



**HEDDLU
GOGLEDD CYMRU
NORTH WALES
POLICE**

RECRUITMENT POLICY

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POLICY

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3.0	HR Lead - Policies	Updated to reflect current practices and incorporate the details in the police staff Recruitment local agreement; Removed Procedure 2 Secondments, Procedure 3 Service Breaks, Procedure 4 Redeployment of Police Officers, which will become separate documents. Included sections for Promotion and Re-joiners.		May 2025
3.1	Head of WFP	Additional information on break in service requirements for Re-joiners.		Oct 2025

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1. WHY IS THIS POLICY REQUIRED?

1.1 The Chief Constable and North Wales Police are committed to maintaining an efficient and effective police force to deliver its ambition to be the safest place in the UK. Ensuring that the Force has a workforce that has the skills, abilities and experience to meet the requirements of all posts at all levels and is representative of the communities that the Force serves is critical to achieving this. The Force is committed to providing opportunities for people to gain experience, achieve their potential and meet their personal career development goals. This will, however, need to be balanced with consistency in management, supervision and service delivery to ensure public reassurance and service of the highest possible quality and standard.

1.2 The aim of this policy is to:

- Ensure the right people with the right skills are recruited at the right time.
- Provide opportunities for people to develop their skills, experience and careers and for the Force to make best use of its people resources.
- Provide a method of strengthening operational resilience and flexibility.
- Ensure consistency and fairness in appointment, posting, tenure, secondment, and internal selection.
- Eliminate unlawful discrimination, promote fair management and equality of opportunity within Force procedures.
- Ensure that decisions are transparent, documented and accessible to the individual.
- Ensure that recruitment procedures support best practice principles, exploit available technology, are easy to administer and are clear to applicants.
- Include procedures which ensure that there are no barriers and the opportunity to apply is open to all with the appropriate knowledge, skills and experience.

2. WHO SHOULD USE THIS POLICY?

2.1 The policy applies to all NWP officers and staff, and Office of the Police and Crime Commissioner (OPCC) staff. Any reference to 'staff' hereafter will include NWP and OPCC staff.

3. WHAT SHOULD I CONSIDER WHEN USING THIS POLICY?

3.1 This policy incorporates relevant areas from Police Regulations and Police Staff Conditions of Service.

3.2 The policy should be read in conjunction with the following documents:

- [Welsh Language Skills Policy](#)
- [Assessment and Internal Quality Assurance Practice Guide](#)
- [Attendance Management Policy](#)
- [NPPF Procedures](#)
- [Home Office Guidance – Conduct Efficiency and Effectiveness – Statutory Guidance on Professional Standards Performance and Integrity in Policing](#)
- Police [Conduct](#) / [Performance](#) Regulations 2020
- College of Policing [Code of Ethics](#)

4. ROLES AND RESPONSIBILITIES

<p>4.1 People Management Panel / Resource Management Board</p>	<ul style="list-style-type: none"> • Approve requests to recruit. • Agree the method of recruitment.
<p>4.2 Service Leads</p>	<ul style="list-style-type: none"> • Final decision maker for start dates if no agreement between hiring and releasing manager.
<p>4.3 Managers</p>	<ul style="list-style-type: none"> • Decide if there is a requirement to recruit. • Review the post profile prior to advertising. • Shortlist and interview applicants. • Implement reasonable adjustments where required.

	<ul style="list-style-type: none"> • Complete progress reports for police staff in their probation period.
4.4 Human Resources	<ul style="list-style-type: none"> • Review the post profile prior to advertising. • Submit request to relevant panel. • Initiate with Recruitment once approval received.
4.5 Recruitment	<ul style="list-style-type: none"> • Manage the administration of recruitment activity (e.g. place advert, audit shortlisting, confirm outcome decisions, pre-employment checks). • Facilitate start date discussions.
4.6 Applicants	<ul style="list-style-type: none"> • Complete all recruitment related forms honestly. • Request reasonable adjustments at any part of the process if required. • Declare on their application the name and position held of any police officer or staff member known to them in North Wales Police. This includes family members, social contacts, and persons with whom they have a relationship or former relationship.
4.7 Workforce Planning	<ul style="list-style-type: none"> • Identify promotion requirements • Facilitate Promotion Boards

5. PROCEDURE FOR THE RECRUITMENT OF OFFICERS AND STAFF

Existing staff and new recruits are the people on whom North Wales Police will come to rely for its continued success in the future. They will be responsible for the maintenance of the high quality service that the Force aims to provide. The Force is committed to employing a workforce that is representative of the community it serves. This procedure explains how the Force will approach recruitment and selection of police officers and police staff. It is aimed at potential recruits to the force, external applicants, internal applicants and all individuals involved in recruitment.

This procedure aims to prevent unfair treatment or discrimination against applicants and ensure a fair and transparent procedure that supports the organisation's strategy. This will also reduce the risk of litigation and financial implications if applicants perceive they have been unfairly treated or discriminated against during the recruitment and selection

process. To support this aim, it is important that decision making at all stages of a recruitment, selection and appointment process are evidenced by being clearly recorded in writing.

5.1 REQUIREMENT FOR RECRUITMENT

5.1.1 Where Service Leads/Senior Managers, in conjunction with Human Resources and Business Managers, decide that there is a requirement to recruit into an existing post or a new post on either a permanent or temporary basis, approval to advertise should be sought from the following:

- Police Officer posts - from Resource Management Board (RMB)
- Police Staff posts - from People Management Panel (PMP)

5.1.2 For Police Staff new posts, a Job Evaluation exercise should be undertaken prior to advertising to confirm the correct grade for the post and ensure equality in pay.

5.1.3 Availability of Detective posts will be in accordance with the management and governance decisions made by the Detective Resilience Board.

5.2 ROLE PROFILE

5.2.1 All posts within the organisation should have a clearly defined role profile. This sets out the Grade/Rank of the post, the Duties & Responsibilities, Minimum Criteria for the role (including Training Requirements), relevant Welsh Language Competency Level, Agility Status, Vetting requirements, and the relevant level of the post within the [Competency and Values Framework for Policing](#).

5.2.2 The lowest hourly rate paid by the Force will be at least the Real Living Wage (RLW), as calculated by the Living Wage Foundation.

5.3 ADVERTISING

NWP is committed to ensuring that all vacant posts will be advertised bilingually, and any decision and rationale recorded.

5.3.1 Internal

Internal police officer and police staff vacancies including temporary opportunities will be advertised through the Force Intranet and within Weekly Orders.

Either the Resource Management Board (Police Officers) or People Management Panel (Police Staff) will agree the method of recruitment for all vacancies (for Officers posts up to and including the rank of Chief Inspector). It is accepted that there will be occasions, such as an immediate organisational need and/or business or operational continuity, where other methods of recruitment may be carried out to allow for the vacancy to be filled as soon as possible, as below.

5.3.2 Immediate requirement for someone to carry out a temporary or acting role:

In these instances, or to provide business or operational continuity, advertising via an Expression of Interest (EOI) within the team/department may be agreed.

