



# **PS 173 Recruitment and Selection Policy**

**May 2015**

**Version No 1.1**

## **Statement of 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 of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

## Table of Contents

Table of Contents .....	2
Aims and Objectives of the Policy.....	2
Policy Statement.....	3
1.0 Scope .....	3
1.1 Key principles.....	3
1.2 Financial control .....	3
1.3 Data Protection.....	4
1.4 Assessments.....	4
1.5 Feedback .....	4
1.6 Equality of opportunity.....	4
1.7 Transfers .....	5
1.8 Secondments .....	5
1.9 Promotions .....	5
1.10 Police Officer Postings .....	5
1.11 Tenure.....	5
1.12 Exceptions.....	6
1.13 Monitoring .....	6
Monitoring and review .....	7
Version Control .....	7

## Aims and Objectives of the Policy

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.

Nottinghamshire Police aims to be an employer of choice in the Nottinghamshire area. The Force actively seeks to employ and retain people of the highest calibre who are representative of the diverse communities that we serve.

Nottinghamshire Police want to recruit and retain people who are able to contribute to the aims and objectives of the Force and who extol the PROUD values.

The aim of the policy is to be consistent, fair and cost effective in recruiting the best person for all posts within Nottinghamshire Police.

# Policy Statement

## 1.0 Scope

The policy applies to internal and external recruitment of police officer and police staff posts; whether they are fixed term or substantive appointments.

## 1.1 Key principles

- Recruitment and selection will be conducted in a professional, timely, consistent and cost effective manner.
- The Force establishment will be managed within agreed budgets.
- All recruitment and selection activity will be fully compliant with employment legislation and Police Regulations 2003.
- Nottinghamshire Police will seek to recruit the best quality candidates for roles based on objective merit.
- All recruiting managers will be appropriately trained, comply with the policy and procedures and fully understand Equality and Diversity standards to ensure that all applicants are treated fairly, equitably and with dignity and respect.
- Nottinghamshire Police is a high profile employer in the area and therefore the reputation of the Force will be enhanced by professional recruitment and selection activities.
- Nottinghamshire Police will promote best practice in recruitment and selection.
- Recruitment and selection procedures will be continuously monitored and evaluated to ensure consistency and continuous development.
- Nottinghamshire Police will consider taking Positive Action where there is enough evidence to reasonably conclude that people from a specific group suffer some sort of disadvantage because of their personal characteristic or are disproportionately under-represented, in line with the Equality Act 2010.

## 1.2 Financial control

- The ACO Resources is responsible for the people establishment of the Force. All vacancies must have financial authorisation from the Force Managing Resources Panel prior to a vacancy being confirmed and advertised.
- Any external agency recruitment must be handled via the Force's preferred suppliers, in the first instance. Advice should be sought from This must be managed via HR Resourcing Support.
- All confirmed vacancies will be advertised on the Force intranet and externally as appropriate.
- Any additional advertising expenditure must be authorised by the Head of HR & OD nominated representative.
- Nottinghamshire Police will not provide travelling expenses at any stage of the recruitment process.

### **1.3 Data Protection**

- Documents relating to all applicants will be treated confidentially and in accordance with the Data Protection Act.
- All documentation is disclosable. Individuals may make a subject access request for data about themselves.
- All recruitment documentation for both successful and unsuccessful applicants will be retained by HR for 12 months.

### **1.4 Assessments**

- All police staff posts will be recruited to an up to date job description evaluated using the HAY evaluation procedure.
- Assessments will always be made on merit, following a fair and objective selection process designed to test applicants fit with the person specification. All candidates will undertake the same assessment process for the same role.
- Assessments for Police Officer appointments and promotions will as a minimum comply with national standards.
- Assessments for Police Community Support Officer appointments will as a minimum comply with national standards.
- All new appointments to Nottinghamshire Police will be subject to successful referencing, medical, vetting checks and must be legally eligible to work in the UK without restriction.
- Drug and biometric testing will be undertaken for certain roles.

