



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2014-03373

**Keyword:** Human Resources

**Subject:** Embargo On Constable Transfers

### Request and Answer:

I am writing to confirm that the Police Service of Northern Ireland has now completed its search for the information.

I have today decided to:

- disclose information in response to questions 2 to 3 in full; and
- disclose information in response to question 1 subject to the deletion of information pursuant to the provisions of Section 40 of the Freedom of Information 2000 (the Act);

### Question 1

I require information relating to the organisational direction stating that Constables cannot be transferred due to the embargo in place since 2011. Please provide minutes of any meeting held when this decision was made and a copy of the policy and direction to HR. Please include minutes of the RDG meeting held on 27/02/2014 regarding Detectives who wish to revert to uniform when the principle of the embargo was upheld for a further 12 months. Please provide information on which officers this embargo applies to.

### Answer

A copy the minutes relevant to your request are at pages 1-5 below and are subject to the exemptions detailed.

Section 17(1) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the information is exempt) to provide you the applicant with a notice which:

- (a) states that fact,
- (b) specifies the exemption in question and
- (c) states (if not otherwise apparent) why the exemption applies.

The exemption/s, as well as the factors the Department considered when deciding where the public interest lies, are listed below:

Section 40 (2)(a)(b) by virtue of Section 40(3)(a)(i) – Personal Information

Section 40, Personal Information, is an absolute exemption which means there is no requirement on the Public Authority to consider whether there is a public interest in disclosure. This is so because personal data is governed by other law (The Data Protection Act 1998). A disclosure under the Freedom of Information Act is a release of information to the world in general and not just to the individual applicant.

The information redacted by PSNI relates to individuals who we consider could be identified from that information. This information identifying them constitutes their 'personal data'. We have therefore considered whether the disclosure of this personal data is subject to the exemption at section 40(2) of the Freedom of Information Act 2000 (by virtue of s40 (3)(a)(i)). If the disclosure of the personal data would contravene any of the eight data protection principles contained within the Data Protection Act 1998, the exemption at section 40(2) of the Freedom of Information Act 2000 will apply. Section 40(2) of the Freedom of Information Act 2000 by virtue of section 40(3)(a)(i) states:-

“(2) Any information to which a request for information relates is also exempt information if

- a) it constitutes personal data which do not fall within subsection (1), and
- b) either the first or the second condition below is satisfied.

(3) The first condition is –

a) in a case where the information falls within any of paragraphs (a) to (d) of the definition of “data” in section 1(1) of the Data Protection Act 1998, that the disclosure of the information to a member of the public otherwise than under this Act would contravene – i. any of the data protection principles ...”

The eight principles within the Data Protection Act, are principles of good information handling standards which PSNI must comply with in relation to how it handles personal information, including deciding whether to disclose it or not. In particular, the first principle requires personal data to be processed 'fairly and lawfully'. In considering whether it is 'fair' to individuals to release this information about them, PSNI considered the likely expectations of those individuals. It is unlikely that it would be within the expectations of these individuals that their identification information would be put into the public domain as they do not hold positions of senior rank. Therefore disclosure would be in contravention of the first Data Protection Principle as it would be 'unfair' to those individuals to release it and PSNI has removed that information.

## **Question 2**

I require information on the policy and or guidelines followed by HR regarding what is deemed "compelling welfare circumstances" when taken into consideration with a transfer request. Specifically what criteria must be met before HR will accept a transfer request accompanied with a report outlining welfare circumstances.

## **Answer**

Service Procedure 58/2007 refers. Subject to meeting eligibility, HR will accept all transfer requests accompanied with a report outlining welfare circumstances. The Service Procedure can be found on Policenet at the address below.

[http://policenet/transfer\\_service\\_procedure\\_no\\_58-07\\_active-1.pdf](http://policenet/transfer_service_procedure_no_58-07_active-1.pdf)

## **Question 3**

I require information relating to the organisational procedure for dealing with transfers/redeployments' and new appointments. Specifically I require what policy is in place regarding whether transfer requests are dealt with prior to appointments and in my personal case this relates to Detective Constable transfer requests and appointments of Trainee Investigators. Can you provide details of any policy regarding this and if there has been a change in policy recently in the appointed Trainee Investigators' on 30/06/2014? Please provide the policy held by HR in relation to this.

## **Answer**

Transfers/redeployments are processed under Service Procedure 58/2007, the location of which is given in answer to question 2. Appointments are processed under 'selection competitions and appointments guidance' a copy of which is at pages 6-18. TI's were appointed following direction from ACC G Hamilton a copy of which is at page 19.

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 letter.

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.psni.police.uk](http://www.psni.police.uk)

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

**MINUTES OF MEETING**  
**DRAFT**

**PROTECTIVE MARKING: Restricted**

**NAME OF COMMITTEE:** Resourcing Forum

**DATE:** 27<sup>th</sup> February 2014

**LOCATION:** HR Conference Room, Lisnasharragh

**CHAIRPERSON:** ACC Finlay

**ATTENDEES:**

Deputy Director of Human Resources	
T/Head of Resourcing	
Head of Finance	Mark McNaughten
Head of Human Resources, People Development	
Head of Human Resources, Crime Operations	
Chief Superintendent, D District	Henry Irvine
T/Chief Superintendent, G District	Stephen Cargin
Head of HR, DPC	
Head of HR, OSD	
Chief Superintendent, District Policing Command	
Chief Superintendent, Crime Ops	
Chief Superintendent, OSD	Peter Farrar
Head of PwC	

s.F40

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

s.F40

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(a)

s.F40(3)(ai)

**Note-Taker:** [REDACTED] HR

**Detectives reverting to uniform role**

Clarity was sought around this as some have been moving, particularly within Service First. The embargo was some time ago, circa 2011, and has continued. Discussion took place about the investment of training of these officers and the potential for consideration of individual circumstances, however the decision of the RDG is to hold the principle of the embargo and review in 12 months.