Expression of Interest (EOI)

An Expression of Interest request will be sent out to the team/department. Applicants will be asked to provide their reasons for their interest in the role in an agreed number of words. A professional discussion will be held with everyone who submits an application and should also be the case if there is only one applicant. The discussion will be conducted by the Line Manager(s) and may also include a HR representative if appropriate.

Professional Discussion

A professional discussion is an opportunity for hiring managers to explore a candidate's motivation, skills, and experience as well as their career aspirations. The professional discussion will be scored as per the CVF framework (1-5); however, it is not necessary to include CVF questions. The panel will score on the evidence presented for each question to provide a fair decision-making process.

NB: In all cases above, if the role requires a higher level of vetting than the applicant currently holds then commencement in the post may be delayed until the appropriate level of vetting clearance is received. Any vetting restrictions that have been applied to individuals will also be taken into account when considering suitability for a role.

5.3.3 External

External police officer and police staff vacancies including new Police Officer, PCSO and Special Constable recruitment will be advertised on the Forces external website. On occasion, a decision may be made by HR to additionally advertise in the local media or specialist publications to attract more suitable applicants.

5.3.4 Adverts

All adverts should include the title, grade/rank and location of the post being advertised (including the Agility Status - Hybrid, Agile or Fixed and what this means), and follow a standard template. It should refer to the post profile, which will contain full details of the minimum criteria for the role, outline any special requirements, describe the criteria for eligibility to apply and include details of any required career contract or commitment to the role. For temporary postings, an approximate length for the posting should be given. The Force website should also promote to disabled applicants that the Force is a Disability Confident Leader by ensuring the award logo is included.



The hiring manager, in conjunction with Human Resources should decide upon at least the 5 most important criteria to include in the advert and the recruitment process and ensure that they do not discriminate against any particular protected group. For Police Officer posts this could include whether officers should be of a substantive rank to apply, or whether applications will be accepted from full or part promotion qualifications.

Prior to placing an advert, Human Resources staff should re-visit the post profile for the role to ensure that the qualifications and experience do not discriminate against applicants and that it reflects the current requirements of the role.

Satisfactory completion of a training course may on occasions be a requirement prior to a successful applicant being permitted to take up a particular post. Where this is the case the position must be made clear at the advertisement and interview stage.

An 'occupational requirement' may arise under the Equality Act 2010 for specific jobs reserved for people with a protected characteristic (e.g. sex, race religion). This exception is very limited and will not happen often. For it to be an occupational requirement, the following must be evidenced:

- Having a particular protected characteristic is an occupational requirement;
- The application of the requirement is a proportionate means of achieving a legitimate aim.

If it is an occupational requirement for job applicants to have a protected characteristic, then it would be lawful to advertise the position as such.

5.4 APPLICATIONS

If during the recruitment process an internal or external applicant declares information about their criminal record or financial situation that makes vetting clearance unlikely, it can be shared with the Force Vetting Unit. A preliminary check can then be carried out by the Force Vetting Unit. This check does not form part of the vetting processes outlined later on in this policy.

5.4.1 Internal Applicants

All internal adverts include the correct post profile and the application form which can be submitted electronically. All applications should be received by the deadline stated on the advertisement as otherwise they may not be accepted. Individuals who are currently subject to a formal process for attendance/performance are not permitted to apply for alternative roles.

Applicants who are invited to attend an assessment and/or interview for a vacancy that has been advertised internally will be able to travel and attend as part of normal working hours. They will not, however, be entitled to claim any travel or accommodation expenses in relation to this.

5.4.2 External Applicants

The Force's external internet page is used to advertise vacancies for external applicants and the relevant application form and post profile is included on the web page. All applications should be received by the deadline stated on the advertisement as otherwise they may not be accepted.

5.4.3 Agency staff

Agency staff may apply for internally advertised vacancies after 12 months continuous service with North Wales Police. This does not have to be in the same role.

In exceptional circumstances only, where there is a risk to the continued operation of the business area, or where a member of agency staff is nearing completion of 12 months' service, the People Management Panel may approve an application from an agency member of staff earlier than 12 months. This request should be made via the HR Advisor for the area, and evidence the detriment to service delivery where applicable should the request not be approved.

5.4.4 Apprentices

Apprentices will be permitted to apply for police staff vacancies after they have completed the required NVQ. Prior to the end of their fixed term contract Apprentices will be placed in the redeployment pool as per the Force Redeployment Scheme.

5.4.5 Temporary/Fixed term contracts

Temporary/fixed term staff are permitted to apply for North Wales Police advertised vacancies on the following basis:

- Staff may apply for vacancies 8 weeks prior to the end of their initial contract.
- If the member of staff's initial contract has been extended, they may apply for vacancies at any point during their extended contract period.

Guidance on what will happen to the individual at the end of a temporary/fixed term role:

- Staff currently employed who voluntarily apply for a temporary/fixed term role:
Refer to the Secondments Practice Guide.
- External staff who are recruited directly into a temporary/fixed term role:
 - *Employed on a fixed term basis to undertake a specific project/piece of work:*
Once the project/piece of work is completed the reason for dismissal would be redundancy. Such individuals would therefore be placed in the Force redeployment pool under the terms contained within the Redeployment Scheme, i.e. placed in redeployment 8 weeks prior to the end of the contract. There should be an expectation that this time period will not be extended.
 - *Employed on a fixed term basis to provide cover for the absence of a permanent employee (e.g. maternity, sickness, etc):*
Once the permanent employee returns to work the fixed term contract will be terminated. The reason for the dismissal will not be redundancy but rather 'some other substantial reason'. Such individuals would therefore not be placed in the Force redeployment pool.

5.4.6 Police Officer Eligibility for Police Staff Posts

Police Officers can apply for Police Staff posts which have been externally advertised.

People Management Panel may also consider opening up an internal police staff post to serving officers in the following circumstances only:

- All other attempts to recruit existing police staff have been explored and been unsuccessful.
- Officers who are placed in the Force re-deployment pool for reasons relating to their disability.
- Retention of specialist skills to elicit a return on training investment and ensure business continuity

5.4.7 Special Constables Eligibility for Police Staff Posts

Special Constables may apply for internally advertised roles for Police Staff subject to the below requirements:

- To have been signed off as able to carry out Independent Patrol
- To have completed 6 months or more continuous service within the NWP Special Constabulary.
- To have completed the minimum of 4 hours Special Constabulary duty time per week for the past 12 months of service (or pro-rata if applicable).

5.4.8 Workplace Adjustments

All applicants will be asked to indicate if they require any workplace adjustments in relation to a disability to facilitate the different stages of the application and recruitment process. The Recruitment Team will be responsible for ensuring that these are discussed with the applicant and provided if reasonable. This might include providing the application form promptly in alternative formats, or for applicants applying to become a Police Officer or PCSO liaison with the College of Policing to ensure that support is offered at assessment centre. Examples of adjustments are provided in more detail in the [Working with Disability Policy](#).

5.5 CRITERIA ASSESSMENT

5.5.1 Recruits for Police Officer or PCSO

5.5.2 The process for Police Officer recruitment is:

1. Application, national sift and eligibility assessment
2. Assessment Centre
3. In force interview
4. Pre-employment checks
5. Offer of appointment

The process is subject to change at any time the Force deem it necessary. Further details can be found by clicking on the link to the [Police Officer recruitment page](#).

