new role, a medical examination may be required where there is a change in the nature of the role. This may also include working a shift pattern or on-call rota.

Police Staff Roles

Managing the Vacancy

The Force reserves the right to use a range of recruitment tools and mediums as appropriate to the role and business requirements.

Recruitment campaigns should be managed and forward-planned in conjunction with the relevant HR Officer and the Recruitment Team of HRSC to agree timescales for short-listing and interviews. Where similar vacancies occur the posts may be advertised together and managed by one selection panel.

Those managers with a post to advertise must first forward a completed and signed Request to Advertise Police Staff Vacancy to their respective HR Officer for authorisation. The HR Officer will then forward the completed request to the HR Admin Team. An up-to-date PPF Job Description, which includes the essential and desirable criteria, **must** accompany the request form. The vacant post will then be presented to the Head of HR for authorisation. From May 2016, requests to advertise will be dealt with on an individual basis.

The departmental line manager has overall responsibility for filling the vacancy. The manager should work with their designated HR Officer who will give procedural advice.

Line Managers must be aware that they may need to consider reasonable adjustments, further information and advice can be sought from HR Officers, or the Equality Unit.

The opportunity should be taken to review and update the role and if required job evaluation undertaken if duties and responsibilities have either increased or reduced significantly.

The PPF should be reviewed and updated as required. It should be ensured that any requirements of the role are assessed to ensure compliance with the Equality Act. Any requirements for physical aspects of a role must be operationally and objectively justified.

Advertising

Following approval from the VCP to advertise, the following levels of advertisement may be undertaken depending upon the requirements of the Force at that time: -

Level 1 – Police Staff who are on the redeployment register

Level 2 – Police Staff who work for the organisation

Level 3 – Police Staff and Police Officers working for the organisation

Level 4 – External advert to the wider recruitment market

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Any of the stages may be run in conjunction with each other depending upon the role and any operational requirements.

If a post has been previously advertised within the last 6 months, either externally or internally and subsequently become vacant, the consideration should be given to eligible candidates.

Eligible candidates will be those who have been successful in the competition for the post, with the same role, as previously advertised. These candidates will have been held on a select list.

However, if in the interest of the Force the line manager in consultation with the HR Officer, deems it necessary to select from a new pool of candidates, has the right to advertise the vacancy without consulting the select list.

Priority **must** be given to those staff who have been placed on the Redeployment register before revisiting the select list and making an offer.

In accordance with the force Job Share Policy, all roles will be advertised as being suitable for a job-share or part-time working. Where, for operational reasons this is considered impractical, a business case outlining the reasons should be included in the Form 42.

If the manager of the vacancy believes that wider advertising is necessary to generate sufficient candidates, external advertising will be payable from the vacancy holder's budget.

Eligibility

The Force can only consider applications from people who are eligible to work in the UK without restriction.

Shortlisting, Interview and Selection

Before commencing the process it should be agreed who will be conducting the shortlisting and interview processes. The interview panel must comprise at least two people and it is recommended that the Chair of the panel must have experience of the recruitment and selection process.

All applicants will be measured against the essential criteria on the job overview and where necessary the desirable criteria may be applied.

The only exception to this rule is for candidates with a disability, who are guaranteed an interview if they meet the essential criteria. Candidates with a disability who meet all the essential criteria should therefore automatically be included in your shortlist and do not need to be scored against the desirable criteria.

Random selection may be used only after the shortlisting procedure has been completed using both the essential and desirable criteria and there still remains a high number of suitable candidates and resources are not available to undertake an interview process at this stage. Advice should be sought from the respective HR Officer before this method is commenced.

A member of staff not involved in the random selection process should be asked to draw out the number of applications required for interview. The process should be independently

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witnessed. In order to ensure that there is a clear audit trail managers must keep a record of the number of applications drawn, date and details of those involved.

Reasonable adjustments will be made to enable candidates to attend for interview as required (*refer to 10 step guide to reasonable adjustments*).

The successful candidate may be requested to accept the role within an agreed timescale. In respect of staff on the Redeployment Register who may have several applications submitted for vacancies, they will be required to accept or refuse the role within 72 hours.