**MINUTES OF MEETING**

**PROTECTIVE MARKING:** Restricted

**NAME OF COMMITTEE:** Risk, Demand and Resourcing

**DATE:** 14 April 2010

**TIME:** 8.30am

**LOCATION:** Private Office Briefing Room, Brooklyn

**CHAIRPERSON:** Deputy Chief Constable

**ATTENDEES:**

ACC Crime Operations	
ACC Rural Region	
ACC Urban Region	
ACC Operational Support	
ACC Criminal Justice	
Director of Media & PR	
Director of Human Resources	
Director of Finance & Support Services	
Legal Services	Represented by Louise Crilly
Head of Co-Ordination Team	
Head of Command Secretariat	

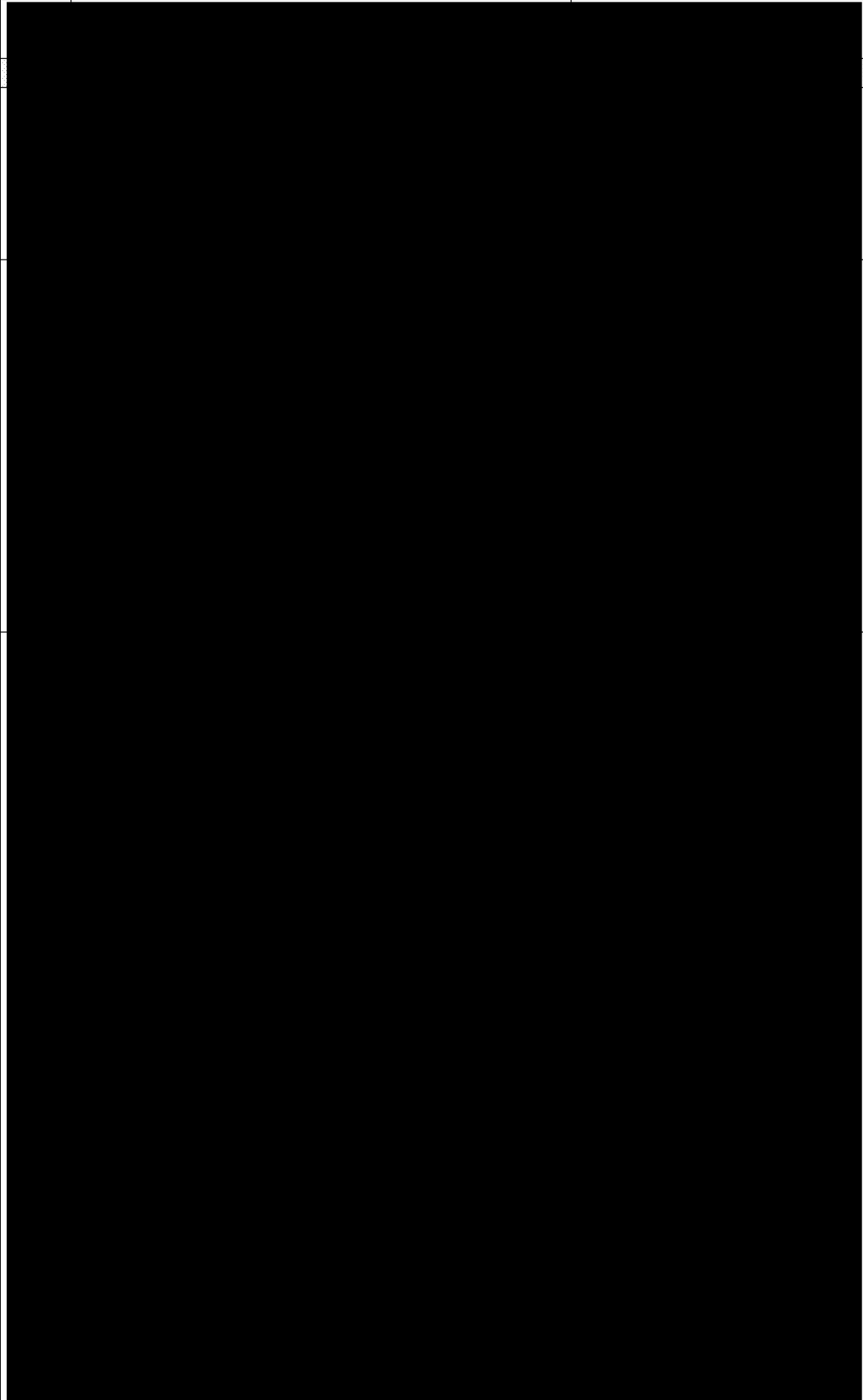
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**ALSO IN ATTENDANCE:**

Mark McNaughten	Finance and Support Services
	Co-ordination Team
	Process Improvement Unit