5.5.3 The process to be followed for PCSO applicants is:

1. Application and eligibility assessment
2. In force interview

3. Pre-employment checks
4. Offer of appointment

Further details can be found by clicking on the link to the [PCSO recruitment page](#).

5.5.4 All Other Recruitment

Applicants, when appropriate, will be short listed for the interview process based on the minimum criteria within the Post Profile. Shortlisting is completed by the hiring manager and all personal details about applicants are removed prior to the application being provided for short listing.

- 5.5.5 Dip samples of short listing will be audited by the Recruitment Team to ensure fair processes are taking place. Where a candidate declares a disability, if they meet the minimum criteria they are guaranteed to go to the next stage of the recruitment process. The Recruiting Team will notify hiring managers of applicants who meet the requirements for a guaranteed interview under the Disability Confident Scheme.

5.6 INTERVIEW ASSESSMENT

- 5.6.1 The next stage of the recruitment process is the interview assessment. This may be made up of two stages - an assessment or test then an interview. Some posts may not require an assessment in which case the interview is the only stage. The Force will ensure that the processes, techniques and tests used during the interview process measure the skills and competencies required for the job and are free from any bias which may unfairly or unlawfully discriminate. Interview panellists will be structured interview trained as appropriate.
- 5.6.2 If there is an assessment or test as the first stage, this will be stated in the advertisement. It is usually a requirement that an individual passes this stage to continue to the interview.
- 5.6.3 Interviews will be performed in a structured style and will be competency based using the National [Competency and Values Framework](#) (CVF). Applicants will be given an opportunity to evidence their suitability and competence for the role. It is important that all candidates are treated equally and that any question asked can be

asked equally of any candidate and is specifically related to the requirements of the role.

- 5.6.4 Applicants selected for the interview assessment will be asked in their invitation letter to advise the Recruitment Team of any adjustments required in relation to a disability that would be helpful for them during the process. The Recruitment Team will ensure that those conducting the interview assessment are aware of these and ensure they are accommodated wherever possible and reasons provided if they cannot be accommodated.
- 5.6.5 All applicants will be offered the opportunity to have their interview conducted through the medium of Welsh or English.
- 5.6.6 The Force will ensure that all staff are aware of their responsibility to promote equality and diversity and that recruiters robustly test the attitude of candidates to these areas including the [Code of Ethics](#).
- 5.6.7 To ensure the success of the policy, staff trained in structured interview techniques including equal opportunities will be involved in all selection processes. This means that at least one panellist must have completed the Structured Interview Training Course. Selection panels should also ensure balanced gender representation.
- 5.6.8 All selection interviews for a particular vacancy will, unless there are exceptional circumstances, be conducted by the same selection panel. An exception to this is PC, PCSO and Special Constable interviews due to the number of candidates being interviewed and the number of panels required.
- 5.6.9 Any staff member or officer involved in a stage of the recruitment process which results in a decision being made or an outcome being reached must declare a Conflict of Interest if the process involves an individual who is a family member, social contact, intimate relationship (past or present) with the applicant, and withdraw their involvement from the process. The aim of highlighting and assessing any Conflict of Interest declarations is to maintain the integrity of recruitment

process and to ensure transparency for all parties. If in doubt regarding the requirement to make a declaration, then the expectation is one of disclosure.

5.7 RECRUITMENT DECISION

- 5.7.1 The final decision on an applicant's suitability for the post applied for will be made by the interview panel. If panel members agree immediately on the overall grading of the applicants (i.e. there is not a tie) this will be accepted. If not, it will be necessary to reassess the evidence emerging for the interview against the various job criteria.
- 5.7.2 If agreement on the successful candidate is still not forthcoming i.e. two candidates still score the same, the individual assessments will be re-examined to determine the candidate who scored highest in those criteria considered most important for the role to be performed. These criteria will be identified before the interview process begins.
- 5.7.3 When a decision is made on the successful candidate, other special requirements (see below) may need to be considered before an appointment can be confirmed.
- 5.7.4 All interview and assessment paperwork need to be sent to Recruitment for all candidates. This is required for audit purposes.

5.8 PRE-EMPLOYMENT PROCESS

The pre-employment process will apply as follows. This will need to be successfully completed to proceed with the application and offer of appointment.

5.8.1 External candidates

Vetting – all posts within the Force are subject to applicants passing a specified level of vetting and this will be included in the advert. Appendix 1 outlines the residency criteria for vetting purposes.

Medical – where a post requires medical screening this will be stated in the advert. Once an applicant is successful at the Interview Assessment stage, they will be asked to complete a medical questionnaire which is assessed by the Force's

Occupational Health Unit and applicants may be required to attend an appointment. This can also help support applicants with a disability and ensure workplace adjustments are considered.

Right to work checks - North Wales Police will follow the guidance from the UK Government regarding undertaking the appropriate right to work checks. Further details can be found [here](#).

Welsh Language – all appointments are subject to requirements under the Force Welsh Language Scheme. The Welsh Language Scheme must be consulted to consider such provisions.

References – Recruitment will request previous employment, voluntary, education and/or personal references from within the last five years. Current references will only be requested with authority from the candidate. An offer of appointment can be made with a minimum of two satisfactory references of any type.

5.8.2 **Internal candidates**

Vetting – internal moves will require a Full Vetting Review prior to a start date being agreed. Where there is an operational or urgent need to agree a start date without a Full Vetting Review, the Service Lead must confirm they are responsible for the risk which needs to be documented on the recruitment file. Vetting will not agree to moves without a Full Vetting Review being completed. It is important to note that a Full Vetting Review could reveal information that may make an individual unsuitable for the new role. Service Leads must therefore consider the implications of this when making a decision to agree a start date without completion of the vetting review.

Medical – where an internal move requires a medical, this must be passed prior to a start date being agreed.

Welsh language – members of staff who are not a level 2 will be required to pass the level 2 assessment prior to offer of appointment. Where a move is required and

the assessment has not been taken or passed, agreement to move will be made by Assistant Director of People Services.

References - will be requested from the relevant HR Advisor and current line manager.

5.8.3 **Returning Staff or Officers (who have had a break in service)**

As per point 5.8.1 apart from:

References – if the individual has been employed since leaving NWP, references will be obtained from employer(s) along with an NWP reference via People Support Services. If they have not been employed elsewhere a reference will be obtained by People Support Services.

5.8.4 **Officers applying for Staff roles (who have not had a break in service)**

This relates to Officers who apply for an external Staff vacancy whilst still in their Officer post. As per 5.8.2 apart from:

Vetting – internal moves will require a Full Vetting Review prior to a start date being agreed. Where there is an operational or urgent need to agree a start date without a Full Vetting Review, the Service Lead must confirm they are responsible for the risk which needs to be documented on the recruitment file. Vetting will not agree to moves without a Full Vetting Review being completed. It is important to note that a Full Vetting Review could reveal information that may make an individual unsuitable for the new role. Service Leads must therefore consider the implications of this when making a decision to agree a start date without completion of the vetting review.

