



Recruitment and Selection Policy

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Policy Owner	Head of HR
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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important notices: During times of National emergency or pandemic, the Head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Recruitment and Selection Policy

1. Policy statement

Cleveland Police recognises that its people are a vital factor in the efficient and effective operation of the Service. In that respect the Force is committed to ensure that through recruitment it attracts, selects and recruits the right people, in the right place with the right skills and is aligned to planned requirements.

This will enable the Force to achieve our committed vision of:

Delivering Outstanding Policing for our Communities

The Policy and guidance documents (see appendices section 3) set out a robust and efficient framework within which individuals must operate when undertaking a recruitment and selection process.

The Force recognises this will contribute to the delivery of Our Public services and continuing our successful management of talent across the Force, to support the Force Priorities, Vision and Values.

The Force is committed to ensuring that employee recruitment and selection is conducted in a fair, open and transparent way showing integrity, promoting good practice with all its recruitment needs.

This Policy must be applied fairly, equally, and consistently to all irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any protected characteristics.

The documents cover the recruitment and selection of:

- Police Officers
- Police Staff
- Individuals employed by the Police and Crime Commissioner for Cleveland
- Special Constables
- Volunteers
- Cadets
- Individuals who work for other organisations on behalf of Cleveland Police
- Apprenticeships
- Interns
- Consultants

This Policy and associated documents apply to Police Officers and Police Staff within Cleveland Police.

1.1 Statement of Principles

Cleveland Police are committed to:

- Delivering the Force attraction strategy for all requirements.
- Developing Human Resource procedures in accordance with the Force Vision and Values, to recruit the right people with the right skills into the right role.
- Ensuring all individuals who join Cleveland Police, are recruited and selected in accordance with both National and local policies, procedures and employment legislation.
- Ensuring that internal and external candidates are provided with fair treatment in the recruitment and selection process.
- Improving the diversity of its people, promoting equal opportunities. As a result, the Force will:
 - Utilise all legal measures available under the Equality Act 2010 including the Disability Confident Scheme;
 - Offer positive initiatives in accordance with under-representation identified by our data, (see procedural guide for examples);
 - Work with Hiring Managers within commands and with colleagues within the Equality, Diversity and Inclusion (EDI) team, including to produce/review Equality Impact Assessments (EIA);
 - Ensure all appointments are based upon merit;
 - Regularly take on board and implement learning and best practice.
- As a Disability Confident Employer, the Force will review policy and processes on a regular basis, to ensure the necessary standards required are met or exceeded including, offering reasonable adjustments where applicable.
- Supporting and guiding Hiring Managers in all aspects of the recruitment and selection process.
- Providing governance and audit checks on how the Recruitment and Selection Policy and procedures have been followed, to ensure that we provide a fair, transparent and consistent process.

The Resourcing Team are committed to providing support and guidance for all parties involved in the recruitment and selection process. If there are any queries or information that is required, please contact your Resourcing Team members. Please contact them via email:

hr.recruitment@cleveland.pnn.police.uk.

2. Scheme of Delegation

The Chief Constable will delegate authority, as per guidance to appropriate staff members within Cleveland Police, to complete the process in line with the policy and guidance outlined in this Policy and accompanying documents.

The delegated staff members will ensure that the guidance is followed, using this policy and guidance documents, along with any internal and external governing bodies. The HR team will monitor and ensure compliance throughout the process in line with this Policy and guiding documents.

3. Roles and Responsibilities

The Recruitment and Selection Policy covers roles and responsibilities for internal and external areas below:

Internal Areas	External Areas
<ul style="list-style-type: none">• Candidates• HR Team• Head of Command/Service Unit• Hiring Managers• Selection Panel Members• Department of Standards and Ethics• Occupational Health Team• Facilities and Estates Team• Corporate Communications• OPCC	<ul style="list-style-type: none">• Candidates• External Providers• Equality, Inclusion and Diversity (EDI)Team• College of Policing• National Police Chiefs Council

4. Linked Policies and Procedures

Please note the policies and accompanying documents related to and linked to the Recruitment and Selection Policy, which can be located under Force Policies on the intranet and includes:

- Promotions Policy
- Redeployment Policy
- Induction Policy
- Relocation Assistance – transferring into Cleveland Police
- Terms and Conditions of Employment
- Working Flexibly in Cleveland (new policy being created)

5. Compliance and Monitoring

The Head of HR is responsible for the accuracy and integrity of this document. This Policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this Policy.

The Resourcing Team will complete ongoing reviews of each part of the Recruitment and Selection Process.

Any identified policy or process issues will be raised with the Head of HR in the first instance, if this leads to any changes being required this will be presented at the relevant Boards.

Please see the Recruitment and Selection guidance document for forums and frequency of reviews.

6. Version Control

This Policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
1.0	01.10.11	New Policy	████████
1.1	Oct 2011	Policy Approved at SDG	████████
1.2	Nov 2011	Policy amend at section 3.24 concerning salary remuneration	████████
1.3	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.4	Feb 2013	Policy amend to include revised SWMG business case, police officer application form, PPF blank job descriptions	████████
1.5	01.01.16	Policy amend in line with key stakeholder feedback	████████
1.6	01.02.16	Policy submitted to Management Board for approval	████████
1.7	01.03.16	Policy amend in line with key stakeholder feedback	████████

1.8	27/11/18	Additional bullet point added under section 4.3	████████
1.9	19.3.19	Review Date Extension	████████
1.10	Oct 2019	Review Date Extension	████████
1.11	Apr 2020	Addition of COVID 19 message	████████
1.12	Mar 2021	Review period extended while policy is being updated to reflect service improvement findings.	████████
2.0	Mar 2022	Full review of policy and process. Updated all sections with new information as part of policy review and format change for ease of use. New format to include the Policy, Guidance document and new appendices created for process flows for each type of vacancy. Consultation required Updated from consultation results	████████ ████████