



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2009-01326

**Keyword:** Human Resources

**Subject:** EO2 RECRUITMENT PROCESS

### Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

#### Question 1

Staff were informed at the beginning of the EO2 recruitment process there would be around 40 vacancies made available for successful candidates, how many vacancies is there or will be made available for the successful EO2 candidates in the recent recruitment process?

#### Answer

At the outset 40 vacancies were estimated at EO2 grade. However, prior to offers being made from the Promotion / Merit List (24 February 2009) the available posts at that date were found to be 27.75. This was as a result of Comprehensive Spending Review cuts and organisational restructuring.

#### Question 2

Please can you inform me of the established and agreed process in Appointments and Postings when offers are made to successful candidates?

For example when Appointments and Postings contact a number of successful applicants at a time and make them aware of the possible locations / branches which have advised of a vacancy, which candidate has preference for their chosen location a) the candidate that notifies Appointments & Postings of their preference in the quickest response from the other applicants contacted or b) the candidate highest on the merit list has first refusal?

#### Answer

The candidate highest on the Merit list has the first refusal of all available vacancies at that time / date. It follows that those higher up the Merit List will have a wider choice of all available positions with the number of available positions reducing as vacancies are filled and the Merit list is progressed.

#### Question 3

I have been advised that it is standard practice that offers are made using a written pro forma which ensures that all individuals are verbally advised the same thing and is aimed to ensure fairness please can I have a copy of this pro-forma.

#### Answer

Please see attached document.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this email.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [FOI@psni.pnn.police.uk](mailto:FOI@psni.pnn.police.uk)

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psnipolice.uk](http://www.psnipolice.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

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**DETAILS OF PERSON BEING OFFERED POST**

**Name:**

**Staff Number:**

**Merit Position:**

**Date:**

**Time:**

**Advise staff member of the following:**

You were recently successful on the EO2 promotion boards and I am now in a position to offer a post to you. But before I make the offer, I need to ask if you are capable of taking up the duties of the new post? Are there any other circumstances that require consideration? (e.g. hours of work, DDA, reasonable adjustments)

You will need to have a pen and paper handy as I am going to read out all the vacancies in order that you can make an informed decision.

There are \_\_\_ people ahead of you and I am still waiting for a decision from \_\_\_\_\_ of people. Therefore, when I read out all the vacancies to you, please bear in mind that others have been offered all the vacancies too. Therefore, I need you to consider all the options & then make a list of your 5 top choices.

I will phone you tomorrow at: \_\_\_\_\_ to find out what 5 choices you have listed and hopefully be in a position to appoint you to one of them. Therefore in order to ensure that we can get in touch with you, I would ask if you would give me a mobile number (or other number) that you will be contactable on tomorrow.

**Mobile number:**

May I also just remind you that if you accept the post there will be a minimum commitment period of 12 months. During this time you cannot submit a transfer application. If you fail to turn up to your new Branch on the date agreed, your promotion will be rescinded. The only exceptions being maternity leave or annual leave. If you decline the promotion offer your name will be placed at the end of the list. If you make yourself unavailable for contact that is classed as a deferral and your name will be put to the bottom of the list.

**OUTCOME**

***If all declined - put person's name at end of list and finish here.***

*What post was accepted?*

*If accepted - has date of promotion been relayed to person?*

*Date email confirmation sent to person:*

*Were copies of email sent to both HR Managers?*

*Has post removed from vacancy list?*

**ANY OTHER NOTES (If required)**