5.9 **FOLLOWING THE RECRUITMENT PROCESS**

5.9.1 All documentation recorded as part of the recruitment and selection process will be retained in line with the NPCC [Review Retention and Disposal Schedule](#). Applicants who are unsuccessful for a role should have their information held on the Oleo recruitment platform for a period of 12 months, at which point it should be anonymised. If information is retained for longer than this period then the consent of the individual will be sought.

- 5.9.2 All applicants should be notified in writing of the decision and if unsuccessful should be given the reason why they have not been selected. Where possible, verbal feedback should be given to internal candidates. Where there is a high volume of external applications, the Force is not obliged to provide feedback but will endeavour to do so if circumstances allow.
- 5.9.3 Appointments to core specialist Detective posts will be made in accordance with the [Hard to Fill Posts Practice Guide](#).
- 5.9.4 Where the successful candidate requires workplace adjustments to be made to carry out the role, the relevant Line Manager should be provided with early notification to enable the adjustments to be made.
- 5.9.5 If it is anticipated from the outset, or becomes evident after a period of six months, that a temporary posting is likely to lead to a permanent appointment, then the selection process appropriate to that post should be followed.
- 5.9.6 Within three months of appointment if there is either another vacancy for the same post, or the successful candidate leaves the role, the appointing panel can offer the post to the second placed candidate. If the second placed candidate was a tie it will be necessary to carry out another recruitment process.

5.10 FORCE BARRING LIST

- 5.10.1 From time to time, candidates fail their application due to unsuitability. We have high standards and apply the greatest scrutiny to applications. Decisions regarding barring future applications are agreed with the Head of People Support Services, and where necessary escalated to the Assistant Director of People Services. There can be various reasons including unsatisfactory references, previous North Wales Police employee history/behaviour/HR records, or any other information/intelligence that comes to light during the recruitment process. Candidates will either be barred from future applications, or depending on the reason for their unsuitability will have a delay timeframe on future applications. This will mean they will be told at what timescale they would be eligible to re-apply. An example of this could be an education reference which is unsatisfactory, in five years' time the candidate may

have held a job/further education that can then be checked for suitability/satisfaction. There are no guarantees however, that candidates will pass. In these circumstances, the Recruitment team will maintain a list of candidates to whom this relates.

5.10.2 Where a candidate has been barred from applying to the Force, they will have been advised the reason at the time of failure. Some examples could be leaving NWP whilst under investigation, unsatisfactory references, any other intelligence held on the candidate deemed unsatisfactory to join North Wales Police.

5.11 EXPECTATIONS OF APPLICANTS

5.11.1 Applicants should only apply for vacancies for which they are entitled to apply for and hold the necessary qualifications, experience and competencies. If an individual has any vetting restrictions placed upon them, they should consider whether this would prevent them from working in a new role/location before applying.

5.11.2 Applicants should provide prompt notification if they cannot attend for interview or assessment or wish to withdraw their application at any stage.

5.11.3 Applicants should advise the Recruitment Team promptly if there are any change in circumstances that may affect their application.

5.11.4 Applicants should declare on their application the name and position held of any police officer or staff member known to them in North Wales Police. This includes family members, social contacts, and persons with whom they have a relationship or former relationship. The aim of highlighting and assessing such declarations is to maintain the integrity of recruitment process and to ensure transparency for all parties. If in doubt regarding the requirement to make a declaration, then the expectation is one of disclosure.

5.12 PROBATION UPON APPOINTMENT

5.12.1 POLICE STAFF

The appointment of new police staff to the police service should normally be subject to a period of probation not exceeding six months but may be extended in a particular case where a longer period is felt to be necessary.

Some posts require a longer probationary period due to the level of training and development programme for a new appointee. For example, PCSOs' and Communications Operators' probationary periods are 12 months. In such exceptional circumstances, the letter of appointment will outline the period of probationary period appertaining to a particular role.

During the probationary period, the employee is expected to establish his or her suitability for the appointment. Appropriate procedures should be established to enable this to be done with regular reports throughout the period. Within North Wales Police management reports progress reports will be requested at specified intervals during the probationary period which will inform the final decision. By the end of the probationary period, employment should either be confirmed or terminated.

Existing employees who are appointed to roles within North Wales Police will be subject of a probationary period of 6 months unless the role requires a varied period. The above process will be applied to monitor and evaluate performance and suitability to the role.

Probation periods may be extended in circumstances such as protracted absence through sickness, injury, disability, pregnancy and maternity, as well as unsatisfactory performance.

5.12.2 POLICE OFFICERS

Probation periods for police officers recruited under the different entry routes are as follows:

Police Degree Apprenticeship - PCDA (3-year probationary period)

During the three-year programme, the Student Officer will complete a Degree in Professional Policing Practice, alongside their probationer training.

Degree Holder Entry Programme - DHEP (2-year probationary period)

Degree holders will complete a 2-year programme to achieve a Graduate Diploma in Professional Policing Practice alongside their probationer training.

Degree in Professional Policing - Pre-Join (PPD) (2-year probationary period)

Degree holders will complete the initial 22 weeks of training followed by their tutor phase. They will be merged with a standard PCDA/DHEP cohort. They are not required to complete any academic studies.

Police Constable Entry Programme – PCEP (2-year probationary period)

Officers will complete the initial 22 weeks of training followed by their tutor phase. They will be required to complete an operational portfolio to meet National Occupational Standards. They are not required to complete any academic studies.

Initial Police Learning and Development Programme Plus - (2-year probationary period)

This entry route ceased on 31st March 2024, full decommissioning by 31st March 2026. Any officers on this route that require an extension beyond March 2026 will require transferring to an alternative entry route at the earliest opportunity i.e. PCEP. The force will need to carry out a needs analysis on the student officer to determine the gaps in their learning and what areas of learning and assessment need to be taught/covered.

Officers will complete the initial 22 weeks of training followed by their tutor phase. They will be required to complete an operational portfolio to meet National Occupational Standards. They are not required to complete any academic studies.

These programmes are facilitated in partnership with Bangor University, the Force's Higher Education Institution (HEI) provider and NWP in-house assessment team.

Probation periods may be extended under Regulation 12 Police Regulations 2003 in circumstances such as protracted absence through sickness, injury, disability,

pregnancy and maternity, as well as unsatisfactory performance. Full details can be found in the Managing Police Officers in their Probationary Period policy.

5.13 CAREER CONTRACTS/MINIMUM TENURE

5.13.1 Where it has been identified that a minimum time commitment to a post (Officer or Staff) is required due to the investment in training or shortage of skilled individuals in that role, then a Career Contract will be agreed with the successful individual.

The length of commitment required will be clearly stated in any advert for the role.

5.13.2 A current list of posts requiring a minimum time commitment is maintained by People Support Services. This will be subject to regular review by Human Resources and the Service Lead.

5.13.3 The contract has a number of constituent parts:

- Job Role Title (As stated on the Post Profile)
- Date of Appointment
- Period of Commitment - the length of time an officer is expected to serve in the role
- Special Considerations i.e. Work/Life Balance – Flexible Working issues
- Exit Plan
- Review Date
- Training Requirements i.e. Individual development needs of an officer

5.13.4 Candidates will be sent the offer of appointment and contract via the online applicant tracking system. By accepting the offer, they are agreeing to the appointment and the contract of employment. This is kept on the applicant tracking system.

