

Northamptonshire Police, Fire and Crime Panel

A meeting of the Northamptonshire Police, Fire and Crime Panel will be held in the Great Hall, The Guildhall, St Giles Square, Northampton NN1 1DE on Thursday 7 September 2023 at 12.30pm

Agenda

1.	Apologies for Absence and Notification of Substitute Members
2.	Notification of requests from members of the public to address the meeting Any requests to speak on an item on the agenda should be notified to the Chair (c/o the Committee Manager) by 12 noon two working days before the date of the meeting.
3.	Declarations of Interest Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
4.	Chair's Announcements To receive communications from the Chair.
SCRUTINY OF THE POLICE, FIRE AND CRIME COMMISSIONER	
5.	Scrutiny of decisions by the Police, Fire and Crime Commissioner connected with the appointment of an interim Chief Fire Officer for Northamptonshire (Pages 5 - 46)
6.	Urgent Business The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.

7.	<p>Exclusion of Press and Public</p> <p>In respect of the following items the Chair may move the resolution set out below, on the grounds that if the public were present it would be likely that exempt information (information regarded as private for the purposes of the Local Government Act 1972) would be disclosed to them: The Panel is requested to resolve: “That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that if the public were present it would be likely that exempt information under Part 1 of Schedule 12A to the Act of the descriptions against each item would be disclosed to them.”</p>
8.	<p>Scrutiny of decisions by the Police, Fire and Crime Commissioner connected with the appointment of an interim Chief Fire Officer for Northamptonshire – Appendix F (To Follow)</p> <p>Exemption under Paragraph 1 – Information relating to any individual.</p>

Catherine Whitehead
Proper Officer
30 August 2023

Northamptonshire Police, Fire and Crime Panel Members:

Councillor David Smith (Chair)	Councillor Gill Mercer (Vice-Chair)
Councillor Fiona Baker	Councillor Jon-Paul Carr
Councillor André González De Savage	Councillor Dorothy Maxwell
Councillor Zoe McGhee	Councillor Ken Pritchard
Councillor Russell Roberts	Councillor Winston Strachan
Mrs Anita Shields	Miss Pauline Woodhouse

Information about this Agenda

Apologies for Absence

Apologies for absence and the appointment of substitute Members should be notified to democraticservices@westnorthants.gov.uk prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 3 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

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Or by writing to:

West Northamptonshire Council
The Guildhall
St Giles Square
Northampton
NN1 1DE

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NORTHAMPTONSHIRE POLICE, FIRE AND CRIME PANEL

7 SEPTEMBER 2023

Report Title	Scrutiny of decisions by the Police, Fire and Crime Commissioner connected with the appointment of an interim Chief Fire Officer for Northamptonshire
Report Author	Catherine Whitehead, Director Legal and Democratic and Monitoring Officer, West Northamptonshire Council monitoringofficer@westnorthants.gov.uk

Contributors/Checkers/Approvers		
West MO (for West and joint papers)	Catherine Whitehead	29/08/2023
West S151 (for West and joint papers)	James Smith, Deputy S151	30/08/2023 – excluding Appendix F below

List of Appendices

Appendix A – Legal advice obtained by the Police, Fire and Crime Commissioner

Appendix B – Legal advice obtained by the West Northamptonshire Council Monitoring Officer

Appendix C – Recruitment procedures for Northamptonshire Fire and Rescue Service

Appendix D – Register of Interests for the Police, Fire and Crime Commissioner

Appendix E – Code of Conduct for the Office of the Police, Fire and Crime Commissioner

Appendix F – Details of financial settlements made by the Police, Fire and Crime Commissioner (Exempt from publication under paragraph 1 of Part of Schedule 12A of the Local Government Act 1972 as containing information relating to an individual) [TO FOLLOW]

1. Purpose of Report

- 1.1. The report is intended to support scrutiny by the Northamptonshire Police, Fire and Crime Panel of decisions taken by the Police, Fire and Crime Commissioner connected with the appointment of an interim Chief Fire Officer for Northamptonshire in July 2023.

2. Executive Summary

- 2.1. On 7 July 2023 the Police, Fire and Crime Commissioner for Northamptonshire (“the PFCC”) informed the Chair of the Police, Fire and Crime Panel and made a public statement that the Chief Fire Officer for Northamptonshire, Mark Jones, was stepping down from the role with immediate effect and that Nicci Marzec, the Head of Paid Staff in the Office of the PFCC, would take over as interim Chief Fire Officer. Following the announcement questions were asked by the press about the decision, two complaints were received and Panel members were concerned about the decisions that had been made. The Police, Fire and Crime Panel identified the need to scrutinise the appointment, in line with its remit to review or scrutinise decisions made, or other action taken, by the PFCC in connection with the discharge of the PFCC’s functions. Panel members agreed that this would be done using the scheduled Panel meeting on 7 September 2023.
- 2.2. This report is intended to set out the legal framework for the Panel’s scrutiny and to present background information. The Panel is recommended to consider the information available to draw conclusions and to make recommendations designed to support improved decision making where appropriate.

3. Recommendations

- 3.1 It is recommended that the Northamptonshire Police, Fire and Crime Panel:
- a) Considers written and verbal information provided to the Panel at the current meeting regarding decisions taken by the Police, Fire and Crime Commissioner connected with the appointment of an interim Chief Fire Officer for Northamptonshire in July 2023.
 - b) Draws conclusions where appropriate and makes recommendations to the Police, Fire and Crime Commissioner, reflecting the Panel’s role and statutory powers.

4. Reasons for Recommendations

- 4.1 The recommendations are intended to support effective scrutiny by the Panel of decisions taken by the PFCC connected with the appointment of an interim Chief Fire Officer for Northamptonshire in July 2023.

5. Report Background

- 5.1 Scrutiny of this matter is being conducted by the Panel as part of its role to review or scrutinise decisions made, or other action taken, by the PFCC in connection with the discharge of the PFCC’s functions and to make reports or recommendations to the PFCC. Any recommendations identified by the Panel as a result of its scrutiny should have regard to the respective roles, functions and powers of the Panel and of the PFCC.
- 5.2 The PFCC contacted the Chair of the Panel on 7 July 2023 to advise him that the Chief Fire Officer had resigned with immediate effect and that the PFCC had decided to appoint the Chief Executive and Monitoring Officer of the OPFCC as the Chief Fire Officer. Shortly afterwards the PFCC

released a press statement to the same effect. The Chair of the Panel was advised that the PFCC had sought legal advice to the effect that it was not necessary to hold a confirmation hearing. The legal advice to the PFCC is attached at Appendix A. The Chair of the Panel spoke to the Panel's Monitoring Officer who sought legal opinion on behalf of the Panel to ascertain whether the advice to the PFCC was correct. The legal advice of the Panel is attached at Appendix B. The legal advice obtained by the Panel differed from that provided to the PFCC and was therefore shared with the PFCC. The new appointee to the role of Chief Fire Officer resigned the post and the PFCC then made the decision to appoint someone else as the Chief Fire Officer, which proposed appointment was referred to the Panel. Due to the level of press interest the PFCC responded to a number of press enquiries and also took part in a television interview. During the interview the PFCC explained that he was a close friend of Nicci Marzec outside of their relationship as colleagues. This raised the question that the PFCC had had a conflict of interest when he made decisions in relation to the appointment and in relation to other decisions that he had made over the period of their close friendship.

5.3 Concerns were raised about the decisions made by the PFCC in particular:

- The reasons why the PFCC had accepted the resignation of the person appointed last year without notice.
- The decision of the PFCC to select the Chief Executive and Monitoring Officer for the role.
- The decision of the PFCC not to refer the decision to the Police, Fire and Crime Panel for confirmation.
- The reasons why the PFCC had accepted the resignation of Nicci Marzec from the role as Chief Fire Officer and later from the role of Chief Executive and Monitoring Officer without notice.
- The decisions taken by the PFCC in relation to financial settlements.
- Whether the PFCC had any conflicts of interests or breached the OPFCC code of conduct when he made the decisions.

5.4 The Panel's roles in relation to the decisions is set out in the Police Reform and Social Responsibility Act 2011 paragraph 28(6) as amended:

A police [fire] and crime panel must –

- (a) review or scrutinise decisions made, or other action taken, by the relevant police [fire] and crime commissioner in connection with the discharge of the commissioner's functions; and
- (b) make reports or recommendations to the relevant police [fire] and crime commissioner with respect to the discharge of the commissioner's functions, insofar as the panel is not otherwise required to do so.

5.5 The Panel will therefore need to scrutinise the decisions and actions as set out above (so far as they relate to the exercise of the functions of the PFCC) and also to consider whether to make a report or to make recommendations in relation to any conclusions reached by the Panel. For example, the Panel could consider whether the PFCC should undertake further training, introduce further procedures or policies, raise awareness about existing policies or procedures and to make recommendations in relation to the application of resources.

5.6 The responsibility of the Panel in relation to the way it carries out the scrutiny function is set out in the Police Reform and Social Responsibility Act 2011 paragraph 28(2) as amended:

The functions of the police [fire] and crime panel for a police area must be exercised with a view to supporting the effective exercise of the functions of the police [fire] and crime commissioner for that police area.

