

## PFCC Decision Report

**Report reference number:** 132-23

**Classification:** Not protectively marked

**Title of report:**

Memorandum of Understanding – College-Run Online Assessment Process

**Area of county / stakeholders affected:** Force-wide

**Report by:** Pippa Brent-Isherwood (Chief Executive and Monitoring Officer)

**Chief Officer:** Rebecca Humphreys (Head of Resourcing)

**Date of report:** 28 July 2023

**Enquiries to:** Rebecca Humphreys (Head of Resourcing)

### 1. Executive Summary

This report seeks the PFCC's approval to enter into a Memorandum of Understanding (MoU) relating to the national online police officer recruitment process run by the College of Policing. The MoU sets out the service provided by the College in delivering both the national sift and the online assessment process.

### 2. Recommendations

That the PFCC signs and returns the Memorandum of Understanding attached at Appendix 1. Changes to the associated costs are expected to result in a net saving of circa £5,350.

### 3. Background to the proposal

The College of Policing delivers the online recruitment process nationally, as consistency across forces is paramount. The MoU attached at Appendix 1 is therefore accepted as the national standard by Home Office police forces in England and Wales.

### 4. Proposal and associated benefits

The MoU attached at Appendix 1 outlines the critical activity that takes place between the College of Policing and Essex Police as part of the recruitment process, clarifies the key

deliverables to ensure successful delivery of the national sift and online assessment process, and confirms the charges made to the force.

The Memorandum of Understanding covering the period 1 April 2022 – 31 March 2023 was approved via decision report 057/2022. The MoU now attached at Appendix 1 covers the period 1 April 2023 – 31 March 2024. The key changes compared with the previous document relate to:

- The introduction of the National Sift and the revised charges to forces, and
- The requirement for forces to produce a call off purchase order for the online assessment process.

## **5. Options analysis**

The PFCC could chose not to enter into the MoU attached at Appendix 1, however this would render Essex Police unable to utilise the national recruitment products to which it relates.

## **6. Consultation and engagement**

The MoU attached at Appendix 1 has been reviewed by Essex Police's Recruitment and Selection Manager and Director of Human Resources, who have confirmed that Essex Police is compliant with its terms. A previous review of the Senior Interview Process likewise confirmed that Essex Police is compliant with the College of Policing guidance on standards and process.

The MoU has also been reviewed by the Head of Resourcing, who has recommended approval.

## **7. Strategic links**

The proposal relates directly to the commitments in the Police and Crime Plan 2021 – 2024 to:

- Deliver over 300 more officers on top of the 500 additional officers already delivered since 2016.
- Continue to grow the Special Constabulary with the aim to have a Special Constable in every town and parish, growing the Community Specials programme, and one supported by every major business through the Employer Supported Policing Scheme.

## **8. Police operational implications**

Whilst the College will manage the thresholds for the national sift and ensure that the force has the force-specific link to allow candidates to register on the online platform, Essex Police will be responsible for managing a candidate's extensions, withdrawals and progression.

## **9. Financial implications**

It should be noted that:

- The charge rate has increased for the national sift process from £2.82 to £2.99 per candidate. This will be an expected cost increase annually of £250 (based on 1,470 candidates)
- The cost of the online assessment has reduced from £190.25 to £184.00 per candidate. This will be an expected annual reduction of circa £5,600 (based on 896 candidates)
- The two changes above will equate to a net saving of circa £5,350.

## **10. Legal implications**

The MoU attached at Appendix 1 is not legally binding. However, it does offer a statement of serious intent and is agreed to voluntarily by equal parties.

## **11. Staffing implications**

There are no staffing implications arising directly from this report for the PFCC.

The MoU sets out the process that all candidates applying to Police Community Support Officer (PCSO), Special Constable and Police Constable (PC) roles within Essex Police will complete.

## **12. Equality and Diversity implications**

All candidates applying to Police Community Support Officer (PCSO) and Special Constable roles will complete the same national sift as those applying to become Police Officers. As part of the process, Essex Police will be responsible for gathering and assessing reasonable adjustment (RA) candidate evidence, determining any adjustments to be provided to candidates, and notifying the College of any candidates requesting or requiring RAs.

## **13. Risks and mitigations**

There is a risk that PCs, PCSOs and Special Constables recruited through the national process prove not to be of the standard and calibre the force would have wanted. To mitigate against this, the College will complete quality assurance on the online assessment process at a minimum 10% proportion of candidate assessments. This risk is further mitigated by the use of post-online assessment in-force interviews as part of Essex Police's recruitment process.

There is also a risk of recruitment fraud being conducted through an online process. To mitigate against this, Essex Police will be responsible for completing candidate ID verification on all successful candidates against the assessment platform on all video exercises, to ensure that the candidate who completed the online assessment is the same candidate who provided photo identification. Specific guidance as to how to go about this is provided.

## **14. Governance Boards**

This proposal has not been subject to discussion at any boards.

## 15. Links to Future Plans

This proposal contributes to the force's plans to achieve the recruitment targets set out in the Police and Crime Plan and to maintain its national Police Uplift Programme (PUP) figures.

## 16. List of Background papers and Appendices

Appendix 1 - Memorandum of Understanding – College-Run Online Assessment Process including National Sift

Background paper – Decision report 057/2022 – Memorandum of Understanding – College of Policing Online Assessment Process including National Sift

### Report Approval

The report will be signed off by the PFCC Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign:



Print: P. Brent-Isherwood

Date: 28 July 2023

Chief Finance Officer

Sign:



Print: Janet Perry

Date: 22 August 2023

### Publication

Is the report for publication?

YES

NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

None

If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

**Redaction**

If the report is for publication, is redaction required:

1. Of Decision Sheet?	YES	<input type="checkbox"/>	2. Of Appendix?	YES	<input type="checkbox"/>
	NO	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>

If 'YES', please provide details of required redaction:

N/A

Date redaction carried out: .....

**Treasurer / Chief Executive Sign Off – for Redactions only**

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

Sign: .....

Print: .....

**Chief Executive/Treasurer**

Date signed: .....

**Decision and Final Sign Off**

I agree the recommendations to this report:

Sign: 

Print: Jane Gardner  
**Deputy PFCC**

Date signed: **24 August 2023**

I do not agree the recommendations to this report because:

.....

Sign:

Print: **PFCC/Deputy PFCC**

Date signed: