



NORTHAMPTONSHIRE OFFICE OF THE POLICE, FIRE AND CRIME COMMISSIONER

RECRUITMENT POLICY (incorporating Safer Recruitment)

Policy Version Control			
Version	Date	Summary of Changes	Author
V1	April 2019		Stuart McCartney
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INTRODUCTION

The aim of this document is to provide a flexible systematic recruitment framework in which roles and responsibilities are clearly defined to ensure that the recruitment process is carried out in a fair, professional and lawful manner. This policy is supported by the Recruitment Toolkit.

SAFER RECRUITMENT

All posts within the OPFCC will be subject to the relevant level of Police Vetting required for the post. All staff undertaking recruitment on behalf of the OPFCC will have undertaken Safer Recruitment Training where appropriate.

OBJECTIVES

These are to:

- Demonstrate that recruitment has been conducted fairly through a consistent and uniform approach for all.
- Achieve equality of opportunity for all applicants.
- Ensure that roles and responsibilities at all stages of the process are clearly defined for all those involved.
- Attract the widest number and select the best candidate for the job.
- Ensure a planned approach that is conducted on an objective basis and shows that candidates are measured against pre-determined, specific and relevant job requirements.
- Ensure all new starters and movers are properly vetted to the appropriate standard for the position.
- Enable applicants, whatever the outcome, to feel that they have had a positive experience.
- Enhance the reputation of the OPFCC as an employer.

MINIMUM STANDARDS

This policy applies to all OPFCC employees.

A Hiring Manager has overall responsibility for the recruitment process and will follow OPFCC policy. They will be trained accordingly and have the authority to take the decision to appoint as determined by the director area scheme of delegation.

SAFER RECRUITMENT

Any Hiring Manager recruiting to a position where someone will be working with children and vulnerable groups must undertake safer recruitment training.

Recruitment is a process where Hiring Managers, interview panels and admin support staff will see confidential information of a personal nature. All must provide due care and consideration for this information during and after the process, in line with the OPFCC's Information Governance Policy.

The Hiring Manager will ensure that they comply with employment legislation and statutory requirements.

If candidates fail to complete their recruitment tasks as identified above within 15 days of a conditional offer the OPFCC reserves the right to withdraw the job offer.

There is no requirement for a recruitment process if

- A person is progressing through a bar; for example, from a trainee to qualified grade.
- A person will be doing the same job at the same grade, but moving to a different location
- A person is having their hours of work increased

In these instances, contractual changes should be recorded and amended.

Equality Considerations through Recruitment

Hiring Managers will implement recruitment practices which support the aim of this policy including due consideration to reasonable adjustments.

The wording used within advertising must not discriminate or be construed to be discriminating against any person or group of people.

All adverts will contain the Equality and Diversity statement.

The Hiring Manager must establish a panel that will consist of a minimum of two people.

Prior to Advertising a Vacancy

The Hiring Manager must create a position in the organisational structure (if a new post) or review the position information of the post they wish to advertise. This will include details such as the hours and location of the post. All posts must also have an up to date and evaluated job description.

Managers will be responsible for the decision-making stages of recruitment for example drafting an advert, shortlisting, interviewing / selecting and appointment of candidate. MFSS will be able to advise and support with methods of attracting and

selecting candidates particularly where managers have had difficulty filling similar vacancies in the past. MFSS will also manage all other administration during the recruitment process.

If the vacancy is the result of a restructure the Hiring Manager must seek HR Advice before beginning the recruitment process.

OPFCC

Part 7 of the Immigration Act 2016 contains a duty on public authorities (known as the Fluency Duty) to ensure that employees who work in a public facing role speak a level of English which is sufficient to enable them to effectively carry out their role. Managers are required to determine whether a post is a public facing role in accordance with the Fluency Duty. If it is, specific wording will need to be included in the advert for the post and spoken English skills should be tested through the interview/assessment process.

Applications

No paper-based application forms can be accepted. No late applications can be accepted once the closing date and time have passed. CVs and covering letter are acceptable for certain roles and will be detailed in the application process and advert.

Longlisting and Shortlisting

The Hiring Manager will ensure existing employees with 'at risk' status who meet the essential criteria or could do so with appropriate training will be given prior consideration i.e., interviewed before any other candidate. They must be offered the job if they can undertake the duties with appropriate training. If they are not appointed the interviewing officer must ensure the employee receives, in writing, the reasons why they were not appointed before the consideration and interviewing of any other candidates. Further information can be found in the Redeployment Policy.

The OPFCC operates a guaranteed interview scheme. All applicants with a disability as defined under the Equality Act 2010 who advise the OPFCC at the time of their application of their disability and who meet the minimum criteria of the post must be offered an interview. The appointment decision is based on merit. If an 'at risk' candidate applies, then they take priority over disabled applicants.

The Hiring Manager has a responsibility to ensure that only the criteria stated on the Job Description and Person Specification are used for shortlisting purposes and that the same criteria is applied to all applicants.

The Hiring Manager must check that the applicants selected for interview have not indicated any relationships with managers or the PCC. If there is any relationship indicated these people identified should not form part of the recruitment process or panel (unless an internal recruitment where this may be unavoidable).

If the post does not attract Sponsorship (previously Work Permits) then any candidates from countries who require sponsorship should not be shortlisted.