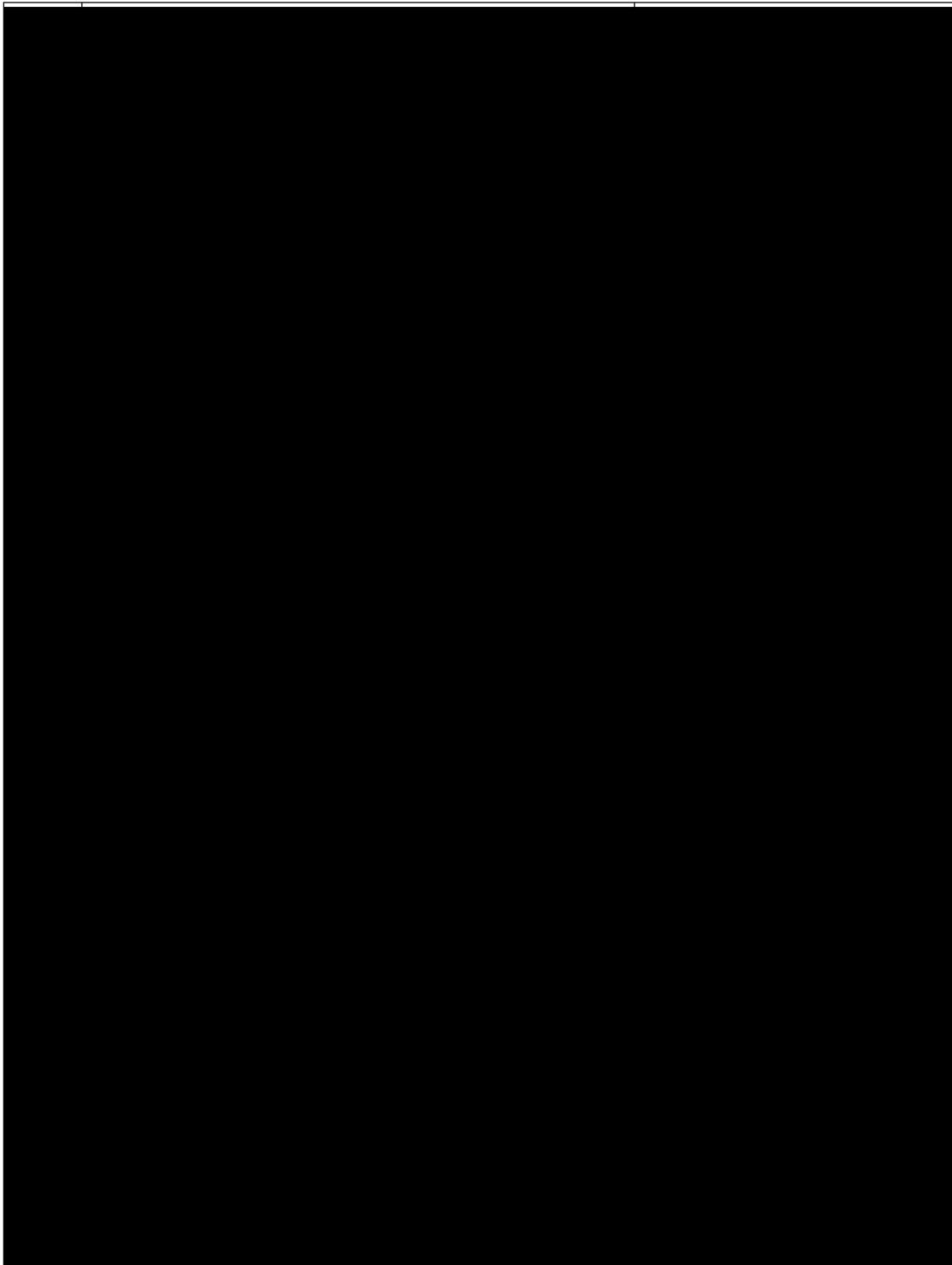
**NOTE-TAKER:** Superintendent McCaughan, Command Secretariat

**Not relevant to Request**





*PSNI Corporate Governance*  
**Not relevant to Request**



**Date of Next Meeting:** Wednesday 12 May 2010, 8.30am



# SELECTION COMPETITIONS AND APPOINTMENTS

## AIM OF HR Guidance

- (1) The aim of this guidance is to provide a corporate framework by which all selection competitions and subsequent appointments are conducted including central and local competitions.
- (2) There is a need to ensure that the opportunity for career development is available to all police officers and police staff which must be balanced with the need of the organisation to ensure that the most suitable candidate is selected for any position.
- (3) The Police Service of Northern Ireland (PSNI) strives to develop selection processes that meet the need of the organisation and display equality of opportunity for all eligible police officers/police staff and this guidance aims to meet both these criteria.
- (4) Commanders, Heads of Departments, Heads of Human Resources (HOHR) and Human Resources (HR) Managers must comply with the provisions of this guidance and any guidelines as agreed by their Senior Command Team.

## INTRODUCTION

- (1) This guidance details the processes involved in a selection competition and subsequent appointment to a specialised post whether advertised centrally or locally.
- (2) This Service Procedure relates to all police officers up to and including the rank of Inspector and all Police Staff up to and including the rank of Deputy Principal.
- (3) This Service Procedure relates to both the application process and appointment process for promotion to the rank of Sergeant and Inspector.
- (4) This Service Procedure does not apply to probationary constables being allocated from the Police College.
- (5) In centrally run competitions the Deputy Director of HR will be responsible for managing selection competitions.
- (6) Within a district or department the Head of HR for that area will be accountable for managing selection competitions.
- (7) All appointments resulting from centrally advertised competitions will be published with the Chief Constable's authority on Weekly Order.
- (8) HR Department will hold the responsibility of appointing police officers and police staff as a result of a centrally advertised selection competition.
- (9) Centrally advertised selection competitions are for posts as specified in the annual resourcing schedule and also relates to specific specialist posts within a District or Department including detective posts.
- (10) The Chief Constable reserves the right to appoint police officers and police staff in line with organisational requirement.