Canvassing by applicants

Panel members, or those involved in the selection process, should not enter into detailed discussion with potential applicants about the role. Information in respect of terms and conditions of service can be provided by the Shared HR Service Centre. It is important that any briefings or information which is provided to one candidate should be provided to all candidates or applicants.

Assessment Tests

Tests are used to assess candidates on elements within the job description. They should only be used in consultation with the HR Senior Business Partner. The use of tests should be decided upon prior to advertisement in order that candidates can receive prior notification with arranged dates included in the job advertisement. Consideration should be given as to whether the use of a test requires an Equality Impact Assessment.

Partnership Working

Where Derbyshire Constabulary is not the employing authority our representative should discuss the employment arrangements with their HR Officer. Where a partner does not have clearly defined employment policies consideration should be given for one of the larger partners who have these facilities to adopt the role of the employer. Each case should be decided on its own merits where the employment sits best.

Salaries on Commencement to a Police Staff Role

All new appointments to the Force should be at the minimum of the salary scale on offer. If an award of salary in excess of the minimum is considered, the line manager **must** complete Form 514 and make recommendations to the HR Senior Business Partner who will consider the available evidence, operational reasons and equal pay implications and approve accordingly.

If the enhanced salary is not recommended by the HR Senior Business Partner, the line manager will be notified accordingly.

A copy of the completed Form 514 must be forwarded to the Retained HR Admin Team for monitoring purposes to ensure equal pay compliance.

Police Officer – Specialist Posts

All requests to advertise police officer specialist posts or other vacancies must be submitted through the relevant HR Officer to the Workforce Planning Officer before the post/vacancy is presented to the Police Officer Deployment Panel for approval.

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Each specialist post will have its own selection criteria and process which will be decided by the panel prior to advert or expressions of interest. Due consideration will be given to the provisions of the Equality Act in respect of each vacancy.

For expressions of interest, applicants should complete the electronic Expression of Interest Form which will be available at the time of advertisement.

The Chief Constable reserves the right to transfer or promote police officers to any post without advertising, if it is in the interests of the operational requirements of the Force. In the interest of operational efficiency, officers on restricted duties may be placed in specialist posts in accordance with the provisions of the Equality Act.

In respect of Divisional Specialist posts, the selection process will be determined locally by the Command Team in liaison with the HR Senior Business Partner.

Consideration of retaining a select list will be on a case by case basis.

6. Monitoring and Review

The Workforce Planning Department and EMCHRS Recruitment are responsible for monitoring the implementation and impact of this policy.

The outcomes of recruitment and selection procedures are monitored on a monthly and quarterly basis, including monitoring for adverse effects on minority groups.

The policy will be reviewed bi-annually and the outcome of monitoring processes will inform this review.

7. Appeals Process

Feedback

Any applicant may seek feedback as to the reason why they are not selected for interview or, following interview for appointment, within 4 weeks after the closing date. Requests for feedback should be addressed to the Shared HR Service Centre Team, who will arrange for feedback to be provided.

Appeals Process

Derbyshire Constabulary has an appeals process for candidates who have been unsuccessful in their application for a post. Appeals will only be considered within four weeks following the rejection of an application. Appeals sent after this time will not be accepted.

Any applicant who considers that the policy has not been applied correctly or that the recruitment process has not been conducted fairly may appeal in the first instance in writing to the EMCHRS Recruitment Team Leader to review.

Stage 1

- All appeals should be submitted in writing at the earliest opportunity to EMCHRS Recruitment.

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- Acknowledgement will be made to the applicant within 5 working days of receipt.
- Following a full investigation into the issues raised, a full response will be made in writing within 14 working days.

Stage 2

- Should the applicant be dissatisfied with Stage 1 of the Appeals Procedure, they should write to the Head of Recruitment EMCHRS, outlining the full circumstances of the second appeal.
- A written acknowledgement will again be given 5 working days whilst initial investigations are being undertaken.
- A final and full response will be made within writing within 14 working days.

8. Additional Documents – Managers Guides

Guide to Advertising
Guide to PPF and Preparation of Job Descriptions
Guide to Shortlisting.

