

Qualification: CIPD Diploma in Applied Human Resources

Module Name: Contributing to resourcing and Talent Planning

Word Count: 3072

Student Name: Catherine Evans

Student Number: 1919841

CIPD Membership Number: 49835269

By signing below, I confirm that the work/evidence presented is my own, unaided work. I understand the regulations pertaining to candidate malpractice and the action that may be taken as a result.

Signed: *C. A. Evans*

Date: 08/09/2020

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Candidate name: Catherine Evans				CIPD Membership/registration No.: 49835269		
Qualification title: CIPD Diploma in Applied Human Resources				Unique Learner No. (ULN): 1919841		
Unit code	Unit title	Assessment criteria no.	Evidence description	Evidence reference number	Assessor initials	I/V initials if sampled
5ARTP	Contributing to Resourcing and Talent Planning	1.1	Intranet bulletin regarding Skills Audit Survey	EV1		
5ARTP	Contributing to Resourcing and Talent Planning	1.1	Screenshot from workforce planning report – predictive modelling	EV2		
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5ARTP	Contributing to Resourcing and Talent Planning	1.1	All User email sent to all staff detailing changes in the workforce plan structure	EV4		
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5ARTP	Contributing to Resourcing and Talent Planning	1.3	Police and Crime Plan	EV11		

5ARTP	Contributing to Resourcing and Talent Planning	1.3	Twitter screenshot of attendance at Careers Fair	EV12		
5ARTP	Contributing to Resourcing and Talent Planning	1.3	Twitter screenshot from our recruitment site	EV13		
5ARTP	Contributing to Resourcing and Talent Planning	2.1	Leaver data	EV14		
5ARTP	Contributing to Resourcing and Talent Planning	2.1	Apprentice application spreadsheet	EV15		
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5ARTP	Contributing to Resourcing and Talent Planning	3.2	Amendment to diary appointment as colleague assisting testing	EV21		
5ARTP	Contributing to Resourcing and Talent Planning	3.3	Recruitment and Selection Policy extract	EV22		
5ARTP	Contributing to Resourcing and Talent Planning	3.3	Screenshot of Positive Action page	EV23		
5ARTP	Contributing to Resourcing and Talent Planning	3.3	Screenshot from Twitter of workshop	EV24		
5ARTP	Contributing to Resourcing and Talent Planning	3.4	Email to departments regarding resources for new recruits	EV25		
5ARTP	Contributing to Resourcing and Talent Planning	3.4	Recruitment update spreadsheet	EV26		
5ARTP	Contributing to Resourcing and Talent Planning	3.4	Background history of applicants spreadsheet	EV27		
5ARTP	Contributing to Resourcing and Talent Planning	3.5	Email from Manager confirming my involvement	EV28		

5ARTP	Contributing to Resourcing and Talent Planning	3.6	Two emails from new recruits	EV29		
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Candidate declaration:

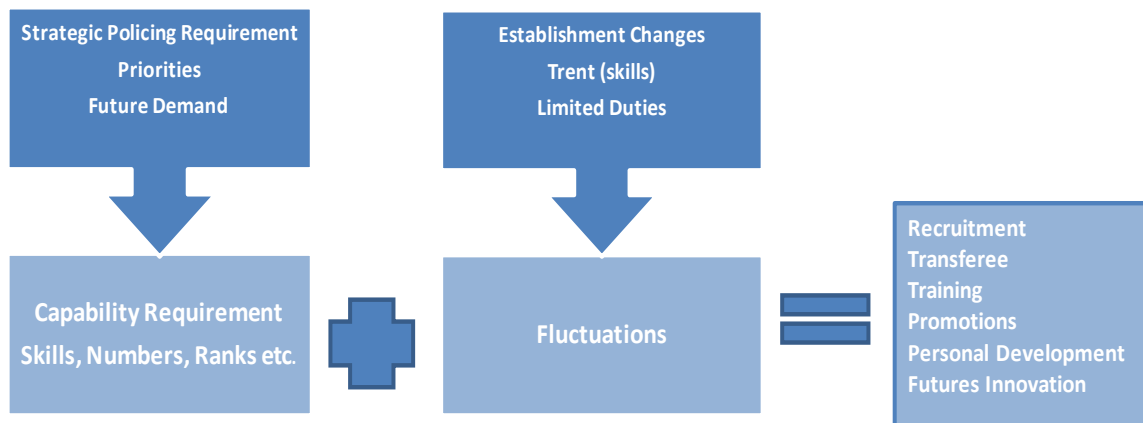
- I confirm that the work/evidence presented for assessment is my own unaided work.
- I have read the assessment regulations and understand that if I am found to have 'copied' from published work without acknowledgement, or from other candidate's work, this may be regarded as plagiarism which is an offence against the assessment regulations and leads to failure in the relevant unit and formal disciplinary action.
- I agree to this work being subjected to scrutiny by textual analysis software if required.
- I understand that my work may be used for future academic/quality assurance purposes in accordance with the provisions of the Data Protection Act 1998.
- I understand that the work/evidence submitted for assessment may not be returned to me and that I have retained a copy for my records.
- I understand that until such time as the assessment grade has been ratified through internal and external quality assurance processes it is not final.