This will:

- (a) Ensure that there is an equitable distribution of resources across the Service;
- (b) Accommodate organisational needs taking into account individual needs.

(11) In keeping with the Service commitment to transparency, openness and fairness, all documents relating to individual appointments will be made available for examination upon the receipt of the appropriate authority.

(12) Staff involved in selection competitions will keep all records in accordance with Service guidelines.

## **POLICY LINKS**

This Guidance should be read in conjunction with:

- (1) Policy Directive No 02/09 – DDA – Management of all Staff (Police Officers and Police Staff);
- (2) Policy Directive No 05/08 Police Officer Promotion Policy;
- (3) Policy Directive No 10/08 Alcohol Misuse;
- (4) Service Procedure No 21/11 Substance Misuse;

## **CONSULTATION**

This guidance has been produced in consultation with the following:

- (1) PSNI Heads of HR;
- (2) PSNI HR Managers;
- (3) HR Employment Lawyer;
- (4) Human Rights Lawyer;
- (5) Police Federation for Northern Ireland;
- (6) Superintendents' Association for Northern Ireland.
- (7) NIPSA

## **HUMAN RIGHTS/EQUALITY/INTEGRITY/FREEDOM OF INFORMATION**

- (1) This guidance is deemed to be Human Rights compliant. HR Department has endeavored to ensure that the needs of all can be met and that an appeal process exists to deal with anyone who may perceive they have been treated inequitably or believes the process was flawed.
- (2) The guidance has been screened for Section 75 considerations and meets the PSNI's integrity standards.
- (3) These procedures and guidance are suitable for disclosure in accordance with the Freedom of Information Act 2000.

## PROCEDURE AND/OR GUIDANCE

### Definitions

- (a) **Police Staff** – permanent staff employed by PSNI.
- (b) **Generic** role profiles are non specialist that individuals can be posted too.
- (c) **Non-Generic** role profiles are specialist posts that individuals have been selected for.
- (d) It is not possible, in normal circumstances, to permanently transfer between Generic and Non – Generic roles without a lateral assessment process.
- (e) For detailed lists of Generic and Non-Generic roles can be found on the attached link:-  
[http://policenet/main-home/human\\_resources/hr\\_generic\\_police\\_staff\\_profiles.pg](http://policenet/main-home/human_resources/hr_generic_police_staff_profiles.pg)

### (1) Centrally Advertised Competitions/Locally Advertised Competitions

#### (a) Advertising the Competition

- (i) The approved HR Resourcing Schedule, drawn up in consultation with each Department/District, specifies a period of time in which Districts/Departments may advertise vacant positions to the organisation.
- (ii) The schedule ensures that each Department conducts a continual review of their resourcing needs and ensures that succession planning is implemented for anticipated vacant posts.
- (iii) Each department will be required to advertise in accordance with this agreed schedule and if they fail to do so they must present a business case to HR Department to explain why there is a need to advertise out of sequence. When making a request for a position to be advertised to the organisation, the advertising department must complete the proforma available on PoliceNet.
- (iv) The schedule provides police officers and police staff with information of when a position will be advertised. These time lines may be altered in line with organisational need.
- (v) Internal selection will not accept requests to advertise posts via any other means.
- (vi) If the business case is approved and once all corresponding papers have been submitted the advertising department enters into an agreement with Internal Selection to manage the selection competition on their behalf.
- (vii) Internal Selection will provide the advertising department with a time line detailing each individual aspect of the selection process. The HR Manager for the advertising department will remain the point of contact throughout the process and all enquiries will be directed through them.
- (viii) For locally advertised competitions, local HR Management will prepare the Vacancy Bulletin prior to advertising the role.

#### (b) The Vacancy Bulletin

- a) For centrally run processes, Internal Selection will issue the Vacancy Bulletin (VB) to the organisation. The bulletin will be accessed through the HR web pages.

- b) Local HR will publish VBs to the relevant District/Department.
  - (ii) The VB will consist of the role profile detailing the key competencies and activities for the role as outlined in the Integrated Competency Framework (ICF). It will contain clear guidelines on completion of the application form. Applicants should ensure accurate completion of all relevant parts before submitting as specified on the Vacancy Bulletin.
  - (iii) The closing date and time will be specified on the bulletin and no applications will be accepted after this time. It is the individual's personal responsibility to ensure that local management/operational planning is informed of date of interview/selection process.
  - (iv) Any further requirements specific to that particular position such as hours of business, minimum period of commitment or additional vetting processes will also be detailed on the Vacancy Bulletin.
  - (v) On the rare occasion that the completion of a selection competition has not found a suitable applicant to take up the advertised position, the advertising department may immediately advertise the position again through Internal Selection. If, following a second advertisement, no applicant is found to be suitable for the position, the advertising department, in consultation with HR Department may consider an alternative method of appointment.
  - (vi) Any variance to this guidance relating to selection methods or scoring guidelines will be reflected on the relevant VB or associated correspondence.
  - (vii) For certain individual competitions, HR Management may decide that an appropriate first step to advertising a vacant position will be through completion of an "Expression of Interest". In cases where there are more applicants than vacant posts, a further selection process will take place.

**(c) The Application Process**

- (i) The application form can be accessed through PoliceNet.

**(d) Structured Interviews/Other Assessments**

- (i) For centrally run competitions, the decision to hold structured interviews or other assessment methodology will be made following consultation between the advertising department and Internal Selection.
- (ii) The structure of the selection competition will depend on the position advertised.
- (iii) Guidelines on structured interviews/other assessments may be provided to applicants prior to the interview/assessment.
- (iv) Any extended selection process will be detailed on the Vacancy Bulletin.