5.13.5 It is of prime importance that anything included in the Career Contract must be consistent with the business objectives being met.

5.13.6 In circumstances where a post profile changes significantly, the impact of the changes will be discussed with the post holder. This may include a change in the vetting level requirement. Where the post holder is dissatisfied with the changes, or

is unable to achieve the level of vetting, any existing career contract will become void, and the individual will no longer be bound by it. In these circumstances the contract will either be re-negotiated or the post advertised.

5.13.7 For Police Staff, there is period of tenure for all roles of a minimum of 12 months from date of appointment but this may be varied according to the nature of the role, e.g. if a substantial amount of training has been invested this period could be extended. Individuals will not be permitted to apply for any other North Wales Police advertised vacancies during this period. In exceptional circumstances only, where there is a risk to the continued operation of the business area, or where a member of staff is nearing completion of their tenure, the People Management Panel may approve an application from an individual within their tenure period. This request should be made via the HR Advisor for the area, and evidence the detriment to service delivery where applicable should the request not be approved.

5.13.8 PCSOs who wish to apply for the role of Police Constable may do so within their initial 2 years but may not commence in the Constable role until they have completed their 2 years' service as a PCSO. All other police staff who wish to apply for the role of Police Constable may do so within their minimum tenure period but may not commence in the Constable role until they have completed their tenure period.

5.14 BACKFILLING DURING A TEMPORARY ROLE

5.14.1 If the role is a temporary role, please refer to the Secondments Practice Guide for details regarding decisions about backfilling an individual's role whilst they are taking up a temporary role or secondment.

5.14.2 For external police staff who are recruited directly into a temporary/fixed term role:

Employed on a fixed term basis to undertake a specific project/piece of work:

Once the project/piece of work is completed the reason for dismissal would be redundancy. Such individuals would therefore be placed in the Force redeployment pool under the terms contained within the Redeployment Scheme, i.e. placed in

redeployment 8 weeks prior to the end of the contract. There should be an expectation that this time period will not be extended.

Employed on a fixed term basis to provide cover for the absence of a permanent employee (e.g. maternity, sickness, etc):

Once the permanent employee returns to work the fixed term contract will end. The reason for the dismissal will not be redundancy but rather 'some other substantial reason'. Such individuals would therefore not be placed in the Force redeployment pool.

5.15 HARD TO FILL POSTS FOR POLICE OFFICERS

5.15.1 The procedure for filling such a post will be to advertise internally in the first instance. If there is no interest generated for a particular post or those interested do not have the necessary skills, the post may, if appropriate, be advertised externally. If there are no applications following the advertisement, the post may be reviewed by Resource Management Board and re-advertised. If there continues to be no interest, the Chief Constable, as stated, reserves the right to post an individual considering all circumstances.

5.15.2 If the Chief Officer Team decide to post an individual, discussions with the Police Federation and Superintendents Association are recommended in order that they can assist with any queries from members, assist with any communications and help to advise the Chief Officer Team on anything that may cause concern.

5.16 TIME LIMIT ON COMMENCING NEW POSTS

5.16.1 The Recruitment team will advise hiring and releasing managers of the approximate timeline for checks to be completed for both internal and external candidates. This guide will assist when agreeing release dates for internal staff. Final start dates will be agreed mutually between hiring and releasing manager which will be facilitated by the Recruitment team. Should an agreement not be reached recruitment will refer to the area Service Leads who will be responsible for agreeing a mutual decision. Consideration should also be given to candidate's personal circumstances when discussing start dates.

5.16.2 In instances where in addition to the successful candidate, other suitable

candidates are identified following the recruitment process for a particular role, then a reserve list can be created in order of suitability and can be used to fill vacancies for this role over a specified period from the date of interview; this should usually be 3 months. The specified period must be confirmed to those placed on the reserve list. If individuals on the reserve list have not been able to take up a post within this period they will need to re-apply for this particular role when it is advertised again in the future.

6. PROCEDURE FOR THE PROMOTION OF POLICE OFFICERS

6.1 To achieve the aim of preventing unfair treatment or discrimination against applicants and to ensure a fair and transparent procedure that supports the organisations vision, it is important that decision making at all stages of the promotion process are evidenced by being clearly recorded in writing.

6.2 PLANNING FOR PROMOTION

People Services in conjunction with Chief Officers are responsible for agreeing the frequency of promotion processes, based on the requirements of the organisation considering current and predicted vacancies. Number of vacancies for each rank will be confirmed within the planning cycle by Workforce Planning. Once agreed the Promotions timeline will be published on HR Share point.

6.3 AGREEING THE PROMOTION PROCESS

People Services in conjunction with Chief Officers should ensure that they do not discriminate against any protected group when deciding upon the timeline of the promotion process. The process once confirmed will be presented to Workforce Planning & Resourcing Board.

6.4 ADVERTISING

All promotion processes will be advertised on the HR Share point site. Eligible officers will receive an email to ensure they are aware of the advertisement and advised regarding Positive Action.

All adverts should include details of the minimum criteria for applicants and the format of the promotion process.

6.5 APPLICATIONS

6.5.1 Minimum Criteria for Making an Application

Candidates must meet the following minimum criteria before they are eligible to make an application:

- Completed any probationary period.
- Have demonstrated competence in their existing rank.
- Within the previous 12 months must not have been the subject of:
 - a) a live written warning, final written warning or extended final written warning issued under the Police (Conduct) Regulations 2020.
 - b) any live written improvement notices issued under the Police (Performance) Regulations 2020 or reduction in rank under those procedures in the previous 18 months.
- Able to meet the vetting requirements of the role.
- Demonstrate Welsh language competence to the required level in accordance with the Welsh Language Scheme.
- Passed Part I of the appropriate NPPF/OSPRE qualifying assessment and be within the validity period (Sergeant and Inspector ranks only).
- Attract the unequivocal support of their Line Managers as a suitable and realistic candidate for promotion.
- Evidence their ability to perform at the next rank against the relevant competencies.

Candidate names will be forwarded to PSD to ensure that there are no outstanding concerns that would affect the Promotion Process.

6.5.2 Expectations of Applicants

Candidates should only apply for vacancies for which they are entitled to apply for and hold the necessary qualifications, experience, and competencies. If an individual has any vetting restrictions placed upon them, they should consider whether this would prevent them from working in a new role/location before applying.

Candidates should provide prompt notification if they cannot attend for interview assessment or wish to withdraw their application at any stage.

Candidates should advise the Workforce Planning Promotions Team promptly if there are any change in circumstances that may affect their application.

Candidates should declare on their application the name and position held of any police officer or staff member known to them in North Wales Police. This includes family members, social contacts, and persons with whom they have a relationship or former relationship. The aim of highlighting and assessing such declarations is to maintain the integrity of recruitment process and to ensure transparency for all parties. If in doubt regarding the requirement to make a declaration, then the expectation is one of disclosure.

6.5.3 Application Form

All promotion adverts include a bilingual application form. All applications must be received by the deadline stated on the advertisement as otherwise they may not be accepted. All applications must include comments from the applicant's 1st and 2nd Line Manager. Workforce Planning Promotions Team will seek recommendations from SMT.