5.7 The role of the Panel is therefore not about the conduct or probity of the PFCC but to support the effective exercise of functions in the future by the PFCC. This distinction will inform the Panel's conduct of the meeting and any decisions or recommendations made by the Panel when carrying out the scrutiny function.

6. Issues and Choices

6.1 The options available to the Panel are set out in the report. In essence the Panel can draw conclusions about the way in which the PFCC has made decisions in connection with the discharge of the PFCC's functions and the Panel can also make reports and recommendations with respect to the discharge of the PFCC's functions. These will be directed at supporting the PFCC to be effective in the exercise of the PFCC's functions in the future. As such there are a broad range of options open to the Panel. The PFCC is under no legal obligation to accept or act on the recommendations of the Panel.

7. Implications (including financial implications)

7.1 Resources and Financial

7.1.1 There are no resource or financial implications relating to this report. The Panel is able to carry out scrutiny of this matter within the resources available to support its operation.

7.2 Legal

7.2.1 The Police Reform and Social Responsibility Act 2011, the Policing and Crime Act 2017 and supporting legislation give various specific responsibilities to the Northamptonshire Police, Fire and Crime Panel. These are principally as follows:

- Scrutinising and reporting on the PFCC's proposed Police and Fire and Rescue precepts
- Scrutinising and reporting on the PFCC's Police and Crime Plan and Fire and Rescue Plan
- Scrutinising and reporting on the PFCC's Annual Report on the delivery of Police and Crime Plan objectives and on the annual Fire and Rescue Statement reporting compliance with the Fire and Rescue National Framework

- Scrutinising and reporting on proposed appointments by the PFCC to certain positions (Deputy PFCC; Chief Executive; Chief Finance Officer; Chief Constable of Northamptonshire Police; and Chief Fire Officer of Northamptonshire Fire and Rescue Service)
- Dealing with complaints from members of the public about the conduct of the PFCC.

7.2.2 In addition, under the legislation referred to in paragraph 7.2.1 above, the Panel has the following general responsibilities and powers:

Police Reform and Social Responsibility Act 2011 paragraph 28(6) as amended

A police [fire] and crime panel must –

- (a) review or scrutinise decisions made, or other action taken, by the relevant police [fire] and crime commissioner in connection with the discharge of the commissioner’s functions; and
- (b) make reports or recommendations to the relevant police [fire] and crime commissioner with respect to the discharge of the commissioner’s functions, insofar as the panel is not otherwise required to do so.

Police Reform and Social Responsibility Act 2011 paragraph 28(2) as amended

The functions of the police [fire] and crime panel for a police area must be exercised with a view to supporting the effective exercise of the functions of the police [fire] and crime commissioner for that police area.

Police Reform and Social Responsibility Act 2011 paragraph 13(1) as amended

A [police, fire and crime commissioner] must provide the relevant police [fire] and crime panel with any information which the panel may reasonably require in order to carry out its functions.

Police Reform and Social Responsibility Act 2011 paragraph 29(1) as amended

A police [fire] and crime panel may require the relevant police [fire] and crime commissioner, and members of that commissioner’s staff, to attend before the panel (at reasonable notice) to answer any question which appears to the panel to be necessary in order for it to carry out its functions.

7.2.3 The Policing and Crime Act 2017 makes provision for a Police and Crime Commissioner for an area to be the fire and rescue authority for that area. This position has applied in Northamptonshire since 1 January 2019. The responsibilities of a PFCC created under the 2017 Act include the function of appointing, suspending or dismissing the chief fire officer.

7.2.4 The Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017 part 2 chapter 1 specifies that a PFCC must notify the relevant Panel of the proposed appointment of a chief fire officer, providing specified information relating to the proposed appointment.

7.2.5 When notified of a proposed appointment the Panel must review and make a report on it to the PFCC. The review must involve a confirmation hearing: a public meeting of the Panel at which the candidate is requested to appear for the purpose of answering questions relating to the appointment. The report by the Panel must include a recommendation as to whether or not the candidate should be appointed or must state that the Panel has vetoed the proposed appointment if it reaches this decision. The Panel must complete the process of reviewing and reporting on a proposed appointment within three weeks of being notified of it by the PFCC.

7.3 Risk

7.3.1 Scrutiny of this matter by the Panel should be conducted in an effective and appropriate way. The Panel would not do this if, for example, it was seen to reach conclusions that did not appear to be sufficiently supported by evidence or to make recommendations that were outside its legal powers. This would put the Panel at risk of challenge that could damage its reputation or undermine the outcomes it was seeking to achieve.

8. Background Papers

Police Reform and Social Responsibility Act 2011

Policing and Crime Act 2017

Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017

Northamptonshire Police, Fire and Crime Panel Rules of Procedure

From: Marzec Nicci <Nicci.Marzec@northantspfcc.gov.uk>

Sent: 27 June 2023 17:03

To: [REDACTED]

Subject: Restricted: NFRS - Interim Management Arrangements

Hi [REDACTED]

[REDACTED]

We are now in the process of putting interim management arrangements for the service post his departure which will effectively see me take on the responsibility of Head of Paid Service for NFRS in addition to my current responsibilities as Head of Paid Service for the OPFCC and Monitoring Officer for the OPFCC and NFRS. Then, within the service I will delegate the operational fire responsibilities for on call and emergency response cover to the DCFO who will start in post on 17 July and the two ACFOs who are already in post.

It is our understanding, based on the advice that [REDACTED] gave us previously when we were undertaking the abatement of the Chief Constable's pension, that as my role will be interim for up to 12 months and I am already employed by the Commissioner there is no requirement to hold a Panel confirmation hearing. [REDACTED] had advised that, had Paul Gibson been DCC in Northants he could have been temped up without having hold a Panel hearing, but as he was seconded from another Force it was his advice that we would have to – happy to forward that to you if that helps.

In addition, when I was appointed to the role of HoPS and MO I was subject to a Panel confirmation hearing at that time and as I am already the MO for Fire and will just be assuming the HoPS responsibilities in addition that we should not need to replicate that process again. We will of course advise the Panel of the proposed changes and the rationale for putting interim arrangements in place and not proceeding at this point to recruitment. The rationale includes the need to stabilise and reset the organisation, the imminent inspection and the proximity to the next election and the preference not to make a permanent appointment immediately before the election, hence the 12 months which would take us just beyond.

We are also working on the basis that as I am already MO for both that is not an issue and we will, for the duration, temporarily suspend my delegated authority to authorise expenditure without PFCC counter signature for matters relating to Fire to ensure there is appropriate oversight and challenge.

If you could confirm in relation to the Panel process that would be really helpful, noting however, that given the need to put arrangements in place at speed any confirmation hearing if required would be retrospective in any event.

Thanks

Nicci

Nicci Marzec

Head of Paid Service, Monitoring Officer and Director for Early Intervention

Telephone [REDACTED]

📍 Address [Office of the Police, Fire and Crime Commissioner, Darby House, Darby Close, Wellingborough, NN8 6GS](#)

✉ E-mail nicci.marzec@northantspfcc.gov.uk

🌐 Web www.northantspfcc.org.uk

From: [REDACTED]

Sent: 27 June 2023 19:24

To: Marzec Nicci <Nicci.Marzec@northantspfcc.gov.uk>

Subject: RE: Restricted: NFRS - Interim Management Arrangements

BE SUSPICIOUS: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Nicci

I am pleased to hear that talks are progressing, which should produce a better outcome for all concerned.

In terms of your role, I would confirm that, if you are simply acting as Head of Paid Staff on an interim basis pending the appointment of a permanent Head, then it should not be necessary for you to have to undergo a confirmation hearing. That is because you will be appointed to act as rather than to be the Head.

Regards

[REDACTED]
Head of Legal Services

East Midlands Police Legal Services

Based at the Ripley Office: Derbyshire Constabulary, Constabulary Headquarters, Butterley Hall, Ripley, Derbyshire DE5 3RS

External Extension: [REDACTED]

Internal Extension: [REDACTED]

General Office: 0300 122 5550

E-mail: [REDACTED]

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IN THE MATTER OF:

NORTHAMPTONSHIRE POLICE, FIRE AND CRIME PANEL

OPINION

INTRODUCTION & SUMMARY

1. I am asked to provide an opinion to the Monitoring Officer (MO) of West Northamptonshire Council (WNC) who is the host authority for the Northamptonshire Police, Fire and Crime Panel (the Panel) which is a joint committee of WNC and North Northamptonshire Council (NNC). Advice is sought in respect of a decision of the Northamptonshire Police, Fire and Crime Commissioner (PFCC) to appoint Nicci Marzec (NM) as Head of Paid Service (HPS) of Northamptonshire Fire and Rescue Service (NFRS) on an interim basis. The Chief Fire Officer (CFO) has resigned and performs the role of HPS. NM is the Chief Executive and Monitoring Officer of the office of the PFCC.
2. In writing this advice, I have been provided with a copy of e-mail correspondence between NM and [REDACTED] who is the Head of Legal Services at East Midlands Police Service.
3. The decision to appoint NM has been controversial and the Panel have sought advice in respect of it. I am instructed that the PFCC is seeking to find a resolution to this matter and therefore requested permission for this advice to be shared with him. I am therefore writing this advice with the knowledge that it may be viewed by the PFCC. However, I need to be clear that my instructions are from the MO only and while it may be shared, my responsibility is solely to the MO for this advice.
4. The question is a narrow one in that it concerns whether or not the PFCC is required to have a confirmation meeting with the Panel in respect of the appointment of NM. [REDACTED] and NM do not consider that it is necessary. For the reasons set out below, I respectfully take a different view and consider that it is necessary. In summary, this is because statute specifically defines the role and functions of the CFO and the scheme of governance of the NFRS expressly makes provision for the role of the CFO.

