

Table of Contents

SECTION 1	VERSION CONTROL	2
SECTION 2	AIMS / OBJECTIVES.....	2
SECTION 3	DETAILS.....	3
	Planning	3
	Advertising	3
	Exceptions.....	4
	Candidate Bank.....	4
	Applications.....	4
	Reasonable Adjustments	5
	Short listing and Assessment	5
	Pre-appointment vetting and attendance checks	5
	Appointment confirmed	6
	Unsuccessful applicants.....	6
	Performance and development review (PDR)	6
	Complaints	6
	Minimum Tenure	6
SECTION 4	LEGISLATIVE COMPLIANCE	6

SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1	Oct 2005	Lisa Poole	Principal Personnel Officer	New Procedure
2.0	Dec 2013	Jayne Maione	HR Advisor	Update existing procedure

SECTION 2 AIMS / OBJECTIVES

People are the most important asset of Nottinghamshire Police. Nottinghamshire Police is committed to:

- recruiting the right people with the right skills to fulfil the Force priorities to cut crime and keep the people of Nottinghamshire safe; spend money wisely and earn trust and respect.
- ensuring that existing police officers have the opportunity to be considered for specialist posts and that the officer with the right skills is successful (as evidenced in the selection process).

All police posts are classified as 'core policing', or 'specialist policing' in accordance with Home Office Circulars.

- 'Core policing': A post that is predominately concerned with work within the 'core policing' objectives of the Force and is likely to include regular contact with victims, witnesses, offenders and the public, (e.g. Divisional CID, Traffic and Uniform Section)

- 'Specialist policing': A post requiring additional training and skills that are unique to the position and, a post where there is limited opportunity to deal regularly with victims, witnesses, offenders and the public. In summary, where tasks involved are particularly diverse from 'core policing'. The Home Officer has outlined that the following roles fulfil this definition: Air, Asset Confiscation, Child/Sex/Domestic/Missing Persons, CID, CID Specialist Units, Complaints and Discipline, Dogs, Drugs, Firearms – Tactical, Firearms/ Explosives, Fraud, Special Branch/ Protection/ Immigration/ National, Surveillance, Traffic and Vice.

This procedure should be read in conjunction with PS 173 Recruitment and Selection Policy.

This procedure outlines the recruitment and selection procedure for recruiting police officers into specialist posts and aims to ensure that:

- the organisation recruits the right people with the right skills for the job
- all police officers with appropriate skills and experience have an opportunity to be considered for specialist posts
- all police officers have the opportunity to pursue career progression and development (subject to necessary eligibility criteria).

SECTION 3 DETAILS

Planning

All newly created posts will be assessed against HMIC classifications by a Senior HR Partner in consultation with Heads of Department/ Division as appropriate to determine whether they are 'core' or 'specialist' posts.

No recruitment activity will be undertaken without approval from the Managing Resources Panel, on behalf of the Command Team, via the Managing Resources Form G1071.

All parties involved in the recruitment and selection process will be appropriately trained in recruitment and selection and equality and diversity. If the training was received prior to joining Nottinghamshire Police, HR will provide a briefing of the Force policy, procedure and assessment methods.

HR Resourcing will make suitable arrangements to undertake equal opportunities monitoring for applications received using the G262C Equal Opportunities Monitoring Form.

Advertising

Vacancies will be advertised on the intranet. The closing date for all vacancies must be a minimum of two weeks and only in exceptional circumstances would exceed 3 weeks (e.g. over Christmas period).

Exceptions

Police officers up to and including the rank of Inspector whether working full time, part time or flexibly can apply for specialist posts with the exception of:

- police officers and sergeants within their probationary period
- where an individual is subject to:
 - Performance Written Improvement Notice/Performance Development Plan,
 - Attendance Written Improvement Notice,
 - PSD live warning,
 - PSD Investigation (unless the individual is carrying out their normal full role and responsibilities during the investigation in which case they may still be eligible to apply and each situation will be considered on its merits).

In these circumstances the police officers application will need to be considered by the Head of HR & OD and the Head of Professional Standards and the recruiting manager. This could potentially disallow the police officer from applying for the post until conclusion of the process that they are subject to.

The Chief Constable reserves the right to transfer or promote police officers to any post, without advertising, in exceptional circumstances where it is in the interest of the operational efficiency of the Force. The Chief Constable will normally resource specialist posts at Chief Inspector level or above in this way, taking into consideration competencies and individual career aspirations and operational needs.