### **1.5 Feedback**

- Nottinghamshire Police will write to all unsuccessful candidates who are declined from the first assessment stage outlined in the relevant procedures.
- Any feedback to applicants declined at that stage will be specific to the person specification.

### **1.6 Equality of opportunity**

- All applicants will be considered against the agreed person specification objectively and on merit.
- All applicants with a disability as defined under The Equalities Act 2010 and meeting the minimum criteria for the person specification will be shortlisted for initial assessment.
- Any request for reasonable adjustments to the recruitment and selection process to support disabled applicants will be implemented with advice from the HR Department and appropriate specialist reports.
- The right people with the right skills will be appointed, after which any requests for flexible working will be considered against PS 149 Flexible Working Policy.
- Nottinghamshire Police will exercise discretion and prioritise candidates at risk of redundancy or requiring redeployment throughout recruitment processes.

## 1.7 Transfers

- Nottinghamshire Police welcomes applications from suitably qualified police officers currently serving with other Home Office police forces to transfer to Nottinghamshire Police subject to organisational requirements.
- Police officers may apply to transfer to an alternative department/division within Nottinghamshire Police at the same rank. There may be restrictions on this facility for certain areas/roles. The Force business and operational requirements will prevail.
- Police staff may only apply to transfer within Nottinghamshire Police to an alternative department/division in the same role/position and grade (as determined by Job Descriptions and Person Specifications). There may be restrictions on this facility for certain areas/roles. The Force business and operational requirements will prevail.
- 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.
- All potential transferees will be subject to normal pre-transfer assessments and checks including vetting by the Professional Standards Directorate.

## 1.8 Secondments

- All applications for an internal or external secondment will be considered against organisational requirements and operational needs.
- Out of Force secondments will be managed as per PD 634 Out of Force Secondment Procedure.
- Secondments within the Force will be advertised internally and externally as appropriate as determined by the grade/rank of the role and the duration of the secondment.

## 1.9 Promotions

All police officers applying for higher ranks must have completed the necessary promotions process.

## 1.10 Police Officer Postings

The Chief Constable delegated to Head of Department/Divisional Commander reserves the right to transfer police officers to any post within the same department/division without advertising the position.

## 1.11 Tenure

Tenure is applicable to police officers up to and including the rank of Chief Superintendent. It is expected that the period of tenure is a minimum of 1 year. There is no maximum period of tenure in a role. There are certain police officer specialist posts that have a longer period of tenure and this will be outlined in the relevant advert. This should be discussed as part of the annual Performance Development Review (PDR).

## 1.12 Exceptions

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 interests of operational efficiency police officers on restricted duties may be placed in specialist posts in accordance with the provisions of the Equality Act 2010.

Where a police officer or police staff member are subject to:

- Performance Written Improvement Notice/Performance Development Plan,
- Attendance Written Improvement Notice,
- PSD or Police Staff Misconduct live warning,
- PSD or Police Staff Misconduct 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).

The circumstances of the individual applying for jobs 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 individual from the recruitment process until conclusion of the process that they are subject to.

## 1.13 Monitoring

- All applicants will be asked to complete an equal opportunities monitoring form and these will be removed from the application form prior to short-listing.
- The Head of HR & OD is responsible for monitoring the implementation and impact of this policy, including supporting the ACO Resources in the management of the establishment.
- The outcomes of recruitment and selection procedures will be monitored on an annual basis, including monitoring for any adverse effects on minority groups.

## Related documents and Appendices

## Administration

<b>Registered Owner</b>	
<b>Owner</b>	<b>Author</b>
Sharon Ault, Head of HR and OD	Natalie Cook, SR Partner

<b>Monitoring and review</b>	
<b>Measure</b>	<b>Date/period and process of review</b>

<b>Version Control</b>	
<b>Section changed</b>	<b>Details of change</b>
1.0 (Nov 2013)	Review of Policy
1.1 (April 2015)	Removal of reference to ACO as no longer a post holder, and removal of HR Resourcing as transactional services have moved to MFSS.