Therefore, it is my view that because NM is performing those functions that this means that a confirmation meeting is necessary.

FACTS

5. The facts may be stated briefly. On 7th July 2023 the CFO resigned suddenly and without warning. I am instructed that there is no Deputy CFO (DCFO) but the DCFO will commence employment on 17th July 2023. I am instructed that the PFCC immediately made the decision (with the benefit of the legal advice referred to above) to the CFO on an interim basis. The PFCC telephoned the chair and deputy chair of the Panel and informed them what he had decided shortly before releasing the information to the press. The decision has been controversial and generated discussion in the press.
6. In the correspondence with [REDACTED] NM states:

“We are now putting in interim management arrangements for the service post his departure which will effectively see me take on the responsibility of Head of Paid Service for the OPFCC and Monitoring Officer for the OPFCC and NFRS. Then, within the service I will delegate the operational fire responsibilities for on call and emergency response cover to the DCFO who will start in post on 17th July and the two ACFOs who are already in post.”

The correspondence further states that NM will temporarily suspend delegated authority to authorise expenditure without PFCC counter signature for matters related to NFRS.

LEGISLATION/GOVERNANCE

7. The appointment of a CFO is provided for in the *“The Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017”* (the Order). Article 3 of the Order provides that *“An Authority must comply with articles 4 to 14 in appointing a person to be chief fire officer.”* Authority is defined as *“a fire and rescue authority created by an order under section 4A of the FRS Act 2004”*. The FRS is the Fire and Rescue Services Act 2004. Section 4A of the FRS 2004 provides for the Secretary of State to have power to make an order to provide for the police and crime commissioner to be the Fire and Rescue Authority. CFO is defined as *“the*

person with responsibility for managing the fire and rescue service.” The Fire and Rescue Service is defined by reference to provisions under the FRS 2004 and other legislation.

8. Article 4(1) provides that *“An Authority must not appoint a person to be chief fire officer unless the end of the confirmation process has been reached.”* For convenience I shall describe the process by reference to this case. Under article 5, The PFCC should notify the Panel of the proposed appointment including details of:

(a) the name of the person whom the Authority is proposing to appoint (“the candidate”);

(b) the criteria used to assess the suitability of the candidate for the appointment;

(c) why the candidate satisfies those criteria; and

(d) the terms and conditions on which the candidate is to be appointed.”

9. Article 6 requires the Panel to review the proposed appointment and make a report (including a recommendation in respect of the appointment) to the PFCC. The report must be made within 3 weeks (excluding any pre-election period) and must be published. The Panel may veto an appointment within the three weeks if two-thirds of the Panel vote to veto. Before making the report the Panel must hold a confirmation hearing and invite the candidate to attend to answer questions (article 8). If there is no veto then the PFCC may accept or reject the recommendation of the Panel and inform them of his decision (article 9). If there is a veto then the candidate may not be appointed (article 10).

10. There is no case law which cites the Order.

11. NFRS has a Corporate Governance Framework (CGF). The introduction and background states:

“The purpose of this Scheme of Corporate Governance is to set out how the Police Fire and Crime Commissioner (PFCC) and the Chief Fire Officer conduct their functions, in accordance with the Statutory Framework, Principles of Good Governance and Governance Framework as contained in

the Statement of Corporate Governance, by identifying the key enablers which underpin the seven Good Governance Core Principles as adapted by the PFCC and the Chief Fire Officer.”

12. The CGF also provides:

“1.5.7.3 The Chief Fire Officer has the delegated authority of Head of Paid Service for Fire and Rescue.

“3.3. Delegations to the Chief Fire Officer

3.3.1 Delegations

3.3.1.1 To undertake the role as Head of Paid Service for the Fire and Rescue Service”

“In the absence of the PFCC CFO his/her roles and responsibilities may be fully exercised by the Deputy PFCC CFO.”

ANALYSIS

13. In the correspondence, [REDACTED] puts it this way:

“In terms of your role, I would confirm that, if you are simply acting as Head of Paid Staff on an interim basis pending the appointment of a permanent Head, then it should not be necessary for you to have to undergo a confirmation hearing. That is because you will be appointed to act as rather than to be the Head.”

14. I respectfully take a different opinion to [REDACTED].

15. For me, the starting point for this matter is that CFO is defined in law as “*the person with responsibility for managing the fire and rescue service.*” There is a clear scheme of delegation for the CFO to be the HPS. NM states an intention to “*delegate*” the responsibility to the DCFO/ACFO. In my opinion NM can only delegate responsibility if she has responsibility to begin with and looking at the statute/CGF, if she has responsibility for NFRS then this would meet the statutory definition of CFO. If the statutory definition of CFO is met, then the Order applies.

16. I have considered an alternative view, namely that expressed by [REDACTED]. In my opinion, the difficulty with this view is that if someone is acting as HPS then they have responsibility as HPS and if they delegate responsibility they must have responsibility. Therefore, if someone is performing all of the functions of the CFO then the Order applies. If this was not the position then it would be possible for an Authority to essentially bypass the statutory scheme by making appointments which are described as “interim” or “acting as”. There is no provision in the statutory scheme for such a process. Essentially, Parliament has deliberately legislated to provide a process for the role of CFO and expressly given them functions and this expressly includes the confirmation process included by statute. In the absence of the CFO the DCFO has delegated powers. In this case the DCFO was absent as well and therefore there was a short period where there was no CFO or DCFO but I do not consider that this means that an interim appointment could be made without a confirmation meeting, particularly as this went beyond the DCFO commencing employment.
17. I am grateful for the instructions and I am happy to advise further as requested.

RUSSELL HOLLAND

NO.5 CHAMBERS

17th July 2023

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NORTHAMPTONSHIRE FIRE AND RESCUE SERVICE
Recruitment and Selection

SERVICE INFORMATION SYSTEM	
Title	Recruitment and Selection
Category	Human Resources
Number	A43
Status	v1.0
Action	For all Northamptonshire Fire and Rescue Service (NFRS) staff
Accountability	HR Business Partner
Security classification	Official
Executive summary	The organisation undertakes recruitment and selection using the Local Government Shared Services (LGSS) recruitment portal. This technology facilitates the principles outlined in this policy.

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Drafted/published by	HR Business Partner
Date	September 2020
Review due	September 2022

1 INTRODUCTION

Recruitment and selection is one of the most important management functions. The whole process represents a significant investment in both financial and other resources. Our policy is to adopt good recruitment practice to ensure the recruitment of a diverse workforce that will add value to the organisation and assist in the achievement of providing a cost effective and quality service to the community it serves.

The organisation regards its employees as its most important asset, and that the quality of its employees has a direct impact on the continued effectiveness of the services provided. The delivery of efficient and effective services cannot be sustained if the organisation cannot recruit and retain 'the right person for the job', with the relevant skills, experience and attitude for the post.

The organisation's recruitment and selection policy and associated processes are underpinned by the basic premise of equal opportunities for all and the principles of equity, fairness, consistency, and merit based appointments.

This policy is designed to help appoint the best person for the job. It will also help to ensure that the organisation recruits a diverse workforce and will help to ensure that the process is cost effective.

The organisation is committed to ensuring that recruiting managers are competent to manage the recruitment process, and understand the equality standards, and receive training appropriate to their needs.

2 WHAT ARE THE PRINCIPLES?

Effective recruitment is central to the organisation's ability to successfully deliver services. We need to find people with the necessary skills, experience, qualifications and attributes to deliver our objectives and with the ability to make a positive contribution to our values and aims:

- All recruitment activity is managed effectively through the eRecruitment system, guiding managers through a best practice recruitment and selection process.
- The recruiting manager is responsible for adopting the most appropriate method to advertise a job.
- The recruiting manager is also responsible for considering the manner in which the job role will be undertaken to meet the customers' needs such as; flexibility of working pattern and hours, off-site working, location and the technology required to support this.
- The organisation recognises the need to increase the diversity of its workforce in order to reflect the community that we serve. Recruiters need to be aware of equal opportunities legislation and understand how discrimination can occur both directly and indirectly in the recruitment process.

The recruitment toolkit contains guidance on legislation relevant to recruitment and selection:

- The organisation is committed to the Disability Confident scheme. Therefore all applicants who indicate that they have a disability and meet the essential criteria for a job are guaranteed an interview.

