

Office of Police & Crime Commissioner – Devon & Cornwall Policy Cover Sheet

Policy Name:	Recruitment & Selection Policy
Version Number:	V1.0
Date:	9 November 2012
Policy Author:	Claire Mead, ER Specialist
Policy Authorised by:	Julie Hall-Williams
Policy Sign off Date:	12 November 2012
Policy Signed off by:	Sue Howl – Chief Executive
Cover note:	<p>As this is a new policy it will require consultation by the Police Authority (PA)/Office of Police & Crime Commissioner (OPCC).</p> <p>This policy sets out the high level principles and ethos around the management of recruitment and selection and is based on the existing version held by Devon & Cornwall Police (D&CP).</p> <p>D&CP are currently putting all HR policies into the new Force template style and reviewing content in terms of legislative changes, terminology and bringing them up to date. This policy version is based on the revised D&CP draft currently being worked on to go to Partnership Group for consultation and sign off in the near future.</p>
EIA status:	Policy will require EIA from the PA/OPCC perspective.

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Version dated:

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2.0 Policy Statement [FOIA Open]

- 2.1 The Office of Police & Crime Commissioner (OPCC) is committed to:
- a) Delivering the best possible service to the community it supports. Effective recruitment and movement of people to various roles within the organisation is vital to the success of the OPCC in meeting this objective.
 - b) Ensuring through the consistent application of sound procedures:
 - A fair, equitable, appropriate and systematic approach is adopted to the recruitment, movement and retention of staff, and
 - Employment legislation is complied with.

3.0 Introduction [FOIA Open]

- 3.1 The OPCC's 'people management' policies reflect the organisation's commitment to its staff, and are underpinned by the highest standards of integrity. They provide a high-level set of principles, which are supported by procedures, working practices and guidance. By nature, however, it is not possible to cover every eventuality that may occur within the context of 'people management'. It may be necessary to vary the approach to ensure matters are dealt with in the most efficient/appropriate way whilst maintaining equity and fairness. Any variance from the stated practice should be justifiable in these terms.
- 3.2 This policy supports legislation and guidelines contained within (but not limited to) the:
- Data Protection Act 1998
 - Freedom of Information Act 2000
 - Employment Rights Act 1996
 - Human Rights Act 1998
 - Equality Act 2010/Public Sector Equality Duty

4.0 Principles/Ethos of the Policy [FOIA Open]

- 4.1 Successful resourcing is about having the right people and the right number of people, in the right jobs, in the right place and at the right time.
- 4.2 The principles of this policy apply to the following areas:

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- Recruitment of OPCC staff and agency staff
- Promotions
- Secondments

- 4.3 The OPCC is committed to being an equal opportunities employer in line with the advice and guidance provided by the Equality and Human Rights Commission. In line with the Equality Act 2010 the OPCC will not unlawfully discriminate against any person on the basis of: age, disability, gender reassignment, marriage/civil partnerships, pregnancy/maternity, race, national origin, religion/belief, sexual orientation or any other factor which cannot be justified.
- 4.4 The overriding principles of the policy are:
- 4.4.1 The OPCC is signed up to putting the principles of honesty, integrity, courtesy, respect, equality, diversity, fitness for work, etc. at the forefront of what it does. These principles underpin the delivery of the Recruitment & Selection Policy.
- 4.4.2 **Recruitment:** Line managers and those involved in recruitment and development roles will adopt a fair approach to resourcing at all times and one that does not unlawfully discriminate.
- 4.4.3 Procedures are based on finding the best person for the job based on their skills, knowledge, experience, abilities and potential. Every effort will be made to ensure that assessment techniques are free from bias. Unlawful discrimination of any form will not be tolerated.
- 4.4.4 The OPCC, whilst not accredited, is committed to the principles of the 'Two Ticks' scheme and the 'Mindful Employer Charter'. (More information on these initiatives is available from the Mindful Employer Charter website & Direct.Gov). The OPCC is also committed to being an 'employer of choice' leading by example and recruiting for the successful future of policing.
- 4.4.5 **Secondments:** All applications for secondments will be managed in line with procedure which seeks to prevent any unlawful discrimination.
- 4.4.6 **Promotions/Selection:** The OPCC seeks to identify, through fair and objective processes, suitably qualified individuals with the appropriate knowledge and skills to take on the responsibilities of a higher role or grade.

Responsibility and Monitoring

- 4.4.7 Line managers, with the appropriate HR advice, will be responsible for monitoring the process ensuring all resourcing processes are dealt with promptly and effectively, that records are kept as appropriate and all parties are kept informed of progress and outcomes.
- 4.4.8 All individuals involved in administering resourcing procedures, including any external experts who assist with the resourcing process, must familiarise themselves with both policy and the associated procedure.
- 4.4.9 Where appropriate line managers will ensure individuals are aware they have access to employee assistance support.

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4.4.10 Equality monitoring is carried out, for example, with all job applicants, new starters, etc.

5.0 Audit/Assessment Compliance [FOIA Open]

5.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance with equality legislation and policies. In addition Data Protection, Freedom of Information, Management of Police Information and Health and Safety issues have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

6.0 Review and Ownership [FOIA Open]

6.1 This policy is owned by the Office of the Police & Crime Commissioner, with a review undertaken on a two yearly basis or earlier if required.

7.0 Useful Links [FOIA Open]

7.1 Practical procedures are available to assist with the effective and consistent implementation of the policy. For enquiries relating to this policy contact the Chief Executive until such time as the structure of the OPCC is determined.