

## **Appendix F**

### **Resourcing Principles**

1. All permanent vacancies will be advertised on Sherlock unless there are significant organisational reasons for this not to happen. The decision not to advertise will be determined by the Senior HR Manager responsible for recruitment and this will only occur in exceptional circumstances.
2. All temporary vacancies of more than 3 months will be advertised. The Corporate Redeployment Panel (Police) will determine where to advertise but, as a general rule, Constable and Sergeant posts will be advertised within the division in the first instance and posts for Inspector and above will be advertised forcewide.
3. Temporary vacancies of less than 3 months should be filled locally by following a fair and transparent process. The majority of Divisions/Departments already operate some form of rotation allowing officers who are suitably qualified to be given an opportunity. This method should be implemented if not already in operation. If the temporary vacancy exceeds 3 months it should be advertised as per point 2.
4. Priority should be given to filling vacancies in Response, Neighbourhood Policing and PPU.
5. Seconded and temporarily transferred officers give up their rights to their substantive post after a period of 12 months and would then be placed on the new Police Officer Redeployment List.
6. Expressions of Interest and Management Appointments should not be utilised as these methods of selection are seen to be unfair. However, a shortened application may be used where appropriate, removing the need for applicants to provide evidence for all essential/desirable criteria.
7. Individuals should inform their line manager before submitting an application, although it will not be necessary to obtain their support or that of SMT. Checks will be made on attendance and PIU issues post interview.
8. An independent recruitment and selection trained individual should be included on interview panels.
9. For unfunded posts, Divisions/Departments will be asked to identify how the post is to be funded and refer to SRB for approval, namely:
  - i. Hold budgeted post vacant for up to 12 months before requesting permanent change
  - ii. Obtain temporary funding from elsewhere
  - iii. Obtain permanent or temporary growth via SRB and BMM