- LGSS Organisational and Workforce Development will provide training across a range of mediums to meet recruitment and selection training which is appropriate to managers' needs.
- Anyone taking part in recruitment, whether undertaking short-listing, interviewing or undertaking assessments will be prompted in the eRecruitment system to access the recruitment toolkit which contains guidance on recruitment and selection techniques, the legislation applicable to recruitment and selection, and general good practice guidance.
- Recruitment processes will be monitored to ensure that they are non-discriminatory. Statistical reports will be sent to key management groups, to enable the organisation to assess how the policy is being applied.

Please note: When someone is released on voluntary or compulsory redundancy it would not normally be expected that they would be re-engaged as either an employee or an agency worker/ contractor in the same or similar job role or service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the tax payer. Therefore any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work, has actually occurred. Managers who have recruited employees or procured workers who have previously been made redundant from the same service area will need authorisation from the Director, and the LGSS Director of People, Transformation and Transactional Services.

3 WHAT IS RELEVANT LAW IN RELATION TO RECRUITMENT AND SELECTION?

The key legislation applicable to recruitment and selection activities are set out below: *(Further guidance on the legal aspects of recruitment and selection, is available in the recruitment toolkit).*

The Equality Act 2010

This legislation focuses on promoting equality of opportunity by protecting and supporting individuals from discrimination by virtue of the following 'protected characteristics':

- Race (colour; nationality; ethnic or national origin)
- Disability
- Gender/gender identity
- Age
- Sexuality
- Religion or belief
- Pregnancy and maternity
- Marriage and civil partnership

The recruitment toolkit sets out key provisions of the Equality Act in relation to recruitment, specifically:

- Direct discrimination
- Indirect discrimination
- Pressure to discriminate
- Discrimination 'by association' or 'by perception'
- Positive action, not positive discrimination
- Reasonable adjustments for disabled applicants and candidates

- Occupational requirements*
- Welcome statements*

(*An occupational requirement is where an employers is able to appoint members of a particular protected characteristic group where membership of that group is an 'occupational requirement' for the job. A 'welcome statement' is a special equalities statement targeting a specific group of people). It is strongly recommended that recruiting managers seek advice from the HR Advisory Team if considering the use of an 'occupational requirement', or a 'welcome statement' in an advert, because the legislation is specific about the justification for these.

Rehabilitation of Offenders Act 1974

This exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. Under the Act, following a specified period of time which varies according to the sentence passed, all cautions and convictions (except those resulting in a prison sentence of over 30 months) are regarded as 'spent'. These sentences do not have to be revealed and may not be used as grounds for exclusion from employment. However, some jobs (e.g. some involving work with children and vulnerable adults) are exempt from the provisions of the Act. Where this applies, the organisation will indicate this during the recruitment process.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996 it is an offence to employ a person without an entitlement to work in the UK.

General Data Protection Regulation (GDPR) 2018

Recruiters must comply with GDPR 2018 for job applicants. Therefore, appropriate security measures should be taken to prevent unauthorised or unlawful processing, disclosure, destruction, loss or alteration of information.

4 WHAT TO DO WHEN A VACANCY ARISES?

The arrangements made for recruitment and selection must be appropriate to the needs of the job, the nature of the vacancy and the job market. Before preparing to fill a post, the recruiting manager should decide whether the post is still required or needed in its present form.

The recruiting manager should assess the way in which the role can be undertaken to ensure work takes place at the most effective locations and at the most effective times to meet business needs.

Subject to service requirements; every role in principle is suitable to work in a flexible way and consideration as to when, where and how the role is undertaken should be clear at recruitment stage.

4.1 Confirmation of authority to recruit and recruitment restrictions

The recruiting manager should ensure they have authority to recruit to a post. This is the recruiting manager's responsibility, and the eRecruitment system will require a manager to confirm this information each time they commence a recruitment activity on the system.

Similarly the recruiting manager will need to assure themselves that the vacancy is exempt from any recruitment freeze or restrictions in place in the organisation at any time, and the recruiting manager will be required to confirm this each time they commence a recruitment activity on the system. For example, where there

is major organisational change occurring and there is a temporary vacancy freeze agreed as part of the consultation process, higher level authorisation may be required before vacancies are approved for release for advertisement.

4.2 Preparing to recruit

Once the recruiting manager has confirmed that they need to recruit, they need to:

- Determine the contract type needed;
- Consider the flexibility of the role; when, where, how it will be undertaken. At this stage technology requirements should also be considered.
- Ensure they have the correct job description and person specification;
- Consider who will be involved in the recruitment process (i.e. shortlisting, interviewing, assessments and any other support, such as 'meet and greet') and.;
- Draw up a clear and realistic timetable for recruitment (i.e. taking account of timeframes if external advertising media is used); and
- Decide how to attract candidates via the advertisement – where service requirements permit; ensure reference to flexible working options is included.

4.3 Determining the contract type

The recruiting manager has a responsibility to consider the type of contract arrangement needed to meet current service requirements. Managers may wish to consider whether a permanent open-ended contract is appropriate, or whether the vacancy may suit a fixed term appointment, acting up, or secondment opportunity. Similarly the job may be suitable for flexible working arrangements (hours and pattern of work) rather than a standard working pattern and possibly carried out at different locations.

4.4 Job description and person specification

The recruiting manager has a responsibility to be clear about the content of the job and the attributes the job holder needs to undertake it. The job description and person specification are therefore an essential part of the preparation for recruitment.

The recruitment toolkit contains guidance on preparing these documents, and a template job description and person specification. Where a job description is new, or has been significantly revised, it should be submitted for job evaluation so that an accurate grade and salary scale can be determined prior to a recruitment and selection exercise.

The eRecruitment system asks recruiting managers about any hazards that are relevant to the job, so that potential applicants can assess whether the hazards are relevant to their ability to undertake the job.

4.5 The shortlisting and selection panel

The recruiting manager should identify who will be involved in the shortlisting and selection decision, to ensure their availability in the timescale planned. The panel composition may change at selection stages. However all selection decisions should be taken by at least two panel members and it is recommended, to ensure consistency, that at least one panel member is involved throughout the selection process.

The organisation is aiming towards equality of opportunity; therefore it is good practice to try to ensure appropriate representation of under-represented groups on recruitment panels. Mixed panels can help candidates, who may be members of protected characteristic or under-represented groups, feel at ease during the selection process.

Panel members should have relevant skills, experience and training in recruitment, selection and equality standards. It is advisable that at least one person taking part in the recruitment and selection activity is appropriately trained. The recruitment toolkit sets out details on relevant training available.

Panels may have members from outside the organisation. This may include service users, or representatives from external agencies. It is the recruiting manager's responsibility to ensure these panel members are appropriately briefed on their role and the equality standards.

Where the organisation will be the employer for the post, recruiting managers are responsible for ensuring that the procedures are followed and take responsibility for the selection decision.

4.6 Attracting candidates

The purpose of the advertising content is to:

- Attract a pool of applicants with the required experience and qualifications;
- Discourage potential applicants who lack the required experience and qualifications from applying;
- Present a positive image of the organisation as a good potential employer, reflecting the community it serves;
- Make the requirements of the job clear;
- Where service requirements permit; make the options for flexible working clear and,
- Meet the legal requirements of good recruitment practice.

The recruitment toolkit contains guidance on producing an effective job advertisement, particularly online advertisements. The eRecruitment system provides a contact form within the system, so that queries relating to the job can be directed to the recruiting manager.

4.7 Attracting applicants from under-represented groups

It is important that the organisation has a diverse workforce reflecting the local population, with the optimum mix of skills and experience.

The organisation may want to adopt a more targeted approach to vacancies so that consideration is given to the workforce profile in terms of diversity in the area where the vacancy has occurred. A targeted approach should be based upon available data on workforce composition and previous job applicant history for the employment group.

To specifically attract applicants from under-represented groups, managers may wish to consider the following;

- Enhancing recruitment literature by showing commitment to diversity , promoting flexible working practices, and equalities training;
- Involving of community groups in developing advert text and improving associated recruitment information;

- Targeted media advertising, using specialist press relevant to under-represented groups ;
- Generic advertising to attract applicants to a particular type of post rather than a specific vacancy;
- Holding an open day to tell potential employees about the service area; or
- Targeting internal advertising as staff development opportunities and encouraging secondments.

The organisation may consider investing in positive action to encourage applications from under-represented groups; and offer targeted development opportunities to employees from groups that are under-represented at particular levels in the organisation. The recruitment toolkit contains guidance on the difference between positive action and positive discrimination, and legal requirements regarding 'welcome statements'.

If there is difficulty in recruiting, or the recruiting manager wants to look at other initiatives, it is recommended that the recruiting manager seeks advice from the HR Advisory Team.