Signature:	<i>C. A. Evans</i>	Date:	<i>08/09/2020</i>
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Be able to review and evaluate an organisation's approach to talent planning.

1.1 Assess how and to what extent the organisation undertakes workforce and talent planning

As a Force we have a designated Workforce Planning department. I work closely with the Workforce Planning Manager and assist with the preparation of many documents relating to our plan. Our plan ensures that the Force has an understanding of future operational Policing capability requirements and also the skills and capabilities of our existing staff, in order to fulfil our strategic objectives. Our plan is updated throughout the term to keep up with unexpected changes that may occur, using the below workforce plan model.



According to the CIPD (2020), a greater focus on developing internal talent leading to retaining rather than recruiting talent needs to be incorporated and as a department we developed a Skills Survey to ensure that we are aware of the skills of our existing staff **(EV1)**, and therefore allowing us to develop 'pools of talent' which will therefore allow us to source internal replacements. Taylor & Woodhams (2016)

CIPD (2018) tells us that scenario planning can show how differing futures may affect sourcing of people requirements to needs and this is something we do frequently **(EV2)**. Due to our type of organisation we have a relatively accurate forecast of how many people are due to retire or be promoted and this is documented in frequent workforce planning reports **(EV3)**. We also ensure that we update all staff on any changes in the workforce plan structure **(EV4)**

As recruiters we have to be prepared for changes to the workforce plan which can be triggered by specific events (CIPD 2018). This was highlighted recently when I was given three weeks' notice to achieve an extra intake of 22 police officers. **(EV5)** As we are currently in the Covid pandemic this made the process difficult. This was achieved with extra restrictions in place due to the Covid pandemic **(EV6)**

1.2 Analyse internal and external information relating to the organisation's future people and skills needs and the availability of talent.

Within the policing world new forms of crime emerge constantly due to demographic, social and technological changes and we as a Force need to ensure that we develop our workforce along with these changes.

As a Force we hold 'People's Board' meetings to analyse areas that affect our staff. The report covers workforce planning, recruitment and selection, positive action and other relevant 'people' areas **(EV7)**.

When our workforce plan was developed in 2017 there were areas identified that needed additional resources. Emerging issues in these areas were likely to grow and an increase in staff numbers required was identified. We developed an establishment data spreadsheet to monitor these areas. **(EV8)**.

After analysing this report it is evident that due to our increase in police officer recruitment we have high numbers of young officers who are still within their probation period and are therefore unable to train in the specialised areas that need resourcing.

PWC (nd) describes forces segmenting police roles by 'differentiating job descriptions in order to find suitable personnel based on specific tasks'. I have recently been involved in developing new police officer role profiles following a similar system, allowing us to have generic as well as specialised constable roles. **(EV9)**

According to CIPD (2019) employee performance has been shown to improve when there are goals set – we recently developed a new annual review platform called DAP (Development Assessment Profile) – this system has proved beneficial as we identified individuals that were interested in developing their skills and are also using these for our promotion processes. The DAP's are reviewed during the promotion board process so employees are more enthusiastic around achieving a good review as it will enable them to reach their goal **(EV10)**.

1.3 Assess the extent to which the current organisational planning activities are addressing potential needs

Having the number and mix of people available for deployment, with the right skills to meet our policing priorities, has never been more important. We have invested considerable effort in analysing the capabilities of the workforce against current and future demand and I feel that we are currently addressing our potential needs.

Dyfed Powys Police has systems and processes in place to enable identification of emerging trends. We are one of 11 Police Forces that piloted the Force Management Statement methodology, looking at demand and resource issues holistically.

All organisational planning activities are developed to support and reflect the agreed strategic objectives for the Force as detailed in the Police and Crime Delivery Plan 2017-2021 **(EV11)**. The plan is constantly being updated and amended taking account of operational impact in respect to the threats and risks associated with crime, disorder and emerging issues within the Force, and the demands these place on the workforce.

The Force is becoming more innovative responding to changes within policing, we are constantly developing new roles which are being offered to our existing staff. We are attending Career events and running recruitment workshops to ensure we are in a strong position to attract, develop, reward and also retain the people and skills required to meet future demands and challenges in an economic way **(EV12)**.