**(e) Structured Application Forms**

- (i) A structured application form may be used as the single method of selection in a competition or as a means of short-listing applicants for further stages such as structured interviews.

- (ii) Under the headings of desirable and essential experience/qualifications, the bulletin may have up to 3 and no more than 5 requirements under each heading. The advertising department should give careful consideration to each area they require evidence against to ensure it is equitable to all.

(iii) **Competencies**

- (aa) The competencies examined in any particular selection process are those identified as the most relevant to the advertised position.
- (bb) Evidence must be provided of how the applicant meets each competency.
- (cc) The evidence should be structured in such a way to ensure the content demonstrates how the applicant undertook or dealt with a situation that meets the positive indicators as listed in the ICF.
- (dd) Each competency will be marked against the ICF and the example provided must be evidenced. General statements should be avoided; if there is no evidence to support the statement the scoring will reflect this. It is essential that the evidence demonstrates how the competency is met.
- (ee) The applicant may provide more than one example to fully demonstrate the competency. The applicant must weigh up the quality of the evidence against the quantity.
- (ff) Each competency is restricted to the space provided on the form. No additional pages will be accepted. Anyone who fails to comply with the instructions and/or makes alterations to the structure of the form ie increases or decreases the font size or box size will be disqualified and withdrawn from the competition.
- (gg) It is the individual applicant's personal responsibility to ensure that the application form is either typed or, if necessary, written in black ink. The applicant should also check the form before submission for neatness, accuracy and overall presentation.
- (hh) If the applicant fails to fully complete the form then it cannot be scored and will be withdrawn from the competition

(iv) **Essential Experience**

- (aa) Essential experience is deemed to be critical to the performance of the advertised role. In order to ensure the applicant pool remains as wide as possible these criteria should be used sparingly and the reason justified.
- (bb) If specified there will ideally be up to 3 and no more than 5 areas of essential experience asked for on the Vacancy Bulletin.
- (cc) This allows the applicant the opportunity to provide evidence to demonstrate how they personally meet the requirements specified. Each essential experience criteria should be fully addressed detailing how the applicant matches the specification.

(v) **Essential Qualifications**

- (aa) Essential qualifications are deemed to be critical to the performance of the advertised role and in order to ensure the applicant pool remains as wide as possible this criterion should be used sparingly.
- (bb) If specified there may be up to 3 and no more than 5 essential qualifications asked for on the Vacancy Bulletin.
- (cc) This is a factual category where the applicant should state whether or not they hold the qualification required. In the case of

courses attended it would be beneficial to add the date the course was successfully completed.

- (dd) If the applicant does not hold the qualification they will not be eligible to enter the competition and their application will be withdrawn

(vi) **Desirable Experience**

- (aa) If specified there will be up to 3 and no more than 5 areas asked for on the Vacancy Bulletin which should relate specifically to the training/experience which most supports the candidate to perform the advertised role.
- (bb) This allows the applicant the opportunity to provide evidence to demonstrate how they personally meet the requirements specified. Each desirable experience criteria should be fully addressed detailing how the applicant matches the specification.

(vii) **Desirable Qualifications**

- (aa) If specified there will be up to 3 and no more than 5 areas asked for on the Vacancy Bulletin.
- (bb) This is a factual category where the applicant should state whether or not they hold the qualification required. In the case of courses attended it would be beneficial to add the date the course was successfully completed.
- (cc) If you do not hold the desired qualification your scoring will reflect this but your application will continue to be processed through the selection competition.

(f) **Integrity Of Evidence**

- (i) Applicants must ensure that all information and evidence provided is a true and accurate reflection of their own experience. Any police officer who breaches these requirements will be referred to Professional Standards Department (PSD) for investigation. Any police staff member who breaches these requirements will be referred to the local Head of Human Resources for investigation.
- (ii) Prior to submitting a structured application form another member of the PSNI, at least one rank/grade above the applicant must be capable of verifying all evidence provided. The application forms will be regularly quality assured to ensure the staff member named can verify the evidence provided.

**(g) Scoring Guidelines**

- (i) Each application form will be marked in accordance with the standardised Home Office scoring guidelines as set out in Appendix 'A'.
- (ii) The pass mark will be set at an average score of 3 for each competency criteria in structured interviews unless otherwise notified and for each competency and essential experience in structured application forms.

**(iv) Structured Application Forms/Structured Interview/Other Assessments**

If during a structured assessment a candidate achieves a score of 1 in either the competencies the candidate will be deemed unsuitable and withdrawn from the selection competition.

- (v) In structured application forms the essential experience and the competencies will be marked first and if the pass mark has been achieved, only then will the desirable requirements be scored.
- (vi) Prior to the commencement of the interview/assessment, criteria for tied scores will be set. Should this situation arise following completion of the process one or more of the following will be used:
  - (aa) The individual who scored the highest in essential experience will be placed ahead of the other applicant.
  - (bb) The individual who scored highest in the overall competencies assessed will be placed ahead of the other applicant.
  - (cc) Each competency will be weighted as the most relevant to the role in question with the most applicable being awarded a higher weighting and then the second most applicable the next weighting etc.
  - (dd) If, having completed these 3 steps a decision can still not be made the applicants will be randomly selected.