6.5.4 Workplace Adjustments

All candidates must indicate if they require any workplace adjustments in relation to a disability, these will be facilitated on the different stages of the promotion process by Workforce Planning Promotion Team, candidates can discuss directly with the team.

6.6. CRITERIA ASSESSMENT

6.6.1 Candidates will be assessed against the minimum criteria. All external and unsupported applications will be reviewed by the Promotions Quality Assurance Panel to ensure a fair process has taken place.

6.6.2 The Promotions Quality Assurance Panel will consist of:

- Assistant Director of People Services/Head of HR – Chair
- An Independent Senior Police Officer
- HR Lead

Police Federation and Equality Diversity & Inclusion Unit will be observers on the Panel.

6.6.3 Any staff member or officer involved in a stage of the promotion process which results in a decision being made or an outcome being reached must declare a Conflict of Interest if the process involves an individual who is a family member, social contact, intimate relationship (past or present) with the applicant. and withdraw their involvement from the process. The aim of highlighting and assessing any Conflict of Interest declarations is to maintain the integrity of recruitment process and to ensure transparency for all parties. If in doubt regarding the requirement to make a declaration, then the expectation is one of disclosure.

6.7. FORCE BOARD

6.7.1 The next stage of the promotion process is the force board. This will consist of any combination of an assessment and Interview. People Services will ensure that the processes, techniques, and tests used during the interview assessment measure the skills, behaviours and competencies required for the job and are free from any bias which may unfairly or unlawfully discriminate.

6.7.2 Candidates selected for the board must inform Workforce Planning of any specific adjustments required in relation to a disability that would be helpful for them during the process. Workforce Planning will ensure that those conducting the interview assessment are aware of these and ensure they are accommodated wherever possible, and reasons provided if they cannot be accommodated.

6.7.3 All applicants will be offered the opportunity to have their assessment and interview conducted through the medium of Welsh or English.

6.8 Operational Assessments

6.8.1 The Operational Briefing Exercise aims to assess the candidate's Operational potential. This may be measured by response to a scenario which they may come across in the rank for which they are seeking promotion to. They will be asked to deliver a briefing to a panel, be asked questions on their briefing and response to the scenario.

6.8.2 Questions will be competency and value based.

6.8.3 In addition, Superintendent and above will also attend a Stakeholder Panel. The assessment takes the form of a Panel, assessing the candidate's awareness and understanding of culture, diversity and inclusion in the Police Services and, more specifically, how they will promote, champion and cultivate a culture of inclusivity in North Wales Police.

6.8.4 Chief Officers have discretion to add a Stakeholder panel in a Chief Inspector Board.

6.8.5 The panel assessment should also ensure balanced gender representation and where possible reflect the diversity profile of the candidates.

6.9 Interview Panel Assessment

6.9.1 Interview Panel assessments will be performed in a structured style and will be competency based. Candidates will be given an opportunity to evidence their suitability and competence for the role. It is important that all candidates are treated equally and that any question asked can be asked equally of any candidate and is specifically related to the requirements of the role.

6.9.2 Workforce Planning will determine the composition of the panel.

- 6.9.3 The panel will be aware of their responsibility to promote equality and diversity and to robustly test the attitude of candidates on these areas in accordance with the Code of Ethics. The panel will include a member trained in Structured Interview techniques.
- 6.9.4 The Chair of the Interview panel will be of at least two ranks higher than the promotion applied for or a police staff equivalent grade. There will be between two to three panellists in total.
- 6.9.5 The panel assessment should, where possible, ensure balanced gender representation and where possible reflect the diversity profile of the candidates.
- 6.9.6 Police Federation may be observers at the Interview Panel.
- 6.9.7 In addition, Superintendent and above may be asked to deliver a Presentation to the Interview Panel. This assessment will be competency based on a topical North Wales Police Issue at the time of board.

6.10 PROMOTION DECISION

- 6.10.1 The pass criteria for a promotion board will be set and agreed by Chief Officers within the Promotion Planning Cycle. At the same time the number of promotions required will be confirmed.
- 6.10.2 Sergeant to Inspector processes have a fixed pass score; however the below criteria must be met:
- If a candidate scores less than 2 in any CVF area, they will automatically be unsuccessful in the process regardless of overall score.
 - A candidate who scores an average of less than three on more than 1 competency areas will fail regardless of the overall score.
- 6.10.3 Highest scoring officers within the Chief Inspector process will be successful based on the predicted number of vacancies.

6.10.4 Scoring for the Superintendent and above process is weighted on the different panels.

6.10.5 Highest scoring officers within the Superintendent and above will be successful based on the predicted number of vacancies.

6.10.6 As part of the promotion decision, all candidates will be classed as one of the following:

Suitable – they have demonstrated that they are suitable for promotion and a posting will be agreed.

Suitable but no current vacancy (NPPF ranks only) – they have demonstrated that they are suitable for promotion but there are no vacancies available. NPPF ranks Sergeant and Inspector will enter the Development Pool for 12 months.

Not Suitable - the candidate has not demonstrated the required level of competency for promotion and are therefore unsuccessful. The candidate should discuss feedback and areas for development with their Line Manager.

Near Miss Pool (NPPF Ranks) – Chief Officers will confirm prior to each process if ‘Near Miss’ is being utilised based on projected vacancies. This process is to develop officers who have shown potential but have been unsuccessful in the NPPF Step 3 process. Candidates will be set a time bonded development plan and if this is achieved, following a Professional Discussion they will go into the Development Pool awaiting a post for 12 months. If this is not achieved, then they will need to apply for a future process.



NPPF Near Miss
Pool.docx

6.10.7 All candidates will be notified of the decision in writing and where possible, feedback should be given to candidates by a panellist.

6.11 AGREEING POSTINGS

6.11.1 Once candidates have been successful following the interview assessment stages, Workforce Planning will hold discussions with Chief Officers and Senior Management Teams to identify relevant postings for each of the successful officers. To support succession planning and to ensure adequate skill distribution across roles, during posting discussions, Chief Officers and Senior Management Teams may post substantive ranked officers into alternative posts.

6.11.2 The following factors will be considered in deciding about postings:

- Specialist skills of the candidate and those required to fill specific vacancies.
- Development requirements of the candidate and areas of work that it would be beneficial for them to gain exposure to.
- Any requirements in line with the Equality Act 2010 such as reasonable adjustments and how these could be met.
- Personal preference of the candidate.
- Geographical factors.

6.11.3 The commencement date in the posting will be confirmed and the details of the agreed postings will be processed by the relevant HR Team.

6.11.4 Where the successful candidate requires reasonable adjustments to be made to carry out the role, the relevant Line Manager should be provided with early notification to enable the adjustments to be made.

6.12 DEVELOPMENT POOL

6.12.1 In instances where a number of suitable candidates are identified but there are not enough posts vacant to arrange an immediate posting for everyone, then a Development Pool can be created for NPPF ranks in order of suitability and can be used to fill vacancies.

6.12.2 Candidates in the Development Pool will be ranked according to their scores from the promotion process, factors set out under 8.2 above will be considered in order to make a decision about postings.