We have adapted well in the recruiting department during the recent pandemic with adaptations to our processes. Our staff recruiting processes were suspended apart from critical roles such as Call Handlers. We identified that this area would be receiving high demand and therefore fast-tracked the recruitment process to ensure resilience. We have now restarted all recruiting with interviews being carried out over skype to ensure that our future resilience needs are met **(EV13)**.

As quoted by CIPD (2020) one of the most effective evaluations of talent management can be evidenced by organisational success, Dyfed Powys Police continues to meet the criteria set by the Home Office which is evidence of our talent management.

LO1 Bibliography

CIPD, 2019 – Performance Reviews factsheet, available at:

<https://www.cipd.co.uk/knowledge/fundamentals/people/performance/appraisals-factsheet>, accessed 24/06/2020

CIPD, 2020 – Recruitment: An Introduction factsheet, available at:

<https://www.cipd.co.uk/knowledge/fundamentals/people/recruitment/factsheet>, accessed 18/06/2020

CIPD, 2019 – Skills Development in the UK workplace, available at:

<https://www.pwc.com/gx/en/industries/government-public-services/public-sector-research-centre/the-police-force-of-tomorrow.html>, accessed 20/06/2020

CIPD, 2020 - Talent planning factsheet, available at:

<https://www.cipd.co.uk/knowledge/strategy/resourcing/talent-factsheet>, accessed 18/06/2020

CIPD, 2018 – Workforce Planning Practice, available at:

https://www.cipd.co.uk/Images/workforce-planning-guide_tcm18-42735.pdf, accessed 18/06/2020

Dyfed Powys Police website, available at:

<https://www.dyfed-powys.police.uk/en/join-us/>, accessed 20/06/2020

PWD – Police Force of tomorrow, available at:

<https://www.pwc.com/gx/en/industries/government-public-services/public-sector-research-centre/the-police-force-of-tomorrow.html>, accessed 20/06/20

Taylor & Woodhams (2016), Human Resource Management: People and Organisations, 2nd Edition, Chartered Institute of Personal and Development: The Broadway, London

EVIDENCE LO1

EV1

The screenshot shows a web browser window with the address bar displaying <http://dppi/bulletins/default.aspx?bulletinID=4014&type=disp>. The page has a blue header with the word 'Bulletins' in a stylized font and the text 'Display Bulletin'. Below the header, the title 'Skills Audit Questionnaire' is prominently displayed. The main content area contains several paragraphs of text explaining the purpose of the questionnaire, which is to assess staff skills for training purposes. It mentions that responses are confidential and will be used to plan future training. A key point is that completing the questionnaire is a 'mandatory requirement' for all staff. The deadline for completion is set for Monday 17th September 2018. A link to the questionnaire is provided. The bulletin is signed by Superintendent Peter Roderick, Head of Learning & Development Services Department. The footer of the bulletin states it was created by Peter Roderick on 08/08/2018 at 16:07:59. The browser's taskbar at the bottom shows various application icons and the system clock indicating 13:36 on 22/07/2020.

Skills Audit Questionnaire

The Learning & Development Department (L&DS) is carrying out a skills audit of the entire workforce. This will involve each member of staff completing an on-line questionnaire, estimated to take no longer than 20 - 40 minutes to complete, dependent upon your role within the organisation. Your responses will be handled confidentially by the Department and interpreted for development purposes only, enabling training activities to be planned for the future. Some of the responses will be uploaded directly on to your iTrent profile, updating your qualifications and skills.

The verification of courses attended and skills held, along with your responses to the questions, will greatly assist the L&DS Department to fully understand the up to date position. This will professionally inform the organisation allowing a good insight as to the effectiveness of your capability to perform your role and the level of support you can provide to other necessary and specialist functions. It will also assist the Force in determining its capacity to deal with the demand it currently faces as well as preparing for future challenges that lay ahead.

This questionnaire goes out to all members of the organisation and is a **mandatory requirement** to complete.

You are asked to complete the questionnaire by **Monday 17th September 2018**.

Please see the below link to the Questionnaire:

[Link to audit](#)

Superintendent Peter Roderick
Head of Learning & Development Services Department
Peter Roderick
Uwcharylydd / Superintendent

Created By Peter Roderick, on 08/08/2018 16:07:59

EV2

The screenshot shows a Microsoft Word document titled 'Establishment Pack - Word'. The document content is titled 'Predictive Modelling for the remainder of the financial year'. The text discusses the projected changes in the establishment of Dyfed Powys Police for the remainder of the financial year, based on known and anticipated starters and leavers. It states that there are 31 leavers and 22 new recruit starters. The projected end of year establishment is 1135 officers. The document also mentions that Dyfed Powys Police will have had a total of 43 new starters, made up of 37 new recruits, 5 transferees and 1 officer returning to force from secondment. This is against a total number of 90 leavers. The leaver numbers for this year are higher than in previous years due to the fact that they have run a Voluntary Exit Scheme in this financial year which accounts for 20 officers of 27% of all our leavers. Of the 90 leavers, 31 officers are yet to leave. These are broken down in rank as follows:

DCC	1
ACC	1
Inspector	4
Sergeants	6

The Microsoft Word ribbon is visible at the top, showing tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, Developer, and ACROBAT. The status bar at the bottom indicates the document is in English and the date is 22/07/2020.

