

STANDING ORDERS FOR THE APPOINTMENT OF CHIEF POLICE OFFICERS

GENERAL

1. The Authority shall abide by the Home Office Guidance on Chief Officer Appointments in the Police Service.
2. All appointments shall be made by the Authority's Selection Panel for the Appointment of Chief Officers (made up of six members plus the Chair of the Authority). As required by the Guidance, all members of the Panel will have attended at least one training session for the selection of chief officers.
3. The quorum for the meetings shall be 5 members.
4. Meetings of the Selection Panel shall normally be chaired by the Chair of the Authority. In exceptional circumstances the meeting may be chaired by a member of the selection panel.

INTERVIEW PROCEDURE

5. The interview procedure shall be determined at the outset of the recruitment process in question by the Selection Panel in light of the differing requirements for each chief officer post and current best practice in selection techniques.

POST INTERVIEW PROCEDURES

6. If, at any stage of the process, there are any significant differences between Panel Member evaluations, they shall be discussed and an attempt made to reach a consensus as to the final grades awarded by the Panel.
7. Only if two, or more, candidates are considered equally suitable for appointment, by virtue of an equal score, shall the matter be put to the vote.
8. Voting shall take place by secret ballot.
9. No candidate shall be appointed unless the number of votes cast in his/her favour exceeds half the number of persons voting. If, in any ballot, no candidate receives the number of votes entitling him/her to be appointed, the name of the person who receives none or the least number of votes shall be struck off the list and a fresh ballot taken, and so on, until a clear majority exists.
10. Where there is a serious divergence of opinion, the Selection Panel shall further discuss the suitability of the candidates and be allowed to adjourn/reconvene the meeting, as and when necessary, as a means of resolving the matter.
11. In the event of a tied vote, and only one vote being required to exceed half the number of persons voting, the Chair may use his/her casting vote.
12. In the event that the Panel is unable to reach a majority decision, it shall determine how best to proceed with the matter.