5 COMMITMENT TO REDEPLOYEES

Ring fencing a vacancy

Some vacancies will be ring-fenced to specific redeployees. If the recruiting manager wants to ring fence a post, they should seek approval for this with the HR Advisory Team when they seek approval to fill a vacancy. Ring fencing limits the number of applicants to a defined pool. It may be considered appropriate for example where:

- The vacancy is being offered as a redeployment opportunity in a redundancy situation;
- There is no overall increase in headcount due to a matching arrangement in a restructuring programme; or
- An existing fixed term contract is expiring.

Please note that ring-fencing situations are not dealt with through the eRecruitment system.

6 ADVERTISING

6.1 Recruiting managers may advertise internally or externally, unless there are specific instructions by the organisation not to do so

The organisation supports the progression of existing employees, but recognises that effective development opportunities, supported by performance appraisal is a more effective way of developing employees' experience and skills, thereby supporting internal candidates who wish to apply for other jobs within the organisation, rather than applying a blanket requirement for all jobs to appear as an internal advert before an external advert appears.

Similarly the requirement for all jobs to be advertised internally is not always an effective source of applicants for all jobs, particularly for specialist job, or jobs where experience suggests that internal applicants do not apply. Therefore it is the recruiting manager's decision as to whether to advertise internally first, or to advertise concurrently internally and externally.

However it remains a recruiting manager's responsibility to ensure that before placing an external advert, they have complied with any authorisation process the organisation may put in place from time to time, for example a temporary cessation of external advertising as part of a recruitment freeze. The recruiting manager will be required to confirm this on the eRecruitment system each time they place an external advert.

The eRecruitment portal will display both internally and externally posted adverts in the same location on the site. Therefore external applicants will be able to see internal vacancies, but a pre-screening question will mean that they are not able to apply.

All external adverts will automatically be posted to the Job Centre Plus website which is free of charge.

6.2 Internal advertising

If a recruiting manager wants to place an internal advert only then the eRecruitment system will mark it as 'Internal only'. These posts are only open to applications from the organisation's employees and agency workers placed within the organisation. Recruiting managers must ensure that the relevant pre-screening question on the eRecruitment system is used to filter out external applicants who are not eligible to apply.

If a vacancy is not filled internally, and requires external advertising, it can be re-posted as 'external' and the pre-screening question removed.

6.3 Using electronic job boards, and other advertising media

Recruiting managers will be signposted to free external advertising through the eRecruitment portal. However, within the eRecruitment system, recruiting managers may wish to use other electronic job boards which are chargeable. The recruitment toolkit contains guidance about the processes regarding electronic jobs board and other advertising media.

6.4 Exceptions to the requirement to advertise a vacancy

All organisation vacancies will be advertised. However, in certain circumstances, with the agreement of the HR Advisory Team, it may be possible to fill a vacant post without advertising the vacancy. These circumstances are detailed below:

- Temporary vacancies of less than six months - where a manager may fill a vacancy by either directly approaching an existing employee(s) to undertake some/all of the duties of the vacant post on a temporary basis, or they may use agency workers.
- Acting up arrangements within teams and some secondments - recruiting managers are advised to speak to the HR Advisory Team in these circumstances as, although most secondments are appropriate to advertise through the eRecruitment system, some types of secondment may not be appropriate to advertise.
- Part time vacancies of 8 hours or less per week - where a manager has extra hours (temporary or permanent) to allocate (up to 8 hours) then these may be offered to an existing employee rather than advertising (based on the difficulties in recruiting someone to work on a contract for less than 8 hours per week). If there is more than one employee able to take on the additional hours, the manager is advised to discuss how these extra hours may be

allocated between them, or to hold a ring-fenced interview process to determine who will undertake the additional hours.

- Ring-fenced vacancies - (please refer to [section 5 - Commitment to redeployees](#) above).

7 USING THE ERECRUITMENT SYSTEM TO START A RECRUITMENT PROCESS

Managers should use the eRecruitment portal to enter the relevant information for the recruitment activity. The system will prompt the recruiting manager to:

- Indicate the Oracle/ERP unique post reference number (for organisations with the system interface),
- Upload the relevant job description, person specification, and any other documents to support the recruitment activity, and
- Upload any relevant organisation specific documentation which is of particular importance to the advert including flexible working option
- Guide the recruiting manager to complete the advertisement text

The recruiting manager should ensure they have authority to recruit to a post. This is the recruiting manager's responsibility, and the e-recruitment system will require a manager to confirm this information each time they start a recruitment activity on the system.

Similarly the recruiting manager will need to assure themselves that the vacancy is exempt from any recruitment freeze or restrictions in place in the organisation at any time, and the recruiting manager will be required to confirm this each time they commence a recruitment activity on the system. For example, where there is major organisational change occurring and there is a temporary vacancy freeze agreed as part of the consultation process, higher level authorisation may be required before vacancies are approved for release for advertisement.

8 AFTER THE ADVERTISEMENT APPEARS

8.1 Application form

To ensure a fair and equitable recruitment process, candidates are required to complete the standard online application form. Applicants will be able to access 'Applying for a job-advice on making an application' to help them complete the form. Applicants will have access to a copy of the job description and person specification and a generic hazard assessment for the post.

Casual enquirers or those who write unsolicited letters of application should be responded to in a positive way. However applicants must still follow the normal online application process.

8.2 Curriculum Vitae (CV)

A CV may be accepted for particular senior appointments. The recruiting manager should seek advice from the HR Business Partner in these circumstances. Applicants will complete an abridged application which allows them to attach their CV, yet complete essential information needed to manage the recruitment process, and provide employee data, should they be the successful candidate.

8.3 Assistance to individuals with disabilities

The key accessibility issues are for visually impaired applicants and applicants with a learning disability. Therefore all jobs advertised externally will be advertised through the Job Centre Plus website, where specialist assistance is located.

When an employee is unable to complete the application form in the eRecruitment system unaided, and this ability is not essential to the performance of the job, appropriate help may be given. The eRecruitment system asks the applicant to indicate this when they have been given such assistance. Specifically for visually impaired applicants, the eRecruitment site is compatible with screen magnification software, which is recommended by the Royal National Institute of Blind People (RNIB).

9 **SHORTLISTING**

Shortlisting cannot begin until after the closing date, and should ideally be undertaken by members of the selection panel. The recruiting manager has a responsibility to ensure that:

- Candidates are shortlisted only against agreed criteria from the person specification using information contained in the application;
- A record of the shortlisting process is made on the online system;
- The selection of candidates for interview can be justified; and
- Applicants are notified promptly through the e-recruitment system that they have, or have not, been shortlisted.

9.1 Disability Notified (DN)

Under the organisation's commitment to the Disability Confident Scheme, where applicants, who indicate they have a disability, must always be interviewed if they meet the essential criteria.

9.2 Redeployees

Under the organisation's commitment to redeploy employees who are 'at risk' within the organisation, redeployees need only demonstrate during the recruitment and selection process that they meet the essential criteria in the person specification.

If a redeployee meets the essential criteria for shortlisting the recruiting manager should ensure they are shortlisted. This means that redeployees are given proper consideration in line with the organisation's statutory obligation, but there is one shortlisting exercise rather than recruiting managers having to undertake it twice.

It is the expectation that redeployees are interviewed ahead of other candidates wherever practicable, and the redeployee will be assessed on the essential criteria. However some more complex selection processes may require a range of selection methods and assessment, and in these circumstances this may mean that the redeployee has to be assessed on the same day as other candidates. This must not detract from the fact that a redeployee must be assessed on the essential criteria, and the recruiting manager needs to be mindful of bridgeable gaps in training to enable the redeployee to meet the essential criteria.

9.3 High volume of applicants

If there are a substantial number of applicants who meet the essential criteria, and it would be impracticable to interview them all, the recruiting manager, in consultation with the shortlisting panel, should determine the criteria to be used to reduce this to a manageable number. The criteria must be justifiable and based on elements of the person specification. The recruitment toolkit provides guidance on applying weightings to criteria in order to make the shortlisting process more manageable.

This process should be applied after considering whether redeployees or disabled applicants have met the essential criteria, because the organisation has a commitment to assessing them on the essential criteria.

Conversely, if there are no applicants who meet the essential short-listing criteria to form a shortlist, the post should be re-advertised.

10 **ASSESSING THE APPLICATION FORM FOR ISSUES**

10.1 Where eligibility to work in the UK is restricted

The online application asks applicants a series of questions to clarify whether applicants have any restrictions placed on their ability to work in the job they are applying for. It also asks the question as to whether the applicant is applying in anticipation of Tier 2 Sponsorship being required. Therefore such applicants will not be held on a 'reserve list' because their eligibility to work in the job they are applying for will be clear. The recruitment toolkit contains further information about eligibility to work in the UK.

10.2 Possible conflict of interest

The online application requires applicants to ensure that they inform the recruiting manager of any conflict of interest with the job they are applying for. This includes employees considering or engaged in any other work or business which might relate to their duties as part of the organisation, declaring any financial/personal interests they, their partner/spouse or close relative has or may have in other organisations associated with this organisation or its partners. Declaring any details of any political association that could affect impartiality when carrying out the job or, any close personal relationship to any employee of the organisation.