Predicted Future Establishment - 31/03/2021

Police Officers

POLICE OFFICERS (FTE)	Headquarters Business Area		Carmarthenshire Territorial Policing Area		Ceredigion Territorial Policing Area		Pembrokeshire Territorial Policing Area		Powys Territorial Policing Area		Operations Dept		Criminal Investigation Dept		Sub - Total		Collaboration Area		Secondment Area		Total	
Rank	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab
Chief Officers	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	1.00	0.00	4.00	3.00
Chief Superintendents	3.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	4.00	3.00	1.00	0.00	0.00	0.00	5.00	3.00
Superintendents	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3.00	3.00	10.00	10.00	0.00	0.00	1.00	0.00	11.00	10.00
Chief Inspectors	4.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	4.00	3.00	3.00	5.00	19.00	19.00	1.00	0.00	3.00	0.00	23.00	19.00
Inspectors	3.00	2.00	6.00	7.00	6.80	6.00	4.00	6.00	6.00	6.00	10.00	10.00	18.00	19.00	53.80	56.00	2.00	0.00	0.00	0.00	55.80	56.00
Sergeants	13.60	12.00	31.00	32.00	22.00	21.00	29.87	29.00	30.90	32.00	18.00	18.00	50.00	46.00	195.37	190.00	3.00	0.00	0.00	0.00	198.37	190.00
Constables	59.58	20.78	150.82	167.77	71.57	80.20	99.18	110.65	116.79	126.60	159.49	172.00	192.40	201.08	849.83	879.08	12.00	0.00	5.00	0.00	866.83	879.08
TOTAL	88.18	44.78	190.82	209.77	103.37	110.20	136.05	148.65	156.69	167.60	192.49	204.00	267.40	275.08	1135.00	1160.08	19.00	0.00	10.00	0.00	1164.00	1160.08

Police Staff

POLICE STAFF (FTE)	Headquarters Business Area		Carmarthenshire Territorial Policing Area		Ceredigion Territorial Policing Area		Pembrokeshire Territorial Policing Area		Powys Territorial Policing Area		Operations Dept		Criminal Investigation Dept		Sub - Total		Collaboration Area		Secondment Area		Total	
Rank	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab	Actual Strength	Authorised Estab
Police Staff	307.96	323.73	7.10	7.10	5.41	6.55	5.59	5.60	9.64	10.20	135.55	136.98	143.65	147.65	614.90	637.81	1.00	0.00	3.80	0.00	619.70	637.81
PCSOs	1.00	0.00	53.98	54.70	22.54	24.00	33.53	35.80	30.46	33.50	0.00	0.00	0.00	0.00	141.51	148.00	0.00	0.00	0.00	0.00	141.51	148.00
Police Staff - Custody Det	0.00	0.00	9.80	10.00	6.00	6.00	9.00	9.00	12.00	12.00	0.00	0.00	0.00	0.00	36.80	37.00	0.00	0.00	0.00	0.00	36.80	37.00
OPCC - Police Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	308.96	323.73	70.88	71.80	33.95	36.55	48.12	50.40	52.10	55.70	135.55	136.98	143.65	147.65	793.21	822.81	1.00	0.00	3.80	0.00	798.01	822.81

From: [All Users Email](#)
To: [All Users](#)
Subject: [SWYDDOGOL OFFICIAL] SLT Moves - Message from the Chief Constable
Date: [REDACTED]
Attachments: [image002.png](#)
Importance: High

SWYDDOGOL OFFICIAL

Dear Colleagues,

Following the announcement regarding [REDACTED] appointment as the new Chief Constable of [REDACTED], I promised to update you in relation to the subsequent moves which would occur across the force. In order to achieve stability at the senior ranks the Chief Officer Group embarked on a swift expressions of interest process at Chief Superintendent level, and have subsequently appointed into these posts, and arranged back fill for those being promoted. All moves will take place as of [REDACTED].

I'm pleased to announce the following promotions;

[REDACTED] has been promoted to Chief Superintendent and will continue in his role as Head of Territorial Policing.

