

 WARWICKSHIRE POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Recruitment and Selection Policy
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POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	HR

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NEXT REVIEW DATE:	May 2027
RISK RATING	MEDIUM
EQUALITY ANALYSIS	HIGH

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please contact
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1.0 POLICY OUTLINE

Warwickshire Police is committed to providing the highest possible policing standards, and aims to recruit police officers, police staff, and special constables who hold the relevant skills, knowledge, ability and values in order to deliver an efficient and effective service to its communities and its workforce.

This policy outlines the purpose and practice of delivering fair and equitable recruitment processes to ensure these are accessible, transparent, inclusive and fair. This policy applies to the recruitment of police officers, police staff (including PCSOs) and special constables.

- 1.2** This policy complies with appropriate College of Policing codes of practice, and recruitment and selection guidance including the Code of Ethics and Competency Values Framework, and the following legislation:

Equality Act 2010
Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
Agency Workers Regulations 2010
Employment Rights Act 1996
Police Regulations 2003
Police (Amendment) Regulations 2003
Special Constables Regulations 1965
General Data Protection Regulation and Data Protection Act 2018
Police Reform and Social Responsibility Act 2011
Immigration, Asylum and Nationality Act 2006

2.0 PURPOSE OF POLICY

The recruitment and selection policy is required in order to ensure the Force maintains both capacity and has the capabilities to deliver policing in Warwickshire Police, set standards to be adhered to, and provide guidance to managers to ensure that correct practice and process is followed. Compliance to the policy and subsequent procedure and guidelines will provide governance and audit trails, consistent recruitment and selection practice, prevent discrimination in accordance with, but not limited to, employment legislation and the Equality Act 2010, and promote equality and diversity in line with the Positive Action strategy, and the Policing Vision 2025.

The policy covers recruitment of Police Officers, Police Staff (including PCSOs) and Special Constables and should be read in conjunction with the CoP Eligibility Criteria for the Role of Police Constable 2019 and the circular, NPIA 01/2011 Special Constables: Eligibility for Recruitment.

2.1 Responsibilities

The recruitment process will be administered centrally, unless otherwise requested (such as internal departmental expressions of interest).

Managers will request vacancies within their team and/or department are advertised; consider the most appropriate advertising routes in consultation with HR; recommend advert wording; and undertake shortlisting and assessments/interviews to select the suitably qualified individual (preferred applicant). They will maintain contact with the preferred applicant whilst pre-employment checks are underway.

For large scale 'intake based' recruitment such as police officers, PCSOs and special constables, workforce planning will be undertaken at least annually, to identify number of vacancies and influence the number of applicants required in the relevant talent pipelines.

HR and positive action teams will monitor exit points throughout the processes in order to influence other organisational strategies and policies as well as to inform on local progress with national diversity initiatives.

2.2 Permission to Recruit

In order to commence recruitment, there must be a vacancy available, or imminently available, to appoint a selected individual to. This vacancy must be either:

- A post within the established organisational structure, or alternatively,
- A temporary post above establishment which has approval under the Change Request governance process.

Prior to requesting to recruit, Managers should assess whether the role is required and whether the remit of the role is accurate. It is also an opportunity to review the hours and/or working pattern required for the role. Managers should ask questions such as:

- Has the function changed?
- Have work patterns, new technology or legislation altered the job?
- Are there any changes anticipated which will require different, more flexible skills from the job-holder?

Answers to these questions should help to clarify the actual requirements of the job, how it fits into the rest of the organisation or department, or potentially an appropriate time to reorganise responsibilities if there isn't a best fit within the existing structure. Exit interviews or consultations with the current job-holder and colleagues may produce good ideas about useful changes.

Any change to the agreed staffing establishment must be approved through the Change Request governance process. This includes proposals for permanent changes to the staffing structure (irrespective of whether this is budgeted or unbudgeted), e.g. new or deleted posts, increase in FTE, re-grading of existing posts etc. Any changes to role profiles must be agreed with HR following approval and prior to the start of any recruitment process as the changes could result in the Grade of the post being amended as result of the Job Evaluation process.

Once it is confirmed that the vacancy exists with an up to date role profile in the appropriate format, managers will commence recruitment by following the recruitment procedure as described on the recruitment portal.

2.3 Advertising routes

All vacancies will be advertised on the recruitment portal either both internally and externally or internally only. Police officer, police staff and special constable vacancies will usually be advertised on the external Recruitment Portal and selected job boards where appropriate.

In exceptional circumstances, vacancies may be advertised directly by email to appropriate parties where it has been identified that applications will only be accepted from within a certain department or directorate determined by the skills required to perform the role.