If a candidate has indicated a possible conflict of interest, it can then be explored during the recruitment and selection process.

Recruiting managers should refer a potential conflict of interest to the Chief Fire Officer, seeking HR advice as appropriate, to decide whether there is a conflict of interest as a result of the information disclosed in the application form, or at interview. In circumstances that relate to financial/personal interests in other organisations the Chief Fire Officer will refer this to the organisation's Monitoring Officer.

If a conflict is identified, applicants will not be considered for employment. If an employee fails to inform the organisation of a possible conflict of interest it could result in disciplinary action being taken and their employment being terminated.

11 **THE SELECTION PROCESS**

11.1 Selection methods

Selection decisions can be based on a range of selection tools. These will include the application and interview and may also include work-based exercises, presentations or psychometric tests.

The recruiting manager is responsible for determining the selection methods to be used. The recruitment toolkit contains guidance on interviews and other selection methods. The selection activities must address the key criteria in the person specification.

11.2 The selection day

The recruiting manager should ensure that:

- Appropriate arrangements have been made for candidates with a disability who have responded to the standard email, informing them to contact the recruiting manager to indicate such requirements;
- The structure of the interview is appropriate to the job to be filled. A range of standard questions plus supplementary and follow up questions may be used in the light of the candidate's responses;
- Interview notes and the selection outcome are recorded. The recruiting manager is responsible for scanning and uploading the interview notes for the preferred candidate into the eRecruitment system.
- Panel members assess candidates against the essential and desirable criteria in the person specification at the end of the selection process;
- Where a rating system is used the ratings can be justified; and
- The selection activities and decision are conducted by at least 2 people at all times
- Unsuccessful applicants are informed of when they will hear whether they have been the preferred candidate, or unsuccessful, as promptly as possible

The selection process is a two way process in which the recruiting manager assesses the applicant, and the applicant assesses the organisation as a potential employer. It is therefore advisable to ensure the candidates:

- Are advised about the selection process and methods, and
- Understand how they will be assessed;
- Are given the opportunity to ask questions to find out about the job and the organisation; and
- Are advised on how and when they will be informed of the selection outcome.

It is strongly recommended not to allow informal interviews.

11.3 Psychometric tests

Tests can be used to measure intelligence, aptitude and dimensions of personality. The key point about any test is that it will provide only a very specific piece of information about a candidate. If a recruiting manager uses psychometric tests they are responsible for:

- Using a fair, reliable, well validated test, and following the guidelines of the test rigorously;
- Being able to justify what element of the specification a test will provide information about;
- Making any necessary adjustments for candidates if they are disabled, or provide an interpreter if required;

- Using the information to assess the specific point on the specification only;
- Using qualified people to administer and implement and interpret the tests; and
- Offer feedback to applicants on the tests.

The LGSS Learning and Development Team can provide a range of psychometric testing.

12 MAKING A DECISION ON THE PREFERRED CANDIDATE AND MAKING A CONDITIONAL OFFER

12.1 Making the verbal conditional offer

When the recruiting manager has identified the preferred candidate, they should contact the individual to make a verbal offer. The verbal offer should cover the key terms of the offer including the job title, salary and hours/pattern of work and flexible working options. The recruitment toolkit contains guidance on making a verbal offer.

An offer of appointment is conditional upon the attainment of appropriate and satisfactory pre-employment checks. These differ according to whether the preferred candidate is an internal or external candidate, and the setting in which they are required to work.

12.2 Starting salary

The salary the recruiting manager is able to appoint to in a grade may be dependent upon [policy A2 – Pay](#), therefore the recruiting manager should ensure they understand the policy in relation to starting salary. Once a decision has been made, the successful candidate should receive an email setting out the terms of the conditional offer of employment.

12.3 Informing the unsuccessful candidates

Unsuccessful candidates should be informed promptly that they have not been selected. It is good practice to provide feedback if they request it. This should be given based on the assessment of how they met the person specification.

13 PRE-EMPLOYMENT CHECKS

The following pre-employment checks are carried out for the preferred candidate only:

- Satisfactory references
- Evidence of relevant qualifications
- Medical clearance
- Proof of identity
- Proof of entitlement to work in the UK
- Disclosure and Barring Service (DBS) disclosure, where appropriate to the job

The organisation reserves the right to ask about unspent convictions, as per the Rehabilitation of Offenders Act 1974. A preferred candidate may be made an offer conditional on satisfactory completion of these checks.

The recruiting manager retains the responsibility for ensuring the process is adhered to. Where a potential problem that cannot be resolved is highlighted,

during the checks, it may be necessary to inform the candidate that the conditional offer cannot be confirmed into a formal offer.

13.1 References that are satisfactory to the organisation

References will normally be taken up only for the preferred candidate only. For external candidates, two references that are satisfactory must be received before an individual may start work. Although agency workers are able to apply as an internal applicant, they are technically not an employee, so two references should be obtained.

For internal candidates only one reference is required, except for regulated posts that still require two. The reference must be from the candidate's current or most recent manager. References should always include the current or most recent employer, and the second reference should normally be from a previous employer. In the case of school leavers, it may be appropriate to ask to see their Record of Achievement. Testimonials, affidavits and references addressed 'To Whom It May Concern' are not acceptable.

For candidates applying to work in Regulated Services (whether external or internal candidates), in accordance with safer recruitment practices, managers must undertake a telephone verification exercise for references received. The recruitment toolkit contains guidance on telephone verification of references.

The referee, through the eRecruitment system, will have access to the person specification and job description and will be asked for structured information that relates to these documents and which relies on evidence, rather than opinion. The referee will then log into the system to provide the reference. If there are any concerns raised in a reference, the recruiting manager is advised to contact the referee to explore these further, and may wish to seek advice from the HR Advisory Team. References should be treated as confidential; however an employee can make a request to see references about them. The recruitment toolkit contains further guidance.

13.2 Evidence of qualifications/ essential memberships

Evidence of relevant qualifications will normally be taken up for the preferred candidate only. Where possession of a specified qualification is an essential element of the person specification the preferred candidate should be asked to provide the relevant original certificates before a formal offer of appointment is made. This does not mean that the individual has to provide all their qualification certificates; just those that are relevant to the job. If the preferred candidate is required to drive as part of the job role they should be asked to provide their driving licence.

Internal candidates may be asked for evidence of qualifications if they differ from their current position's requirements.

All copies should be taken and uploaded to the eRecruitment system, so it can be placed on the appointed candidate's personal file.

13.3 Medical clearance

Medical clearance should only be obtained for the preferred candidate after the conditional offer has been made. Medical clearance must be obtained for:

- An external preferred candidate. (Although agency workers are able to apply as an internal applicant, they are technically not an employee, so a medical should be obtained.)
- An internal preferred candidate where the new role has a change in the nature of duties. Examples may include: change to physical exertion such as lifting and handling; additional mental exertion such as management responsibilities; change to work arrangements such as shift or night working.

A preferred candidate whose offer is made subject to medical clearance may not start work until medical clearance has been obtained. Only the organisation's Occupational Health (OH) provider is authorised to provide medical clearance, either through paper or online screening or, at the request of the OH provider, through one-to-one discussion with the individual and/or consultation with the individual's GP or other relevant individuals.

A copy of the OH provider's response to the recruiting manager should be uploaded onto the eRecruitment system, so it can be placed on the appointed candidate's personal file.

13.4 Proof of identity

Proof of identity will be requested for the preferred candidate only. This applies to external candidates, or to agency workers who have been able to apply for an internal vacancy. This must be provided before they start work. Candidates who are already employees will not have to provide proof of identity when they move jobs internally.

The preferred candidate should be asked to provide a proof of identity that contains their name, photograph and signature. Examples of suitable documents are a passport or photo driving licence.

This must be provided before a formal offer of appointment is made. A copy should be taken and uploaded to the eRecruitment system so it can be placed on the appointed candidate's personal file.

13.5 Evidence of the right to work in the UK

The preferred candidate must provide evidence of the right to work in the UK before they may start work. Although agency workers are able to apply as an internal applicant, they are technically not an employee, so evidence of the right to work in the UK is required.

This check is not required for internal candidates except where the employee has a restricted entitlement to work in the UK (which they will have to declare on the online application form).

The law on preventing illegal working is set out in the Immigration, Asylum and Nationality Act 2006. Employers have a duty to prevent illegal working by carrying out document checks to confirm that a person has the right to work in the UK.

To employ someone without that right is a criminal offence and can lead to a civil penalty of up to £20,000 for each illegal worker.

By applying routine checks to all preferred candidates when recruiting, by undertaking repeat checks where someone has a time limit on their stay,

and by **abiding by any restrictions placed upon the employee regarding type of work or hours worked**, the organisation can ensure compliance with the legal framework.

i) Citizens from within the European Economic Area (EEA)

Nationals from the following countries have the right to enter and work freely in the UK, without restrictions: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom (including Channel Islands and Isle of Man).

ii) Sponsoring workers from outside the EEA

If a recruiting manager wants to employ workers from outside the EEA the organisation must be their sponsor during their stay in the UK (unless they are coming here for 6 months or less in certain circumstances).