6.12.3 Candidates can remain on the reserve list for 12 months which may be extended by the Assistant Director of People Services in exceptional cases. After a maximum extension period of 36 months in the development pool from the date of the interview assessment, if a suitable vacancy has not been identified the candidate will have to re-apply for promotion.

6.13 PROBATIONARY PERIOD

For all successful candidates there is a probationary period of 12 months during which time their suitability to carry out the role will be assessed. Candidates will only be promoted to the rank when they successfully complete their probationary period. For officers not subject to NPPF, competency in role will be monitored via PDR. A portfolio will be created for NPPF officers to evidence their competency. Please refer to the 'Managing the Performance and Development of Officers in the Probationary Period Policy' for details on process for NPPF ranks. Officers not subject to NPPF should follow the same principles via PDR.

7. PROCEDURE FOR RE-JOINERS

7.1 This process is not intended to replace effective succession planning and is not intended to be used for retaining officers in roles that can be easily filled.

7.2 External re-joiners are defined as individuals who have previously served as an officer with a Home Office police force and who are seeking to re-join after a break in service.

Internal re-Joiners are defined as individuals currently employed by North Wales Police who meet the eligibility criteria to re-join after one month and one day break in service. The minimum break in service may, under certain circumstances be subject to variation. This will be assessed on a case-by-case basis giving due consideration to the relevant payment protection age.

7.3 Eligibility Criteria

Applicants for External re-joiners must have:

- Previously served as a member of a home office police force.

- Either resigned or retired from that police force.
- Satisfactorily completed the period of probationary service in the rank of constable.
- Must hold a full UK Category B manual driving licence (with not more than six points).

Applicants for Internal re-joiners (Retire and Re-join) must be:

- Police officers who are former members of the 1987 pension scheme who have either attained 30 years' pensionable service or attained 25 years' pensionable service and are aged at least 50.

Or

- Police officers with membership of the 2006 pension scheme who are aged 55.

Under the scheme, there will be no automatic right to re-join. Each application will be assessed individually.

7.4 Identifying Vacancies

The Force will determine via Workforce Planning & Resource Board when to open and close both the internal and external scheme depending on the specific organisational needs prevailing at any given time.

The Force will determine which ranks/roles would be open for re-joining applicants according to organisational need at the time that the scheme is opened.

In exceptional circumstances, the Chief Constable, Deputy Chief Constable, or the Director of Finance & Resources can:

- Open or close the scheme,
- Change the scope of the scheme.

Applications to re-join will be dealt with on a case-by-case basis if a former officer applies to re-join who left their previous force more than 5 years ago.

The Force will determine via Workforce Planning what role an Internal re-joining officer will return to, to ensure retention of key skills in hard to fill roles.

NWP is committed to ensuring that all vacant posts will be advertised in a fair and effective manner on our external website.

7.5 Selection Criteria for Re-Joiner

All External individuals seeking to re-join must successfully complete the following stages of the recruitment process:

- Application Form
- Paper sift
- Interview
- Re-joiners will be subject to pre-employment checks; Medical, Biometrics, Drug Testing, Fitness and Welsh Test
- Re-joiners will complete a Law assessment prior to offer of role
- References – any references will be followed up and considered for the successful candidate before an offer of appointment is made.

Internal officers wishing to apply for the Re-joiner scheme should provide at least three months written notice to retirement date completing an application. If outside of this timeframe officers should apply via the External process.

All Internal individuals seeking to re-join must successfully complete the following stages of the recruitment process:

- Online application
 - Paper sift/Eligibility
 - Officers must meet the Force Attendance Standards at the time they retire to be eligible to apply for re-join
 - Officers must have at least a satisfactory (3 or above) rating in respect of their personal development review for the previous 3 years prior to retirement to be eligible for re-join and not be subject to any UPP process
- Applications will not be progressed through Paper sift/Eligibility if when reviewing the PDR:
- Scored a 3 or above but contains specific concerns or areas for improvement related to performance.
 - PDR has not been completed or scored in the required 3 years.

- PDR is scored below satisfactory.
- Officers must have no live disciplinary sanctions, outstanding investigations or be facing any conduct proceedings to be eligible to apply for re-join
- References – any line manager references if required will be followed up and considered for the successful candidate before an offer of appointment is made.
- Re-joiners Assessment Panel - Chaired by Assistant Director People Services.
- Re-joiners will be subject to pre-employment checks; Medical, Biometrics, Drug Testing, Fitness and Welsh Test.

The College of Policing APP Vetting (December 2024) stipulates: Forces must ensure that the integrity of the individual wishing to re-join the force is beyond question and that there are no outstanding complaints or matters currently under investigation. Those seeking to re-join North Wales Police are subject to the same vetting requirements of a new recruit.

7.6 Workplace Adjustments

All applicants will be asked to indicate if they require any workplace adjustments in relation to a disability to facilitate the different stages of the application and recruitment process. The Recruitment Team will be responsible for ensuring that these are discussed with the applicant and provided if reasonable.

7.7 Probationary Periods

- Those who left policing less than one year before their reappointment as a police officer are subject to a 6-month probationary period.
- Those who left policing more than one year before their reappointment, or who re-joins at a different rank to that which they previously served at are subject to a 12-month probationary period.

The Police Regulations relevant to Officers in their probationary period are as follows:

Regulation 12 (Probationary Service in the rank of Constable) of the Police

Regulations 2003 allows for the probationary period to be extended if deemed necessary.

Regulation 13 (Discharge of a Probationer) of the Police Regulations 2003

provides the grounds on which a Chief Constable may dispense with the services of a Student Officer at any time during their probationary period.

Police Regulations 2003 clearly sets out the principles for the retention of Student Officers, as follows:

'The Services of a Constable may be dispensed with at any time if the Chief Officer of Police considers that he/she is not fitted, physically or mentally, to perform the duties of his/her office OR that he/she is not likely to become an efficient or well conducted Constable'

Further detail in respect of the Regulations is provided within the managing Police Probationers in their Probationary Period Policy.

7.8 Training Requirements

- External re-joining members training requirements will be assessed as follows:
- A Law assessment and Skills analysis is required at application stage to assess specific needs.
- Dependent on the analysis, rejoining members may be required to undertake the full PCEP and applicants will be informed of the outcome of the assessment prior to progression to interview.
- After analysis the rejoining member will be able to complete the bespoke Re-joiner Training Programme followed by attachment to PDU.
- A suitable Rank/role Work Based Assessment will be completed following competency sign off from PDU.
- The requirement for a PDU attachment will be case by case.
- Training requirements will be confirmed within the offer of appointment.

Internal re-joining members training requirements will be assessed as follows:

- Re-joiners may need to complete a period of retraining which will be subject to a skills assessment. This will be dealt with on a case-by-case basis.
- If returning to the same role, a WBA will not be necessary as re-joiners will be deemed competent in rank.

7.9 Conditions of Re-Joiner

Regulation 24 (2) of the Police Regulations 2003 states that "in reckoning the service of a member of a police force in any rank for the purposes of pay, account shall be taken of all of his service in that rank, whether in that or another police force". This is not time bound and so an officer may count any previous service, no matter how long the break.

If an individual wishes to participate and re-join on a part-time basis, this will need to be agreed in advance in accordance with NWP's normal policy on agreeing part-time working arrangements.