It is agreed with UNISON that all police staff vacancies will be open to individuals being displaced due to medical reasons, or at risk of redundancy, and on the redeployment register in the first instance. Adverts will usually be available for 3 days exclusively to these individuals, however, the advert can be withdrawn from wider circulation at any point up until the point of invitation to interview being issued, therefore, on occasions this 3 day exclusivity can be extended.

Consideration should be given to whether an advert should be advertised internally in the first instance, however, external advertising may be necessary concurrently with an internal advert after consideration of:

- The likelihood of a sufficient pool of applicants within the Force;
- The impact of recent advertisements for that same type of role;
- Furthering the aims of the Positive Action strategy

External advertisements will be placed on the internal and external recruitment portal, selected job boards and wider publication on social media, such as LinkedIn. Additionally, where appropriate, external police staff vacancies may need to be advertised directly to members of the Temporary Staff Register (usually for roles expected to have a duration shorter than 6 months) and/or to agencies registered on the Warwickshire Police Preferred Supplier Framework and/or in a professional publication, subject to availability of funding, to attract the right calibre of applicants.

The closing date for all jobs advertised both internal/external is expected to be a minimum of two weeks. Flexibility to reduce this timescale should be discussed with HR.

Warwickshire Police is “Happy to Talk Flexible Working”, an initiative led by the charity, Working Families. We positively promote flexible working and consider all requests. Unless otherwise evidenced to the contrary, all police staff adverts will state the types of flexible working available for each role.

Applications will be encouraged from under-represented groups, with targeted support from our Positive Action initiatives. All adverts will clearly state that Warwickshire Police is committed to equal opportunities and becoming as diverse as the community it serves.

2.4 Assessment

All applicants to join the Force, or applicants applying internally for roles, whether officers or staff, must:

- comply with the correct application procedure
- meet the minimum essential criteria for the role advertised
- be successful in pre-employment checks including references, vetting, medical and fitness as appropriate for the role

Section 60 of the Equality Act 2010 restricts the circumstances, in which employers can ask applicants questions about disability or health. Any such pre-employment checks can only be conducted after a conditional offer of employment is issued. This will take place consecutively during pre-employment checks, with any vetting, fitness and reference stages. Disability is not part of the decision making process during shortlisting, interviews or assessments, and, issues relating to disability should only be addressed once an offer of appointment has been made (unless, for example, an individual requests reasonable adjustments during a selection process in which case these should be accommodated).

2.4.1 Shortlisting applications

The recruitment team will reject all applicants who do not meet residency criteria in line with the Vetting APP, do not complete the evidence required for the role or do not meet a minimum level of the essential criteria.

Managers will sift applications in accordance with the person specification of the job profile. Warwickshire Police recruitment system is enabled to shortlist “blind”, therefore no protected characteristics are known by the manager.

Warwickshire Police is a Disability Confident Leader. Once shortlisting has taken place, the recruitment team will review applicants who have declared that they have a disability. If an applicant meets the minimum level of the essential criteria within the person specification of the role profile, they will be guaranteed an interview for the role applied for, even if they do not fall within the highest scoring individuals being invited to the next stage of the selection process.

A vacancy can be withdrawn at any point up to invites to the final stage of the selection process being sent in order to redeploy a suitably qualified current employee at risk of redundancy or being redeployed for medical reasons.

2.4.2 Interviews and Assessments

Warwickshire Police, as a minimum, utilise face to face interviews aligned to the Competency and Values Framework (CVF). Within each interview panel, at least one member should be interview trained by Warwickshire Police or be able to demonstrate suitable prior experience of recruitment interviewing to the same standard expected by the force.

There are a number of methods of assessment that can be used, and these must be appropriate to the role requirements. These methods can include interviews:

- Face to face interviews
- Telephone interviews
- Video interviews

Selection or work-related tests can provide an objective means of assessing an applicant's abilities or skills. The use of work-related tests often provide details that would not normally be obtained by interview alone. At interview applicants can say what they are able to do – a selection test gives them the opportunity to demonstrate what they are able to do:

- Aptitude tests
- Job related tests (e.g. fitness test for police officers and special constables)
- Assessment centres
- Written/in-tray exercises
- Work-based test

All selection and assessment methods must be free of any bias and related to the necessary requirements of the job. They must also be aligned to the Competency Values Framework (CVF) and consider any reasonable adjustments to remove the potential for detrimental impact to candidates with protected characteristics.

Should the Manager wish to include methods of assessment on top of a CVF interview, this must be decided prior to advertisement. Advice and guidance is available from HR and L&D.

Prior to all interview(s) and/ or assessment(s), applicants should be asked if they have any accessibility requirements or reasonable adjustments.