The Hiring Manager must ensure all correspondence for shortlisted candidates is sent out

with sufficient time between a candidate receiving an invitation to assessment/interview and the interview – recommended minimum is two weeks, unless the interview date has been included in the advert, where one week is recommended.

If an employee applies for an internal vacancy and subsequently leaves the organisation, providing they were employed at the time of submitting their application then they can be considered for the position.

References

Sufficiency of References

- For external candidates:
 - A minimum of two references must be obtained.
 - One referee must be the candidate's current or last employer, however if they have never had an employer, they must be a senior staff member from the candidate's last place of study.
 - Where a character reference is supplied the reference must be from a professional person. No appointment should be made based on two character references.
 - Referees must not be relatives or partners

- For internal candidates:
 - One reference must be obtained
 - The reference must be from their current line manager.
 - Where an existing OPFCC employee is appointed to a new internal position **and** they will remain in the same team **and** continue to have the same Line Manager, the Line Manager can complete an internal team move proforma rather than writing a reference addressed to themselves.

Successful candidates are requested to supply contact details of their referees when they are given a conditional offer for the post and indicate whether a reference will be a work, academic or character reference.

For posts involving work with children and vulnerable adults, safer recruitment practices will apply. References must cover a period of three years without any breaks unless satisfactory reason can be established. For periods of unemployment during the three-year period, or where an employment reference is limited to confirmation of employment dates, managers should request additional character references for those periods. Character references cannot be accepted from friends or family members.

All references are taken up after a conditional offer is made. The conditional offer is made subject to successful pre-employment checks of which references form part. References for the successful candidate should be used to confirm the appointment.

It is the Hiring Manager's responsibility to ensure that the references supplied by a candidate match the candidate's work history / academic history.

THE RECRUITMENT PROCESS

The OPFCC is committed to ensuring that all existing employees or job applicants will only be assessed according to their capability to carry out a given job based on justifiable, objective criteria which are clearly related to the duties of the job description and the person specification.

The Hiring Manager is responsible for ensuring that the assessments/interviews are chaired effectively and conducted fairly with equal treatment of all candidates. All candidates must be subjected to the same recruitment process. The Hiring Manager must ensure all relevant issues are covered during the interview process. The process should also cover;

- Gaps in employment and training history (safer recruitment)
- Interview questions methods
- Appropriate and sufficient references
- Whether candidates have lived or worked overseas for longer than 3 months in the last 5 years (safer recruitment)
- Any disclosures made on the application form
- Any potential conflict of interest

Disabled candidates should not be asked about the nature of their disability. If they wish to discuss adjustments to the working environment as a result of being invited to attend an interview, a candidate led discussion is acceptable.

Checks to be carried out during the Recruitment Process

To adhere to the principles of the Data Protection Act 2018 only certain documents should be collated, copied and held at time of interview. The following table identifies the checks a Hiring Manager must undertake at time of interview and the documents they should collate and retain at this stage. These documents must be stored securely until all recruitment paperwork is ready to send to create the personnel file.

After a conditional offer is made to the successful candidate, the candidate must complete the remaining pre-employment checks (as all employment is offered subject to these checks being completed satisfactorily). The conditional offer letter that is sent to the successful candidate contains details of the required pre-employment checks.

All successful candidates must be medically cleared before they commence work.

Unsuccessful Candidates

Candidates who are unsuccessful after interview must be informed of the outcome of their interview. Any copies of qualifications or professional registrations provided by unsuccessful candidates during the recruitment process must be confidentially shredded at this time. The interview notes and any identity verification documentation taken at the time of the interview should be retained in a secure place by the Hiring Manager for 6 months, after which time they should be confidentially shredded.

Decision to Appoint

Conditional Offer;

Where the Hiring Manager wishes to make an offer of employment this is a conditional offer of employment subject to successful pre-employment checks, references, positive vetting and medical clearance. OPFCC

The conditional offer of employment is not binding; however, all checks must be completed as quickly as possible to enable the Hiring Manager to be able to move to an offer of employment which is binding.

Offer of Employment;

The Hiring Manager must be aware that a verbal offer of appointment is as binding in law as a written offer.

Appointment must be on merit and made in writing.

Processing the Appointment

The Hiring Manager must collate the following pre-employment paperwork for the personnel file.

- Mandatory qualifications
- Mandatory professional registrations
- Completed Vetting Form
- Candidate Interview Assessment forms and supporting notes
- Starter form

They are responsible for ensuring all requirements as identified in this policy are met and that relevant signed copies of documentation are held on file electronically. The Hiring Manager must provide each document individually and electronically through the established MFSS process. References will be taken up by MFSS.

MFSS will process the new starter details once all pre-employment documents are provided. They will need to receive this information prior to payroll deadline and before the start date of the contract. Any delays may affect the new starter receiving their first month's pay.

Commencement of Employment

The Hiring Manager must ensure all new starters receive an Induction Programme.

Probationary Period

All new entrants to the OPFCC are subject to a probationary period of six months. For further information please see the Probation Policy.

COMPLAINTS

It is the Hiring Manager's responsibility, in the first instance, to respond to any complaints from job applicants regarding the failure of the OPFCC to follow its policy.

FURTHER INFORMATION

For further information and guidance managers should contact their HR Advisor