Sponsorship is a flexible point based system that adapts to the changing economic circumstances of the UK.

Both Cambridgeshire and Northamptonshire County Council (utilised by NFRS) are registered as licensed sponsors to recruit applicants meeting the requirements under Tier 2 –Skilled Worker status. Under the points based system, they will issue a Certificate of Sponsorship, where a candidate meets the requirements under Tier 2. Tier 2 replaces the old work permit system. There are specific requirements about the type of job which meets the criteria for the Tier 2 sponsorship scheme, and specific requirements about advertising, including the requirement to advertise the job in a Job Centre Plus.

If a recruiting manager wants to recruit a migrant from outside the EEA for a skilled job they can only do this if they complete a resident labour market test and can show that there is no suitable EEA worker who can do the job. There are certain limited exceptions to this:

Recruiting managers need not complete a resident labour market test:

- If the individual will be doing a job on the **shortage occupation list**. Please see the UK Visas and Immigration website for the current list (as the list changes) www.gov.uk/government/organisations/uk-visas-and-immigration
- If the individual currently has permission to stay in the UK under:
 - Tier 1 (Post study work)
 - The International Graduates Scheme
 - The Fresh Talent Working in Scotland Scheme
 - The Science and Engineering Graduate Scheme; or
 - If the migrant currently has permission to stay in the UK as a Tier 4 migrant or as a student and they have received final results confirming that they have passed and will be (or have been) awarded a UK recognised bachelor or postgraduate degree or a UK postgraduate

If a recruiting manager does employ a worker from outside the EEA, they must ensure they comply with the reporting duties required by UK Visas and Immigration. These statutory obligations are set out in the recruitment toolkit.

iii) Employing asylum seekers, refugees and those granted humanitarian protection

Please contact the HR Advisory Team in these circumstances.

iv) Employing students from outside the EEA

Students from outside the EEA may be allowed to take limited employment in the UK, providing their conditions of entry to the UK allow this.

v) Employing members of the armed forces applying for settlement

The statutory obligations in these circumstances are set out in the recruitment toolkit.

13.6 Checking eligibility for work

All job applicants are asked to state on the online application form whether or not they are currently eligible to work in the UK. They are asked whether they have a restriction on their eligibility to work in the UK. If the applicant indicates this on the application form you must seek advice from the HR Advisory Team. See the previous section on '[Sponsoring workers from outside the EEA](#)', for the relevant criteria.

All preferred candidates must be treated in a consistent manner. On appointment, the recruiting manager needs to photocopy one of the following documents including all pages which give personal details such as: the front cover; the photograph, signature pages, UK Government endorsement allowing the person to do the work offered.

Recruiting managers write on the copy of the document, the date that they took the copy and upload it to the eRecruitment system so it can be placed on the appointed candidate's personal file.

[List A](#) – documents which establish that a person has an ongoing entitlement to work in the UK

Any of the documents or document combinations from [List A](#) are acceptable to establish permanent entitlement to work in the UK – the originals must be supplied, and will be checked and copied as evidence. If a document or a document combination from [List A](#) is provided then a document from [List B](#) is not necessary

[List B](#) – documents which show a right to work for up to 12 months

Alternatively applicants can provide a document or a combination of documents from [List B](#) to establish a restricted entitlement to work in the UK – the originals must be supplied, and will be checked and copied as evidence before commencing employment and then you should check **at least every 12 months thereafter**.

Where a person's leave to remain and right to work in the UK is due to expire within 12 months of the date of the last repeat check managers **must** carry out a repeat check at the point of expiry to check whether the person still continues to have the right to work in the job lawfully.

If a manager continues to employ a person who no longer has the right to work then they will be committing the criminal offence of knowingly employing an illegal worker.

If the preferred candidate is unable to supply any of the required documentation recruiting managers should seek advice from the HR Advisory Team. If they are unable to provide adequate documentation it is likely that the conditional offer of employment will have to be withdrawn.

13.7 DBS disclosure, where appropriate

Some posts are exempt from the Rehabilitation of Offenders Act, or require additional types of checks (e.g. convictions for offences against children). The recruiting manager is responsible for ensuring that this has been accurately recorded in the details set up on the eRecruitment system. Recruiting managers should refer to the policy on DBS disclosures. The requirement for a DBS check should be notified through the e-mail template to the preferred candidate.

14 AFTER THE SELECTION DECISION

If the successful candidate is disabled, the recruiting manager needs to explore in detail reasonable adjustments to be made in order for them to carry out their duties.

Selection of the preferred candidate will need to be confirmed through the eRecruitment system once satisfactory pre-employment checks have been received. At that point a start date can be agreed with the preferred candidate. The individual will be issued with a written statement of particulars through Payroll and Recruitment Services.

15 COMPLAINTS ABOUT RECRUITMENT

External applicants, who are dissatisfied with the recruitment process, can send a written complaint to the recruiting manager, who will formally respond in writing. Internal applicants who are dissatisfied with the recruitment process should address their written complaint to the recruiting manager who will formally respond in writing. Internal applicants who remain dissatisfied with the outcome should write to the recruiting manager's manager. The employee will be invited to attend a meeting to discuss their complaint. The manager will consider this complaint and give their response, which will be confirmed in writing.

16 RECRUITMENT INFORMATION AND MONITORING

Application forms for all shortlisted candidates, shortlisting records, interview records, and assessment results should be kept by the recruiting manager for at least 6 months from when the recruitment decision is made.

Recruitment monitoring is central to the effective implementation of this policy and the organisation's equality policy and action plans. The collection and analysis of monitoring statistics provides information to gauge the extent to which policies and processes are succeeding, and helps to identify where any further investigation or action is required. Monitoring should include the specific requirements under the Equality Act 2010. Given the high level of internal appointments, it is important to monitor recruitment and selection procedures to ensure that discriminatory practices are not occurring.

This policy and its application will be subject to monitoring and review by the HR Director.

APPENDIX A

LIST A

A passport showing the holder (or a person named in the passport as the child of the holder) is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
A passport or national identity card showing that the holder (or a person named in the passport as the child of the holder) is a national of a EEA country or Switzerland.
A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, to a national of a EEA country or Switzerland.
A permanent residence card or document issued by the Home Office, to the family member of a national of a EEA country or Switzerland.
A Biometric Residence Permit issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
An Immigration Status Document issued by the Home Office, to the holder endorsed to indicate that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents, together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
A certificate of registration or naturalisation as a British citizen, together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
A letter issued by the Home Office, to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.

A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question.

A Biometric Residence Permit issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering.

A residence card or document issued by the Home Office, to a family member of a national of a EEA country or Switzerland.

A work permit or other approval to take employment issued by the Home Office, together **with** either a passport or other travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work you are offering, **or** a letter issued by the Home Office, to the holder or to you confirming the same.

A Certificate of Application which is less than 6 months old issued by the Home Office, to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is allowed to take employment together **with** a positive verification letter from the Home Office Employer Checking Service.

An Application Registration Card (ARC) issued by the Home Office, stating that the holder is 'Allowed to Work' or 'Employment Permitted' together **with** a positive verification letter from the Home Office Employer Checking Service.

An Immigration Status Document issued by the Home Office, to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work you are offering, together **with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number.

A letter issued by the Home Office, to the holder or to you the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering, together **with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number.

PFCC Register of Interests

Under the Elected Local Bodies (Specified Information) Order 2011, the PFCC is required to publish a register of interests of relevant office holders, including every paid employment or office or other pecuniary interest of each relevant office holder

Note: Details of donations received by the PFCC in respect of his election and election expenses are the subject of a return and declaration to the Police Area Returning Officer under the Police and Crime Commissioner Elections Order 2012. Returns are available for inspection at the offices of the Police Area Returning Officer for a period of two years.

Name	Office	Declared paid office or employment and pecuniary interests
Stephen Mold	Northamptonshire Police, Fire and Crime Commissioner	Director – Uber Shop Ltd Member of the Northamptonshire Health and Wellbeing Board Director – Voice for Victims & Witnesses Ltd Chairman & Director – Police Digital Service Board Member of the Emergency Services Mobile Communications Programme Association of Police and Crime Commissioners – lead member for Police & Fire Collaboration.

Register up to date as at 13th July 2023

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The Office of the Northamptonshire Police, Fire and Crime Commissioner

CODE OF CONDUCT

Policy Version Control			
Version	Date	Summary of Changes	Author
V2	Apr 2016	Reviewed and Updated	Paul Bullen
V3	Jan 2022	Reviewed and Updated	Stuart F. McCartney

1. INTRODUCTION

- 1.1 The public is entitled to expect the highest standards of conduct from all employees who work for the OPFCC. The environment necessitates the highest levels of integrity, conduct and accountability.
- 1.2 This code has been produced to ensure that everyone knows what is expected from them in terms of conduct and behaviour. A copy is issued to every employee.
- 1.3 Our Code of Conduct takes into account 'The Seven Principles of Public Life' which are included in the Nolan Committee's report on 'Standards in Public Life'. They are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 1.4 This Code of Conduct should also be read in conjunction with the other relevant policies and procedures of the OPFCC.