(h) **Eligibility**

- (i) All applicants will be subject to an eligibility check to ensure they are eligible to enter the selection competition. Failure to meet the eligibility criteria will render the candidate ineligible to apply for the advertised position and their form will not be included in the competition.
- (ii) Unless otherwise specified constables must have completed their probationary period and have been signed out of probation by the Director of HR before being eligible to apply for a selection competition by the date specified on the Vacancy Bulletin.
- (iii) **Constables who have successfully completed their probation will be required to fulfil a minimum 12 month commitment period as a substantive Constable in their allocated District before being eligible to apply for a selection competition.**
- (iv) Police officers who are appointed to the rank of Sergeant or Inspector will be required to remain within that post, (District or Department) for a period of 2 years from the date of appointment before being eligible to apply for a selection competition. This 2-year period will include any successfully completed probationary period attached to the position.
- (v) Police officers/police staff who are currently tied to a minimum period of commitment within their current role will not be eligible to apply for a specialised position until the termination of that period. The minimum period of commitment will not exceed 24 months.
- (vi) The only exception to commitment periods will be when an individual has accepted promotion to a higher rank/grade.
- (vii) The application form will ask specific questions of the individual to ensure their eligibility and these will be verified by their HR Manager.
- (viii) The eligibility criteria may vary in certain selection competitions but generic eligibility will include:
  - Absence Management;
  - Unsatisfactory Performance regulations;
  - Completion of Probationary Period/Commitment Period;
  - Acceptable Performance Appraisal (IPR);
  - General Suitability Declaration by Line Manager.
- (i) Any police officer who has been in receipt of any form of sanction following a disciplinary/misconduct hearing other than a caution will not be eligible to participate in a selection process for a period of 2 years including promotion upon selection. The 2-year period will be calculated from the date the punishment was imposed to the date the Vacancy Bulletin closes.
- (ii) Any police staff member who is in receipt of a formal warning will not be eligible to participate in a selection process for the duration of the warning.
- (iii) Any police officer/member of staff who has been demoted for any other reason than discipline/misconduct/inefficiency may apply for a selection competition providing they meet the eligibility criteria.
- (iv) Before submission to Internal Selection, local Human Resources must sign the application form. This will act as authority from the district or department that the individual is suitable for appointment to this specialist post and will be released within the specified time frame.
- (v) Any police officer/member of staff who is currently suspended from duty may apply for a selection competition providing they meet the eligibility criteria. If successful, the applicant must be available to take up the position within the specified time frame. A member of the individual's management team must authorise all application forms before submission to Internal Selection and



should the member be required to attend an interview/assessment process they will be escorted whilst on police premises.

(vi) All appeals surrounding eligibility criteria must be addressed by the applicant with their HR Manager and managed within that District/Department.

(i) **Selection Panel**

- (i) Panels will comprise of at least 2 members. The panel may consist of a combination of police and police staff.
- (ii) The Chairperson should be an independent member. The panel members will be at an appropriate rank or grade as decided by HR.
- (iii) At least one member of the panel will normally have experience in the Department or function of the advertised position.
- (iv) Panel members must have received a specific briefing or training prior to the selection competition they are undertaking.
- (v) Candidates can request a copy of their individual summary notes recorded during the selection competition.
- (vi) Prior to or during the selection process a panel member must declare if they have concerns regarding their knowledge of any applicant, which may impact or be perceived as impacting on the independence and transparency of the competition.
- (vii) All panel members will be required to sign a declaration of confidentiality agreement, equality and diversity briefing form and a conflict of interest form. (Appendices 'B', 'C' and 'D'.)
- (viii) All police officers remain bound by the PSNI Code of Ethics 2008.
- (ix) All police staff remain bound by the Northern Ireland Civil Service Code of Ethics.
- (x) Appeals will only be accepted on the grounds as outlined under the section on appeals.

(j) **Availability To Take Appointments**

- (i) The decision to effect the appointment of any individual is subject to their availability and fitness to take up and carry out the duties of the post.
- (ii) A period of 29 days notice will normally be given to the individual taking up the new position. In exceptional circumstances an extended period of notice may be invoked by mutual agreement between the HR Manager and HR Department. In such instances, the department or district wishing to retain the individual longer than the 29 day period will submit a business case detailing the rationale to HR Department. In all cases HR Department will act as the final arbiter.
- (iii) For locally run competitions 15 days notice will normally be provided to the individual taking up the new position.

(k) **Sickness Absence**

- (i) Any individual who is on sickness absence will be permitted to apply to enter for a selection competition.
- (ii) The subsequent appointment date will be dependant on return to work and fitness to fully take up the new position.
- (iii) Should the individual fail to return to work and take up the new position on the date set, the offer of appointment to that position will immediately be rescinded and that offer will be treated as a deferral.
- (iv) When an individual has been on sickness absence for a significant period of time Appointments and Postings may require verification from Occupational Health & Welfare (OHW) to confirm that the individual is fully fit to return to the new position.

(l) **Maternity Leave**

- (i) Any individual currently on maternity leave will be eligible to apply for a selection competition.
- (ii) Any offer of appointment will be made and the date set will take into account the individual's period of absence under the occupational maternity pay period. The appointment will be held open for the individual until the termination of her occupational maternity pay period.
- (iii) Should the individual fail to return to work and take up the new position on the date set, the offer of appointment to that position will immediately be rescinded.

(m) **Merit List**

- (i) Once an applicant has been awarded an acceptable score they will be placed on a merit list. The merit list may act as either the final list for appointment or as a pre-requisite to allow an applicant to move to the next stage of the selection competition.
- (ii) The mark awarded on specific stages of the selection competition is not automatically carried forward to the next part of the selection competition. A position on the final merit list may be determined by a further part of the competition as detailed on the Vacancy Bulletin.
- (iii) The individual's HR Manager should inform Appointments and Postings if, having been placed on the merit list and prior to appointment there has been a significant change in:
  - (aa) Absence Management;
  - (bb) Criminal or Disciplinary Investigations;
  - (cc) Unsatisfactory Performance Regulations;
  - (dd) Substance or Alcohol Misuse.