Candidate Bank

There will be occasions where HR Resourcing hold a candidate bank for a particular role. Candidate banks contain details of candidates who have successfully completed a previous assessment process for the post but at that time were not offered a vacancy. In such situations candidates held in a valid candidate bank may be progressed straight to final interview / appointment as determined appropriate by a representative of the Head of HR & OD.

The timings for how long candidate banks will be considered for a vacancy will be determined by the recruiting manager, in consultation with a HR Business Partner/ HR Advisor prior to the Managing Resources Panel authorisation of the recruitment. Further information is available in the Management Guide.

Applications

All applications must be submitted to HR Resourcing on the G2062C Expression of Interest Application Form with line management confirmation that:

- the details submitted are accurate to their knowledge
- there is not an outstanding Performance Action Plan; Attendance Written Improvement Notice; PSD Investigation or Disciplinary Investigation
- the line manager has notified the Head of Department for the purposes of manpower planning.

HR Resourcing will manage all applications via ORIGIN to enable candidate tracking throughout the recruitment process. HR Resourcing will write to unsuccessful candidates throughout the process.

Reasonable Adjustments

HR Resourcing will advise recruiting managers on an appropriate course of action for any candidate who indicates on their application form that they have a disability. All candidate requests for reasonable adjustments will be fully considered.

Reasonable adjustments may be based on appropriate specialist reports.

Short listing and Assessment

Recruiting managers for all specialist posts will agree the most appropriate method of assessment with HR Resourcing and this will be consistently applied to all candidates and in full compliance with PS 173 Recruitment and Selection Policy.

HR Resourcing will forward completed applications to the recruiting line manager who will undertake short listing and assessment using the approved Short listing and Assessment Proformas available on the HR Intranet. Recruiting managers will notify HR Resourcing of the outcome of the assessments and forward all final paperwork for retention for 12 months.

Each panel will consist of at least two people and they will all be appropriately trained in recruitment and selection and equality and diversity. If the training was received prior to joining Nottinghamshire Police, HR will provide a briefing of the Force policy, procedure and assessment methods. Where possible the panel will be balanced / representative, in terms of gender, age, and race.

Pre-appointment vetting and attendance checks

All appointments will be subject to successful completion of the force vetting procedures. HR Resourcing will ensure the necessary forms are forwarded to Vetting, PSD.

Internal candidates will not be required to undergo the full vetting process if the new role has equivalent vetting requirements to the existing role, they hold a current vetting status without restrictions and have declared that there are no changes in their personal circumstances. Where current equivalent vetting is held, limited vetting checks will be undertaken.

All internal candidates will be asked to complete G32a Attendance Criteria Form to provide details of their attendance history. For internal candidates the line manager will check this against records held on ORIGIN and provide further information regarding any attendance pattern outside PS 147 Attendance Management Policy.

Any adverse information arising during pre-appointment checks will be referred to Senior HR Partner, Resourcing (or nominated representative) to decide whether a formal offer of appointment can be issued. Any adverse information obtained as part of the vetting process will be referred to the Head of Vetting and Information Security for assessment and decision.

Appointment confirmed

HR Resourcing will issue a provisional offer to successful applicants.

The transfer date will be mutually agreed between the relevant line managers and will normally be within 28 days of the decision to transfer. In exceptional circumstances an extension to this transfer date may be authorised by the Posting Panel.

Unsuccessful applicants

HR Resourcing will notify all candidates in writing if they are unsuccessful at the interview.

Feedback will be available to unsuccessful applicants upon request, against the criteria contained in the person specification. For internal applicants it is the candidate's responsibility, in conjunction with their line manager, to address developmental needs and any resulting development plan.

Performance and development review (PDR)

The PDR system will be used in the normal way to establish and maintain individual and department objectives and performance. It will also be used to ensure that at least minimum standards in core policing skills are maintained.

Complaints

If an applicant feels that there has been a breach of policies and procedures or that they have been subjected to unlawful discrimination or other unfair treatment on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation they may submit a complaint in writing to the HR Partner Resourcing within 10 working days of the incident. The complaint will be progressed formally under PS 141 Grievance Policy. There will be no right of appeal against the outcome of the grievance.

Minimum Tenure

Minimum tenure will apply to certain police officer specialist posts and will be confirmed in the advert.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.