[REDACTED] has been temporarily promoted to Chief Superintendent Organisational Support taking over from Detective Chief Superintendent [REDACTED] who has moved to CID.

At Superintendent level both [REDACTED] have now been confirmed in rank as Superintendent. In addition [REDACTED] will undertake a temporary DSupt opportunity in CID.

I'm sure you will all join me in congratulating them and wishing them well.

The Chief Officer group have also looked at the skills across our Superintendent team and as a result this will now be as follows;

BCU Commander Ceredigion – [REDACTED]
 BCU Commander Carmarthenshire – [REDACTED]
 BCU Commander Powys – [REDACTED]
 BCU Commander Pems – [REDACTED]

Special Ops – [REDACTED]

Head of Professional Standards Department – [REDACTED]

Head of Learning and Development – [REDACTED]

CID Head of PVP – [REDACTED]

CID Head of Investigations – [REDACTED]

CID Director of Intelligence – [REDACTED]

Many thanks

EV5

From: To: **Cc:** Subject: [SWYDDOGOL OFFICIAL] PC RECRUITS **Date:** 02 June 2020
10:37:59 **Importance:** High

SWYDDOGOL OFFICIAL

Hi Cath

The Chief Officers have advised this morning that we need to bring in 22 of the PC recruits by the end of July instead of September. I have managed to secure new medical dates with OHU. Obviously these timelines are now very tight.

How many do we have vetting cleared without biometrics at present? We only now have another 3 weeks to issue unconditional offers.

Kind regards

**Senior Manager
Recruitment, Selection &
Apprenticeships / Uwch
Reolwr Recriwtio, Dethol
a Phrentisiaethau**

EV6

**DYFED POWYS POLICE RECRUITMENT
Coronavirus - COVID-19 - Pre-screening questionnaire:**

Introduction to the call:

With the spread of Covid-19 (Coronavirus) continuing, and transmission sources remaining difficult to identify and predict, Dyfed Powys Police is taking precautions to protect our Staff and Officers, their families, our visitors and our business. As you are scheduled to commence your new role, we will need to go over a few questions with you before you commence post.

SURNAME				FIRST NAME	
COLLAR NO. (where applicable)		PIN. (where applicable)		DOB	
STATION/DEPT (if applicable)				JOB TITLE (where applicable)	
DIVISION (where applicable)				LINE MANAGER (where applicable)	

	YES	NO
*Have you been in close contact with a confirmed case of Coronavirus within the last 14 days?		
In the last 24 - 48 hours, have you, or a close contact who lives with you developed the onset of symptoms such as: ➤ *a fever, where you / your close contact feel hot to touch on the chest or back, and / or ➤ *a new and persistent cough		
Have you, either due to the onset of symptoms, or for precautionary measures been advised to self-isolate within the last 14 days?		
Do you have any other health symptoms or concerns that you think may be related to the Coronavirus?		
If the new employee has answered NO to the above, the Recruitment Officer must advise the employee that should any information change between the date of call and the commencement of their role date, they have a responsibility to contact the Occupational Health department to seek further advice BEFORE attending.		
(Note: Make sure they have the relevant telephone and email contact details for Recruitment and OHU.)		

If the attendee has answered **YES** to ANY of the above questions, please inform them that at this time that their appointment will need to be postponed until ALL symptoms have cleared. They will need to re contact recruitment to re confirm their start date. If the attendee is in self-isolation, check the end date of the self-isolation period; if it is before their role commencement date and they are asymptotic, and they have no concerns, their start date does not need to be postponed.

Note: In line with Public Health guidance, Recruitment **MUST** inform anyone who has any of the above * symptoms that we are obliged to advise them to follow the Public Health guidance on self-isolation at home, seeking further medical advice via NHS online / NHS 111, if necessary.

Further advice is available from Occupational Health team if required. Please note that Occupational Health will pass on any relevant information to the named line manager / area of the business, and record this information on the Coronavirus spreadsheet set up on the OH W drive.

NAME & SIGNATURE OF ASSESSOR		DATE	
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CIPD 4.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools CIPD 4.pdf x

72.8%

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14:33 22/07/2020

CIPD 4.pdf - Adobe Acrobat Pro DC

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Home Tools CIPD 4.pdf x

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RECRUITMENT & SELECTION

Vacant Positions subject of recruitment process

This table shows all the current vacancies being progressed and is shown with anticipated start dates and actual start date where applicable.