Resourcing Branch will then consult with the individual's Head of Human Resources and the individuals' inclusion on that merit list may be reviewed and if necessary they will be bypassed on the list or removed completely from the list.

- (iv) Once an individual accepts appointment to one position their name will be withdrawn from all other merit lists and selection competitions.
- (v) Once an individual has accepted promotion to a higher rank in any role, their name will be withdrawn from all other merit lists and selection competitions.
- (vi) Any individual who has been offered appointment and wishes to decline that offer will defer to the bottom of the merit list. Upon declining a second offer of appointment the individual's name will be removed from that merit list. This includes where there is only one location to be offered and the same offer is made twice. There will be no right to appeal this decision.
- (vii) Individual's should be aware that in deferring they expose themselves to the risk of not being offered a second position during the lifespan of the merit list.
- (viii) Merit lists for appointments will remain active for a 12-month period from the date of publication unless otherwise detailed on the Vacancy Bulletin. Once that time period has elapsed any individual remaining on that list will no longer be eligible for appointment, this includes police officers who have voluntarily deferred or individual's whose position on the merit list has not yet been reached.
- (ix) Occasionally, due to the complexity and cost of the selection competition a merit list may remain active for a 24-month period. Once that time period has elapsed any police officer/ police staff member remaining on that list will no longer be eligible for appointment, this includes police

officers/police staff members who have voluntarily deferred or whose position on the merit list has not yet been reached.

- (x) In order to comply with the requirement to make reasonable adjustments under the disability discrimination legislation, there may on occasion be a requirement to appoint an individual who has been found successful in a selection process, irrespective of the merit position the individual has actually achieved. This decision must be justified and fully documented and can only be undertaken with the consent of the Deputy Director Human Resources or their designated representative. PSNI Policy Directive 07/06 – Disability Discrimination Act – Management of all Staff (Police Officers and Police Staff) refers.

(n) **Vetting**

- (i) Prior to a select list being published all successful applicants will be subject to vetting.
- (ii) Any requirement to be vetted to a different standard will be detailed on the Vacancy Bulletin. On occasions appointment may not take place until vetting is complete.
- (iii) On the occasions when vetting has highlighted an ongoing matter, Resourcing Branch has the authority to bypass or remove an individual from the merit list. This decision will only take place following discussion with the investigating bodies, local HR Management and HR Department.
- (iv) If an individual has been bypassed they will remain on the merit list until the matter has been resolved. The matter will be reviewed regularly and once a decision has been made to reactivate the individual's position on the merit list they will be offered the next available position.

(o) **Notification Of Results**

- (i) All candidates will be notified in writing of the result of the selection competition.
- (ii) Heads of Human Resources will be furnished with the final merit position of those in their area to allow them to forward plan within their own district/department. This confidential document will not be disclosed to other staff members and must be managed in accordance with relevant legislation.
- (iii) Following receipt of the results, applicants may apply for written feedback by e-mailing Internal Selection at "zRecruitment&Selection" within 1 month of the completion of the selection competition. Written feedback will be provided via e-mail to the candidate only. Individuals may wish to make an appointment with their HR Manager to discuss the feedback.
- (iv) The alphabetical list of successful applicants will be published to the organisation on Weekly Order.

(p) **Appeal Process**

- (i) This appeal process does not apply to Attendance Management. For information on attendance management please refer Attendance Management Guidance on HR pages of Policenet.
- (ii) An appeal can only be lodged:
  - (aa) When an individual considers there have been procedural flaws in the selection competition. A procedural flaw relates to a flaw in the selection material and/or the appointment process.

- (bb) When an individual considers they have not been treated equitably.
- (iii) Candidates should be aware, that in signing the self-nomination form, they are acknowledging that they are suitably prepared to undertake the selection process. Should their circumstances change it is the candidate's responsibility to make Internal Selection aware prior to the commencement of their selection competition.
- (iv) It is the candidate's responsibility to ensure that they are suitably fit to participate in the process at the specified time. It is therefore unlikely that any factors that should have been apparent to the candidate at the time can be later used to support a challenge to either the fairness of the appointment process, or the assessment of their performance in any appeal.
- (v) In each case it is the **individual's own responsibility** to provide specific evidence to support their appeal within the set time limits. Documentation can be sent electronically or original documents forwarded by post.
- (vi) For each selection competition Internal Selection will appoint a member of staff to co-ordinate appeals who will be known as the 'appointed appeals officer'.
- (vii) A selection process will not be halted or held in abeyance as a result of a pending appeal.
- (viii) All appeals relating to appointment to a specialised position should be addressed through this process. **The grievance procedure is not an appeal process and therefore must not be used in connection with selection competitions and appointments.**

(ix) **Stage One**

A candidate who wishes to make an appeal must submit the full grounds for appeal in writing to Internal Selection within 7 days of the selection process:

- (aa) Within 7 days the **original decision makers will review the appeal;**
- (bb) Where there is no change in decision, appeal papers will be prepared and forwarded within this 7-day period.

(x) **Stage Two**

- (aa) Appeal papers will be forwarded to the Head of Internal Selection, HR or their representative.
- (bb) Within 7 days of receiving the appeal papers the Head of Internal Selection or their representative will make a decision. The appointed appeals officer in Internal Selection will inform the candidate of the decision within the 7-day time frame.