Re-joiner officers will be treated as new entrants in terms of allowances. Allowances such as replacement allowances will no longer be payable and re-joiner officers will no longer be eligible for certain allowances such as rent/housing/replacement allowances that may have previously applied prior to retiring.

Officers returning to service will be auto enrolled into the Police Pension Scheme 2015.

Following completion of a satisfactory probationary period, officers re-appointed under this policy will be subject to the same UPP and Conduct Regulations and guidance procedures as other serving officers.

How an individual re-joiner is treated for pensions purposes will depend on which police pension the re-joiner was formerly a part of, the length of time away from the police service, and if any of the time away has been spent in public service. The majority of people are likely to join the 2015 police pension scheme. It is recommended that re-joiners (and prospective re-joiners) contact their pension

administrator (i.e. for the last force they served in) to understand what applies in their circumstances.

An officer who retires and re-joins must have a minimum break in service of one month and one day between leaving and re-joining North Wales Police. The minimum break in service may, under certain circumstances be subject to variation. This will be assessed on a case-by-case basis giving due consideration to the relevant payment protection age. Any variation will be reflected in pre-employment considerations and pension adjustments.

An officer who re-joins will be entitled to receive their commuted lump sum and a month and a day pension payment (or the appropriate sum where in exceptional cases the minimum break varies). The pension payments will be abated for the duration of re-employment with the Force and when the re-employment ends the pension will be reinstated to the full amount. Any exceptions to abatement will be on a case-by-case basis. Where non-abatement does apply the Force would consider the appropriateness of progressing the rehire on the grounds of organisational need considering value for money and affordability.

Re-joining officers must seek their own financial and tax advice prior to application and are responsible for their own tax affairs.

Re-joining officers will be re-attested after a break in service.

7.10 Re-application

Any applicant who does not reach the required standard at any stage of the selection process will be able to reapply after 6 months has passed from the date of the rejection.

7.11 Re-joiners returning to different rank/detective post than previously served

Officers may be appointed to a higher, lower or the same rank, subject to a decision by the Chief Officer on appointment. Rejoining members entering the service at any rank, including a higher or lower rank than that at which they last served, will

hold that rank from point of entry and complete the requirements for that rank whilst on probation.

Those who rejoin at a higher rank than the one they previously served at are required to sit, and pass, all of the required exams for that rank. In addition, re-joiner members will be required to complete WBA and other identified requirements deemed appropriate.

To enable a re-joiner sufficient time to study for the Sergeant or Inspector exam, a period of at least six months should be afforded ahead of the exam date. Should a period of at least six months between rejoining and exam not be possible, the rejoining member must sit the exam at the first opportunity after an initial period of six months has passed.

To enable a re-joiner sufficient time to study for the NIE, a period of at least 14 weeks should be afforded ahead of the exam date. Should a period of at least 14 weeks between rejoining and exam not be possible, the rejoining member must sit the exam at the first opportunity after an initial period of 14 weeks has passed.

Rejoining members should be afforded one opportunity to resit any required exam should they not meet the required standard at the first attempt. Should a re-joiner fail to meet the required standard for the exam at the second attempt Regulation 13 of the Police Regulations 2003 will commence.

8. POSITIVE ACTION IN RECRUITMENT AND PROMOTION

- 8.1 Where it is clear that persons with a protected characteristic are under-represented in any role the Force may take Positive Action to encourage applications from those groups. The protected characteristics are: · Age · Disability · Gender reassignment · Marriage or civil partnership · Pregnancy or maternity · Race · Religion or belief · Sex · Sexual orientation.
- 8.2 Positive Action aims to encourage and assist people from disproportionately under-represented groups or who face additional barriers in order to help them overcome disadvantages associated with the protected characteristic when competing with

other applicants, or to enable them to participate in the activity. It does not mean that people will be employed or promoted simply because they share a protected characteristic. Appointment will still be solely on merit.

8.3 In respect of the promotion process, for each rank an assessment will be completed to identify under-representation in rank. To support this and maximise opportunities for Officers eligible, NWP will provide support prior to the process application closing dates.

8.4 Please see the [Workforce Representation intranet page](#) for further information. The [Working with Disability Policy](#) also provides guidance on making workplace adjustments at each stage of the recruitment/promotion process and following appointment of a candidate.

9. APPEAL PROCESS

9.1 Any individual who feels aggrieved about their treatment connected to recruitment or promotion activity can seek to address this via the [Grievance Resolution Policy](#) or [Appeals Policy](#).

10. WELSH LANGUAGE

10.1 North Wales Police is aiming to become a bilingual organisation, in which Welsh and English languages have equal status. Throughout the recruitment process, Welsh must be treated no less favourably than English.

11. MONITORING/ EVALUATION

11.1 Recruitment activities will be audited as required by Human Resources for discriminatory practice and to ensure a fair procedure has been applied.

11.2 The Workforce Planning & Resourcing Board will be the forum for evaluation and monitoring of the promotion process.

12. DATA PROTECTION COMPLIANCE

12.1 As part of the recruitment process, it is necessary to request and record sufficient personal details of the applicant for the recruitment process as well as that of the individual and close relatives to satisfy security requirements. Further details about use of this information can be found by clicking [here](#).

13. DECLARATION & LEGALITIES

13.1 In line with all Force policies, the overarching purpose of this document is to directly support the PCC police and crime plan objectives. Overall the intention of this policy is to make North Wales the safest place in the UK.

13.2 In the writing of this policy cognisance has been taken of the College of Policing Code of Ethics (2024).

13.3 North Wales Police policies will be written in accordance with the approved corporate format and published on the Force Intranet, allowing access to staff and public, where appropriate, on the pages of the public facing Internet site under the Force publication scheme and Freedom of Information Act 2000.

13.4 The following main legal requirements have been identified within this policy:

- Equality Act 2010
- Human Rights Act 1998
- The Welsh Language (Wales) Measure 2011 and the Welsh Language Standards for the Chief Constable
- Data Protection Act 2018
- Freedom of Information Act 2000
- Health and Safety Act 1974

13.5 This policy has been written giving due regard to the above legislation and has considered the risk of unfair and/or disproportionate impacts on individuals or groups (actual or perceived) and has done so via an equality impact assessment (EIA).

13.6 New legislative requirements or changes in Force structure may necessitate a review of this policy document.

14. APPENDIX 1 – VETTING RESIDENCY CRITERIA

To undertake police vetting, applicants are required to have been resident in the UK for a specific time period immediately before an application is made. The residency criteria set out below comes from the need to apply vetting standards to all vetting applicants equitably. This is because the UK police service cannot routinely facilitate vetting enquiries overseas to the same level as it can for those who are resident in the UK.

The residency criteria ensures that applicants have a checkable history in the UK. This allows for meaningful vetting enquiries. The criteria provides reassurance when considering risks posed to police personnel and the public. Effective vetting can only be conducted if it is possible to assess a vetting applicant's honesty, integrity, reliability and overall suitability for clearance against available information.

For the purposes of police vetting, the following residency requirements apply:

- Non-Police Personnel Vetting – three years
- Recruitment Vetting – three years
- Management Vetting – five years