Req	Job Title	Anticipated Start Date	Start Date
REQ01816	Victim and Witness SO - Coneddon	No successful candidates	
REQ01828	D/Constable - CID - Trainee Investigator - Pembrokeshire	06/01/2020	
REQ01829	D/Constable - SOCT - Motorcycle Surveillance	06/01/2020	
REQ01830	Victim Care Support	06/01/2020	
REQ01831	Victim and Witness SO Powsy (Previously REQ01815)	No successful candidates	
REQ01834	Assessment and QA Officer (temp)	No successful candidates	
REQ01813	OH Nurse	20/01/2020	
REQ01838	Incident Handling Supervisor	20/01/2020	
REQ01840	Constable, Dog Handler, Headquarters	20/01/2020	
REQ01841	Intell Support Officer (Temp)	27/01/2020	
REQ01844	Casualty Reduction Police Supp Officer	03/02/2020	
REQ01845	ICT Specialist	No successful candidates	
REQ01856	Business Support - HR	10/02/2020	27/01/2020
REQ01857	Victim Care Support	10/02/2020	
REQ01858	Constable NPI Brecknock	10/02/2020	
REQ01859	PA - Director of Finance	10/02/2020	
REQ01860	Executive Support ACPO	10/02/2020	
REQ01861	Reg MH Nurse Advisor	10/02/2020	
REQ01866	Technician Fleet - Aberystwyth	17/02/2020	
REQ01868	Anti Social Behaviour Officer	17/02/2020	
REQ01870	Vetting Officer PSD	24/02/2020	
REQ01871	Constable - Problem Solving	24/02/2020	
REQ01872	IT Security Officer (Previously REQ01846)	02/03/2020	
REQ01874	Comms Officer	02/03/2020	

Vacancies October – December 2019

Number of Police Staff roles advertised: **33**

Number of Police Officer roles advertised: **5**

Number of vacancies on-going: **20**

Page 9

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CIPD 4.pdf - Adobe Acrobat Pro DC

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RECRUITMENT & SELECTION

Promotion Boards 2019

Inspector Boards May 19		Inspector Boards Sep 19		Chief Inspector Boards Sep 19	
Application	Male: 20 Female: 4	Application	Male: 16 Female: 2	Application	Male: 3 Female: 3
Successful At Moderation Panel	Male: 5 Female: 2	Successful At Moderation Panel	Male: 3 Female: 1	Successful At Moderation Panel	Male: 3 Female: 1
Successful at interview	Male: 3 Female: 1	Successful at interview	Male: 2 Female: 1	Successful at interview	Male: 3 Female: 1

3 promotion board processes were undertaken in 2019, 1 for Chief Inspector and 2 for Inspector.

Significant focus has gone into identifying and removing barriers to progression and although there is still much to do we would expect the proportion of applications from females to at least match the proportion of that gender in the substantive rank (bearing in mind the proportion of females in the Inspector rank is particularly low (see October report)). Using this measure we would expect 25% of sergeants applying for Inspector to be female and 16% of Inspectors applying for Chief Inspector to be female.

Combining the 2 Inspector promotion processes 14% of applications were from female sergeants. This is significantly below the 25% expected. We will further analyse the uptake for promotion exams to inform our understanding. For Chief Inspectors the proportion of female applicants was 18%, very slightly greater than the proportion of females in the Inspector rank. It should also be noted the Chief Inspector process were advertised externally in line with force policy, however there no external applicants.

In 2019 force workshops were held across the force to ensure potential applicants are clear on the new promotion processes. Information on this was included in the October 2019 report. Details of feedback offered and provided to applicants is also now being collated and will be reported on for future promotion processes.