2.5 Selection

It is recommended that applicants who are identified to have shortcomings (as detailed within the scoring matrix descriptors) in more than 2 areas of their assessment or interview are not appointable as this will require substantial training for the manager to deliver.

If two or more candidates score the same and are of equal merit during assessment processes, positive action may be used as a “tie-breaker” in line with Section 159 of the Equality Act 2010. Always consult with HR prior to considering this to ensure that it is appropriate and proportionate.

All assessment paperwork (i.e. interview notes, application forms, questions, selection test results) for the successful and unsuccessful applicants should be forwarded to the HR to be kept in line with the force data retention schedule.

If the successful applicant declines the offer of employment or fails to start, the manager can offer the post to applicants who met all the essential criteria (in order of highest scores).

If a vacancy occurs and the same post has been advertised within the previous 6 months, the manager may re-consider the previous applications and examine any applicant who originally met all the essential criteria, but were either unsuccessful at interview, or not previously shortlisted within the top scoring applicants. These applicants may be approached and invited to (another) interview without the need for advertising again. If no applicants are available for interview, the post will need to be advertised again.

It is recommended by the CoP, that applicants require 3 months to gain experience and/or develop their interview technique. Therefore, if there are no successful applicants and the vacancy is required to be re-advertised within that 3 month period, the manager can opt to include that previous applicants need not apply due to them having already been unsuccessful in the assessment stages.

2.6 Pre-employment Checks

All pre-employment checks will be in accordance with the appropriate medical standards, CoP Vetting APP, Police Recruitment Standards, and enhanced medical and fitness surveillance required for each role.

The fitness to proceed policy is followed should the candidate not deemed to be medically fit for the role.

Employment references covering 5 years must always be received prior to start dates being confirmed.

Managers must not directly chase or request for prioritisation for these checks other than through the recruitment team. This is to avoid start dates being sought/agreed where there are other clearances outstanding that the manager may not be aware of.

For the purposes of identifying contamination at a crime scene, or in the physical evidential chain, Regulation 10A of the 2003 Police Regulations, Regulation 1ZA of the Special Constables Regulations 1965 and Police Staff Council Circular 96 confirm that prospective police officers, relevant police staff and special constables will be required to provide DNA samples to generate a DNA profile for inclusion on the Contamination Elimination Database.

2.7 Appointment

Start dates should not be confirmed until all pre-employment checks have been completed. The recruitment team will notify the manager (when applicable) when a selected individual can be formally appointed.

The notice period required for the transfer of existing police staff to their new appointment is usually four weeks. However, a shorter or longer release date can also be determined by negotiation, if all parties are agreeable.

Individuals must legally receive their contract by their start date with Warwickshire Police, therefore, in order for the contract to be written by this date, sufficient notice

must be provided by the manager to the recruitment team. Wherever possible, contracts will be provided to the individual at the point they are required to hand in their notice with their current employer.

2.8 Termination

Applicants may be unsuccessful during the selection processes for reasons of eligibility to apply, shortlisting, interviews and assessments, and pre-employment checks.

Where a candidate is unsuccessful in the process, the recruitment team will update the candidate portal, and where appropriate, communicate the decision in writing. Where decisions are made by Vetting, the vetting team would provide further detail to the candidate directly with the associated reasons and appeal detail in accordance with their local policies and procedures.

3.0 IMPLICATIONS OF THE POLICY

3.1 Freedom of Information

Applicants may request access to all data held about them including interview notes.

3.2 Data Protection

Applicant data will not be shared outside of the recruitment chain. In line with the retention policy, records will be destroyed accordingly.

3.3 Training

Recruitment and selection guidance and interview training will be provided to appropriate staff and managers.

4.0 PROCEDURE

Procedural guidance notes are available separately, such as, request to recruit, shortlisting and interview guidance for managers and procedural standard operating procedures for the recruitment team.

5.0 DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
15.02.2020	Vicki Sawyer	Policy creation	01/07/2020
March 2024	Paula Perry/Chloe Cherry	General review and implementation of advice from Business Disability Forum	
January 2025	Paula Perry/Vicki Sawyer	Policy review	May 2025

6.0 CONSULTATION

As part of the consultation process for this policy, consultation has taken place with the Workforce Development Group to ensure that the detail is aligned to the workforce planning; and the People Board to ensure that it aligns with the force strategic objectives.

This policy has been endorsed by the Warwickshire Police Joint Negotiating and Consultative Committee following consultation with representatives from

- UNISON
- Police Federation
- Superintendents Association
- Occupational Health
- Health and Safety
- HR Business Partners
- Internal Staff Support Networks

7.0 ASSESSMENT AND ANALYSIS

The Equality Analysis (EA), Health and Safety Assessment (HAS) and Risk Assessment (RA) associated with this document are available on request.