2. STANDARDS

- 2.1 We expect you to give the highest possible standard of service to the public where this is part of your duties and to provide appropriate advice to the Police and Crime Commissioner and fellow employees with impartiality.
- 2.2 You will be expected, without fear of recrimination, to bring to the attention of your line manager or the Monitoring Officer any deficiency in the provision of service. You must report any impropriety or breach of procedure. Where necessary, you should refer to the Whistleblowing Policy.

3. DISCLOSURE OF INFORMATION

- 3.1 It is generally accepted that open government is best and in the case of the OPFCC this means undertaking as much of our business as possible in public. The law requires that certain types of information must be available to auditors, government departments, service users and the public. Obstructing a member of the public in exercising their right of access to such information is a criminal offence.
- 3.2 The OPFCC may voluntarily decide to disclose other types of information when the law permits such a disclosure. You must be aware of the information that you can disclose and which information cannot be disclosed.
- 3.3 All information that the OPFCC handles is at least of the status of 'Official' and therefore care should be taken in determining what should and what should not be disclosed to the public. If you are in any doubt you should refer the matter to the Monitoring Officer.
- 3.4 In certain circumstances, you may have a legal or professional duty to disclose information to a third party e.g., in the course of legal proceedings. If you are asked by a third party to give evidence in legal proceedings about something that has happened in the course of your employment with the OPFCC you should seek immediate advice from the Monitoring Officer.
- 3.5 You should recognise the importance of information concerning an employee's private affairs and you must not supply this to any person unless you have obtained the consent of the individual or where you are required to do so by law. Any requests for the personal information of employees must be received in writing.

- 3.6 You should not use any information obtained in the course of your employment for personal gain or benefit and you should not pass any information on to others who might use it in such a way.

4. POLITICAL NEUTRALITY

- 4.1 You will be expected to carry out your duties in a politically neutral manner. You must not allow your own political opinions to interfere with your work. Schedule 16 part 3 (200) of the Police Reform and Social Responsibility Act 2011, confirms that all OPFCC staff are politically restricted, with the exception of the Deputy Police and Crime Commissioner. It is the employee's responsibility to ensure that they comply with the requirements and restrictions of being politically restricted.

5. RELATIONSHIPS

- 5.1 The Local Community and Service Users** - You should always remember your responsibilities to the community you serve and ensure courteous, efficient and impartial service to all groups and individuals within that community.
- 5.2 Contractors or Providers of Services** - All relationships of a business or private nature with external contractors or potential contractors should be notified to the Monitoring Officer in writing. Any orders and contracts must be awarded in accordance with the OPFCC's Contract Procedure Rules and Standing Orders, and Financial Regulations.

6. APPOINTMENT AND OTHER EMPLOYMENT MATTERS

- 6.1 If you are involved in appointments you should ensure these are made on the basis of merit. It would be unlawful for you to make an appointment which is based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, you must not be involved in any stage of the selection process where you are related to the applicant or have a close personal relationship.
- 6.2 If you are canvassed by a candidate or by a person on behalf of a candidate you should report this to the Monitoring Officer in order to ascertain the appropriate action to be taken.
- 6.3 Similarly, you should not be involved in decisions relating to discipline, promotion or pay for any employee who is a relative, partner or you have a close personal relationship with.

7. OUTSIDE COMMITMENTS

- 7.1 What you do outside of working hours is, in most cases, your personal concern. However, you have a contractual obligation to the OPFCC and you must not put yourself in a position where there is a conflict of interest. If there are any potential issues you should discuss this with your line manager or the Monitoring Officer.
- 7.2 You must have due regard to the ownership of copyright and intellectual property rights that may arise out of your employment in the OPFCC and follow any policies that may be adopted in relation to this. The areas covered include project work, reports and images.

8. PERSONAL INTERESTS

- 8.1 You must declare to your line manager or the Monitoring Officer any financial interests or non-financial interests that you consider could bring about a conflict with the interests of the

OPFCC. Any outside business interests (including Company Directorships, as an employee of another organisation and “self-employed” work) must be declared in writing to your line manager or the Monitoring Officer. No employee of the Office of the Northamptonshire Police and Crime Commissioner may, under any circumstances, have any involvement with any organisation providing, or seeking to provide, services to the Police and Crime Commission or Northamptonshire Police Force.

- 8.2 If you are a member of any organisation, pressure group or secret society or have any other involvement with an organisation that may seek to influence the Police and Crime Commissioner’s policies you must declare this to the Monitoring Officer.
- 8.3 A secret society is defined as: ‘any lodge, chapter, society, trust or regular gathering or meeting which:
- Is not open to the public who are not members of that lodge, chapter, society, or trust.
 - Includes in the grant of membership an obligation on the part of the member a requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, trust, gathering or meeting and
 - Includes whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.
 - A lodge, chapter, society, trust, gathering or meeting is defined above, and should not be regarded as a secret society if it forms part of the activity of a generally recognised religion.

9. EQUALITY ISSUES

- 9.1 You must ensure that you comply with all Equality and Diversity policies of the OPFCC as well as meeting legal requirements. You have a responsibility to treat all members of the local community, customers, service users and other employees equally and fairly and you must not unlawfully discriminate against them.
- 9.2 We have a legal obligation to provide a harassment free environment and will not tolerate or accept any form of harassment or bullying, either within the workplace or in the context of our work with communities.

10. HEALTH AND SAFETY

- 10.1 You must ensure that you are fully conversant with the health and safety policies of the OPFCC in relation to your area of employment.

11. USE OF PROPERTY AND FACILITIES

- 11.1 The OPFCC provides facilities, equipment and other property to facilitate the conduct of business. You should not use anything provided to you for personal use without the express permission of the Monitoring Officer. If you have been given permission to use anything for private purposes, you must reimburse the OPFCC for any additional costs incurred as part of this arrangement.

12. SEPARATION OF ROLES DURING TENDERING

- 12.1 If you are involved in the tendering process and deal with contractors or suppliers of services you should be clear on the separation of client and contractor roles within the OPFCC.
- 12.2 If you have both a client and contractor responsibility you must be aware of the need for accountability and openness.
- 12.3 If you are privy to confidential information on tenders or costs for either internal or external contractors you should not disclose this information to any unauthorised party or organisation.
- 12.4 You should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in the awarding of contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

13. CORRUPTION

- 13.1 You must be aware that it is a serious criminal offence for you to corruptly receive or give any gift, loan, fee, payment, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in your official capacity. If an allegation is made against you, the law requires you to demonstrate that any such rewards have not been corruptly obtained.

14. USE OF FINANCIAL RESOURCES

- 14.1 You must ensure that you use public funds entrusted to you in a responsible and lawful manner. You should strive to ensure value for money to the local community and to avoid legal challenge. You should comply at all times with the OPFCC's Financial Regulations and Standing Orders.

15. HOSPITALITY AND GIFTS

- 15.1 The offer of gifts, hospitality or other benefits is a particular source of conflict between public and private interest. Acceptance of hospitality or gifts could cause suspicion as to the motives involved which could leave both the individual and the OPFCC at risk of criticism.
- 15.2 You should only accept offers of hospitality if there is a genuine need to impart information or represent the OPFCC in the community. Offers to attend purely social or sporting functions should be accepted only when these are seen as part of the life of the community and where the OPFCC should be seen to be represented. Attendance should be authorised in advance by the Monitoring Officer and a record kept of the authorisation.
- 15.3 When you have to decline hospitality you should do so courteously, but firmly with those making the offer. You should inform them of the procedures and standards operating within the OPFCC.
- 15.4 You should not accept personal gifts from contractors, outside suppliers or members of the public. The only exception would be gifts of token value which can be used in the work situation e.g., diaries, calendars, pens. If you are in any doubt about accepting a gift you should consult the Monitoring Officer and adhere to their advice.
- 15.5 If you are receiving authorised hospitality you should be particularly sensitive as to its timing in relation to decisions which the OPFCC may be taking affecting those providing the hospitality. E.g., awarding of contracts.
- 15.6 You may accept hospitality if it is through your attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal and you have obtained prior

consent and your line manager is satisfied that any purchasing decisions are not being compromised.

- 15.7 You should not seek for your own use or for the use of any of your family, the goods or services from any suppliers or contractors to the OPFCC as a result of your employment. Any gifts or hospitality offered (other than those of token value) to you should be declared to the Monitoring Officer and the decision made by them should be recorded.

16. SPONSORSHIP – GIVING AND RECEIVING

- 16.1 Where an outside organisation wishes to sponsor or is seeking to sponsor an activity run by the OPFCC, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 16.2 Where the OPFCC wishes to sponsor an event or service, an employee or any partner, spouse or relative must not benefit from such sponsorship in a direct way without there being full disclosure to the Monitoring Officer of any such interest.
- 16.3 Similarly, where the OPFCC through sponsorship, grant aid, financial or other means gives support in the community, you should ensure that impartial advice is given and that there is no conflict of interest involved.