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14:34 22/07/2020

EV8

Police Officer and Police Staff Establishment (T-Card) - 31s March 2020 [Read-Only] [Compatibility Mode] - Excel												
Evans Catherine												
READ-ONLY We opened this workbook read-only from the server. Edit Workbook												
K2												
	B	C	D	E	F	G	H	I	J	K	L	M
	AREA - POLICE STAFF			Comments	Actual Strength	Authoring d Estab	Pay Ref	Date Joined Dyfed Powys Police	HMIC Code	Critical / Resilient Post		
1												
2												
3	Director of Finance		8.AQ.FIN.SM1.01.001		1	1	50384	01-02-95	OPSSUP 01	Critical	O	
4	Executive Support Supervisor - ACPO		8.AQ.ACP.SF1.01.001		1	1	50932	01-06-81	ORGSUP 40	Resilient	F	
5	Executive Support - ACPO		8.AQ.ACP.SE1.02.002		1	1	52983	14-06-17	ORGSUP 40	Resilient	E	
6	Executive Support - ACPO		8.AQ.ACP.SE1.02.004	FWA Increase 01/03/20	1	1	53616	10-11-14	ORGSUP 40	Resilient	E	
7	Executive Support - ACPO		8.AQ.ACP.SE1.02.006		1	1	50441	24-02-20	ORGSUP 40	Resilient	E	
8	Staff Officer - National Portfolio		8.AQ.ACP.SE1.03.001		1	1	54664	03-07-17	ORGSUP 40	Resilient	E	
9					6	6	0					
10												
11	DD EXPERIENCES)											
12	Project Support Officer (Temp)	MOVE TO SECONDMENTS		Temp unit 01/04/20 - VRF03510	0	0			ORGSUP 40	Resilient	E	
13					0	0	0					
14												
15												
16	Senior Manager Professional Standards		C.PS.MAN.SM1.02.002		1	1	53747	01-06-10	ORGSUP 12	Resilient	I	
17	Analyst - Anti Corruption	Part Time - 29.6hrs	C.PS.ANT.SF1.01.001	FWA waf 01/05/16	0.8	0.8	53099	22-09-15	OPERAT 12	Resilient	E/F	
18	Analyst - Anti Corruption	Part Time - 7.4hrs		ATA VRF02895	0	0.2					E/F	
19	Vetting Supervisor		C.PS.PRS.SF1.01.001		1	1	50841	11-09-00	ORGSUP 19	Resilient	F	
20	Vetting Officer		C.PS.PRS.SE2.01.002		1	1	53167	01-07-19	ORGSUP 19	Resilient	E	
21	Vetting Officer		C.PS.PRS.SE2.01.003		1	1	53229	01-06-18	ORGSUP 19	Resilient	E	
22	Vetting Support		C.PS.PRS.SF1.02.001		1	1	53508	04-04-16	ORGSUP 19	Resilient	C	

EV9

Constable Secondment to Environmental and Wildlife Crime Officer

Job Family – Constable

Rank: Constable	Department:
Location: Environmental Agency Wales	Security Vetting:

Role Purpose
To carry out this role you must be a competent Community Safety Officer - Force Wide Architectural Liaison. Role Purpose: Our enforcement responsibilities are also extensive and we have many situations where partnership working with the police has proved invaluable, providing benefits to both NRW and the force involved.
Key Accountabilities
Role Specific
1. To support NRW officers to conduct quality investigations and operations into incidents of environmental and fisheries related offences as part of a South West Operations Team – (SWO TEAM)
2. To conduct quality investigations to prevent, reduce and detect wildlife offences, gather and distribute relevant and quality intelligence to colleagues and law enforcement partners.
3. Provide expertise, advice to officers engaged in the investigation of wildlife, environmental and fisheries crime.
4. Be the relevant police force co-ordinator and investigator of all Wildlife & habitat related offences.
5. The seconded officer will also be the police force single point of contact (SPOC) for all reported Wildlife & Environment Crime.
6. The seconded officer will be expected to assist in investigations relating to damage to or breaches of (SSSI) Sites of Specific Scientific Interest regulations and engage with the respective partner agencies as and when required.
7. The seconded officer will be part of an all Wales police attachment and may be required to work as a national team if NRW so require.
8. The seconded officer will be expected to attend nominated national meetings on behalf of their police force / Natural Resources Wales as directed.
9. The seconded officer will keep accurate force statistics of all reported wildlife & environmental incidents.
10. The seconded officer will be expected to give various presentations and training both internally and externally.
Role Generic
11. Gather and handle information, intelligence, and evidence, from a variety of sources, in line with legislation, policies and guidance, taking the appropriate action to support investigations, law enforcement and criminal justice proceedings.
12. Interview victims, witnesses and suspects in relation to appropriate crimes and investigations, to gather information that has the potential to support law enforcement objectives.
13. Conduct first line analysis of information, intelligence and evidence to determine significance, generate lines of enquiry, inform decision making and support evidence based policing.
14. Justify and professionally account for actions to ensure adherence to legal frameworks and key working principles, policies and guidance.
15. Identify opportunities for and support the exploration of new ways of working and innovation in policing, applying critical thinking to identify solutions to problems in line with evidence based practice within own area of work.
16. Support the implementation of evidence based policing initiatives by championing and applying relevant approaches to own, the teams and/or stakeholder practice.
17. Comply with Dyfed-Powys Police Policies on Staff Development, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security and act in accordance with Force Guidance documents and protocols.
Professional Registration / Licenses
Not applicable.
Prior Education
- Typically a constable is likely to have achieved a Level 3 qualification (or equivalent) prior to entry. - Completed mandatory assessments on recruitment. - Policing Education and Qualification Framework (PEQF) - From March 2019 new entrants will be required to achieve a Level 6 qualification. This could be from a Level 6 Police Constable Degree Apprenticeship, Degree Holder Entry Programme or a Pre-join Professional Policing Degree.

