



POLICE

NORFOLK & SUFFOLK

working together for you



Recruitment and Selection Code of Practice

1. Introduction

- 1.1 We aim to attract, retain and develop staff of the highest calibre. We welcome diversity amongst our staff and seek to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post. To achieve this, our Recruitment and Selection Code of Practice ensures, as far as possible, that the right people are recruited and that the recruitment process is free from bias and discrimination.
- 1.2 The purpose of the Recruitment and Selection Code of Practice is to provide a framework of good practice for all individuals involved in the recruitment and selection process to ensure that high standards are maintained.
- 1.3 The Recruitment and Selection Code of Practice applies to all those engaged with Norfolk and Suffolk Constabularies and is regularly reviewed to incorporate new policy commitments and to ensure full compliance with employment legislation.
- 1.4 The aims of the Code of Practice are:
- to recruit the right people in a fair and efficient way
 - to encourage good practice
 - to ensure equal opportunities for all job applicants
 - to ensure there are consistent recruitment procedures
 - to offer guidance to those involved in recruitment and selection

2. The Equality Act (2010)

- 2.1 The Equality Act aims to ensure consistency across all protected characteristics in the requirements to make the workplace a fair environment. Protected characteristics within the Equality Act are age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

- 2.2 We aim to increase the diversity of our workforce by working with local communities, trade unions and staff networks to promote career opportunities. Where under-representation exists, the forces shall consider how to attract the widest pool of qualified applicants which may include use of positive action initiatives as allowed by law.
- 2.3 The forces will make reasonable adjustments in the recruitment and employment of people with a disability. This can include adjustments to recruitment and selection procedures, working arrangements and physical changes to premises or equipment.
- 2.4 For staff vacancies, an applicant with a disability will be 'offered an interview' to the first stage of an assessment process, provided they meet the essential criteria for the job and by answering the relevant questions in the application form. For new police officer applications, to meet eligibility for an interview all candidates must also pass a PNC Check, and the College of Policing assessments (these are national checks and assessments prior to interview stage).
- 2.5 The application process will request data around age, gender, marital status, disability, religion, sexual orientation and ethnic origin. This allows the forces to analyse its recruitment practices to ensure there are no perceived or actual barriers to selection processes. This information will not be used for selection purposes.
- 2.6 In line with best practice the statement below will be included in all adverts.

We are an equal opportunities employer who welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process. All applications will be considered solely on merit.

Norfolk and Suffolk Constabularies are Mindful Employers and Disability Confident Employers.

3. Data Protection Act 2018 and GDPR

- 3.1 Candidates can expect, by law, that personal information provided by them will be treated as being confidential, i.e. it will not be released to any other party without their express consent. This also means that recruitment records will not be retained longer than is necessary. It is the practice of the constabularies to destroy recruitment records (of unsuccessful candidates) after 12 months.
- 3.2 Any information on file including handwritten notes, which refer to an individual, can be made available to that individual upon receipt of a formal request made under the Data Protection Act.

3.3 Norfolk / Suffolk Constabulary will collect and use personal information and special category data so that it can carry out its legal and legitimate functions as defined by legislation, common law, regulation, policy and best practice. The Constabulary processes information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and the Support Policing Purposes (including but not limited to payroll, training, personnel administration, health and welfare etc).

We will collect and use personal information and special category data for employment/contract purposes and will not use or disclose information for any other purposes without your consent, unless required to do so by law, or where the use or disclosure is permitted by law and is necessary and reasonable to do so. We take care to ensure the information we hold is accurate, up-to-date and deleted when no longer required.

For further details on how we use information and your information rights, please contact the Data Protection Compliance team or visit: www.norfolk.police.uk / www.suffolk.police.uk.

4 Responsibilities

Every member of staff who participates in recruitment and selection is responsible for:

- Following the guidance contained within this Code of Practice **Heads of Departments are responsible for:**
- The proper conduct of the recruitment and selection for all posts within their department in line with this guidance and the legislation and regulations behind it

Hiring Managers are responsible for managing the recruitment and selection process:

The Hiring Manager will be responsible for:

- Writing a role profile for the vacancy
 - Working with Human Resources to create a clear and concise advertisement
 - Selecting candidates for interview according to whether they possess the requirements identified in the person specification for the post
 - Identifying panel members including the Chair and ensuring, where practical, gender balance in the panel.
 - Confirming an interview date and booking rooms
 - Agreeing the assessment process to select candidates e.g. use of tests and other assessments
 - Ensuring the fair and effective assessment of the appointee meeting all equality and diversity requirements in line with advice from Human Resources □
- Managing the induction of the new employee

Chairs of interview panels are responsible for ensuring that:

- Interviews are conducted in a fair and equitable way and in accordance with policy and guidance and all legal requirements
- All candidate records and notes are returned to Human Resources after interviews
- All panel members treat information gained via the selection process as confidential
- No records of any candidate are used for any other purpose without the permission of the candidate
- A member of the panel is designated to give feedback to candidates upon request

The panel members are responsible for:

- Questioning interview candidates in a fair and equitable manner
- Note taking during each interview
- Ensuring all their paperwork is given to the Chair at the end of the interview process
- Treating all information gained via the selection process as confidential, **the Human Resources Department is responsible for:**
- Monitoring and reviewing the Code of Practice
- Ensuring that the principles of the Code of Practice are widely communicated within and followed consistency across Norfolk and Suffolk Constabularies
- Advising candidates formally of the outcome of the selection process
- Advising individuals on any aspect of the recruitment and selection process
- The administration process for recruitment and selection including the placing of adverts
- Monitoring the quality, effectiveness and fairness of recruitment and selection processes including through the use of equal opportunities monitoring
- Liaising with the Professional Standards Department to ensure that only applicants with a confirmed right to work in the UK are appointed to posts and that appointees meet all vetting requirements.
- Liaising with Workplace Health Safety and Wellbeing to ensure appointees meet medical requirements.
- Applying for references in line with the References Policy.