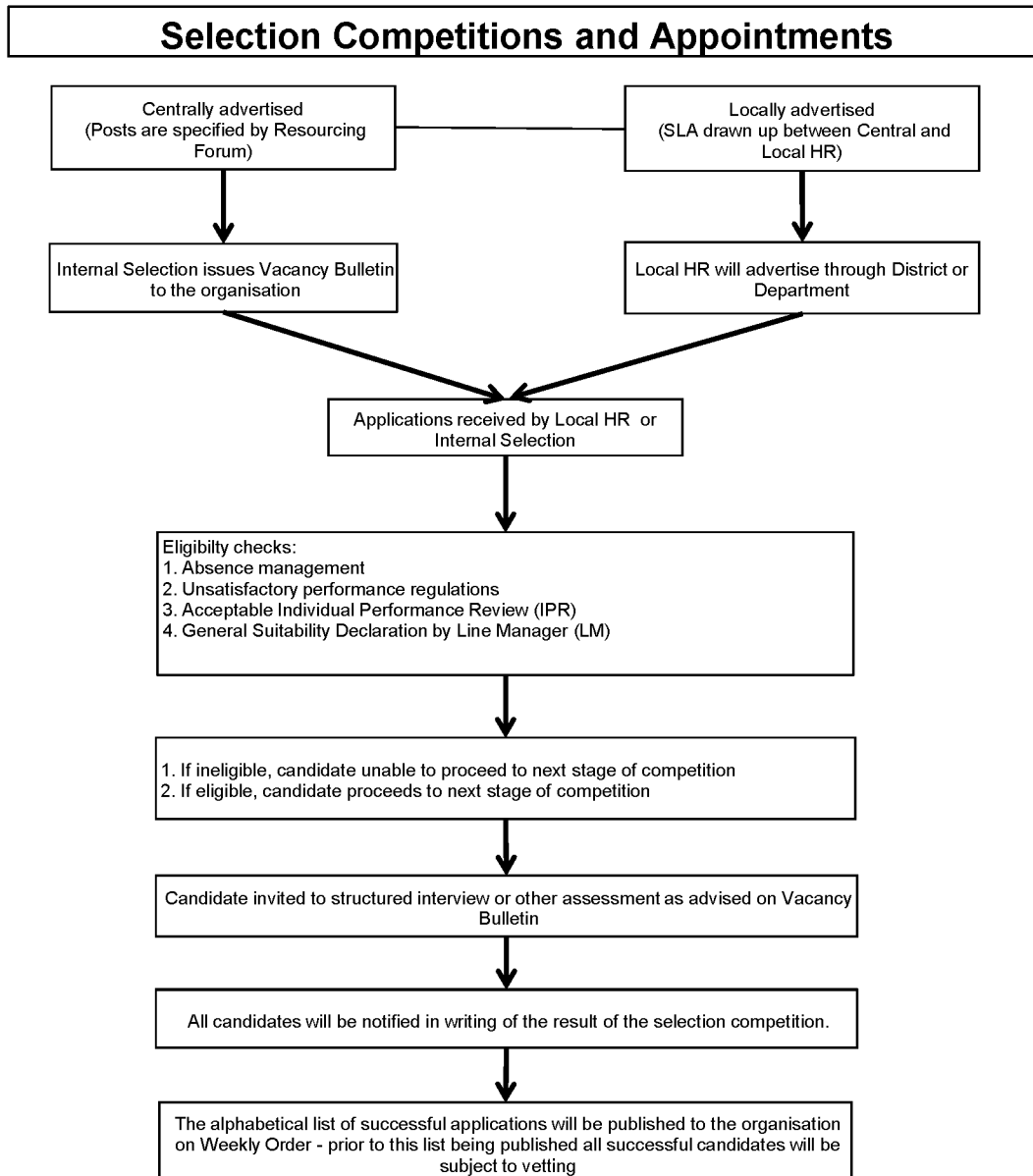
(xi) **Stage Three**

If the appeal has been upheld and the candidate considers there have been procedural flaws within the appeal process they may:

- (aa) Within 7 days of written notification of the decision of the stage 2 process the candidate may request that the appeal is referred to the Deputy Director of HR (for centrally run competitions) who may delegate this role to one of their representatives, or the District/Department Head of HR (for locally run competitions).

(bb) Within 14 days of the decision made by the Deputy Director of HR/Head of HR or their representative, the appointed appeals officer will inform the candidate of the decision.

**There is no further right of appeal.**



## District Commanders

By way of information and update.

There are 61 Constables on the current Trainee Investigators list.

ACC Hamilton has directed that there will be no TI's allocated from Districts to Crime Ops.

From information previously submitted by District HHR's providing details on current and projected vacancies, the principle of least disruption has been used, so that those constables currently on the TI list would be allocated in the first instance within current District, in so far as this matches requirement.

The overall **final** allocation to each of your respective Districts is therefore as per the right hand Total column in the below table:

### Note:

Regional ACC's wish to give autonomy to you as District Commanders with regards to how you may wish to manage these appointments in a way that best meets your District's needs. Therefore whilst all the TI appointments will be effective from 30th June 2014, you have the discretion to immediately temporarily transfer these resources to uniform roles until 31st August 2014, if that better supports your operational requirements during the summer months.

Details of officers who have accepted their offer of a TI post will be provided to you in due course. This will allow you to make a more informed decision of what will work best for your District.

Resourcing Branch, Central HR will this afternoon be commencing to make formal TI offers of appointment to each of the individual officers.

Appointment date will be: **30th June 2014**