Continuous Professional Development

1. Maintain an up to date understanding of Police Regulations and College of Policing Guidance, best practice and any local policy applicable to the operational police context.
2. Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.
3. Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesise these into working practice, championing innovation and changes to practice.
4. Maintain a working knowledge and understanding of new and evolving crime threats and priorities and current best practice to tackle these in order to enable a pro-active and preventative approach.
5. Complete all annual and mandatory training.

Note: This role profile is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the role profile but which are commensurate with the rank. The role profile may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]		Application	Interview
Role Specific	1. Must be able to demonstrate practical experience of working on a broad range of investigations both as a team as an individual. (E)	X	X
	2. Must be able to demonstrate a knowledge and understanding of RIPA, POCA, ECHR, legislation and force policy and procedures relevant to the role. (D)	X	
	3. Must be able to demonstrate experience of preparing case files to a high standard. (E)	X	
	4. Should have experience of advising other Investigating Officers during investigations (D)	X	
	5. Should have experience of delivering training inputs and public presentations, and / or be willing to do so.(D)	X	X
	6. Must be able to demonstrate an ability to effectively work with partners. (E)	X	X
Role Generic	7. Must be able to critically question and identify potential opportunities to enhance efficiency and/or effectiveness within own area of work. (E)	X	X
	8. Must be able to demonstrate good team working skills and awareness of individual differences and providing support as required. (E)	X	X
	9. Must be able to demonstrate problem solving skills utilising the OSARA methodology (E)	X	X
	10. Must have the ability to communicate through the medium of Welsh to Level 1 or be prepared to achieve this within 6 months of appointment (E) [Click here for the DPP Welsh Language requirements]	X	

KEY: (E) – Essential / (D) – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.

EV10

Competencies Grading Overview

Competency	Interim Grading	End of Year Grading
We are emotionally aware	Competent	Outstanding
We take ownership	Competent	Outstanding
We are collaborative	Competent	Competent
We deliver, support and inspire	Competent	Outstanding
We analyse critically	Competent	Competent
We are innovative and open-minded	Competent	Competent

Objectives Grading Overview

Objective	Interim Review	End of Year Grading
1. To implement the principles of Transformational Leadership	Work in progress	Achieved
2. To improve Standards by doing the basics brilliantly	Work in progress	Achieved
3. To continuously improve, meeting the changing needs of the organisation	Work in progress	Achieved
Personal Objective	Work in progress	Not achieved

One to One Meetings
Evidence Basket
Talent Management
Archive
My Team
Under construction
Training Needs Analysis
Career Pathways

EV11



EV12



EV13



Be able to recommend ways to improve an organisation's approach to talent planning.

2.1 Make reasoned recommendations for how the organisation can maintain an appropriate number of people with the skills required by the organisation.

Retention rates at Dyfed Powys Police are high (**EV14**) and this is down to the type of organisation. It is not only public sector organisation which is attractive to many employees, but has an excellent reputation and has a friendly family type atmosphere. We also have leaders that value their employees and make you feel like they appreciate everything we do. We have core values that all employees adhere to and we recruit based on these values. As detailed in Select One (2019) Clif Bar & Company is an example of an organisation with extremely high retention rates of 97%. They attribute this to focusing on its core value, they share their mission with their employees as Dyfed Powys Police also do, and because of this the employees feel a shared sense of ownership in their objectives. According to Honestly (2017) Clif Bar have earned numerous awards and recognitions including "Best Place to Work" becoming an excellent Employer of Choice. At Dyfed Powys we always have a high number of applicants for external vacancies but since the pandemic we are experiencing four times the number of applicants – this could be due to people wanting to get into a reputable organisation within the public sector.

There are areas that were identified in our 2017 Workforce Plan that are still struggling with resilience – the most urgent being Armed Response and Detective Constables. The other area of concern was our gender gap and I have detailed below the recommendations that I would have in these areas.

With regard to Armed Response Officers my recommendation to increase our number of officers would be to introduce a 'Transferee' scheme to attract already trained officers from other forces to relocate to our area. Dorset Police Force detail 'Transferee Stories' on their website to attract applicants to transfer to their area. Dyfed Powys Police recruitment website quotes 'We are proud to be one of the safest areas to live and work in the UK, and arguably the most attractive too' – this, along with an attractive relocation package could ensure that we achieve our required numbers.

In order to address the shortfall of Detective Constables I would recommend that we consider adopting the 'Direct Entry' scheme. This type of scheme has already been incorporated for the ranks of Inspector at Dyfed Powys Police where an internal Manager joined the scheme and is now an Inspector.

The Detective direct entry scheme takes two years, whereas our existing police recruits would need to complete their promotion period of 2/3 years, then gain considerable experience before being considered for promotion to a Detective role. If as a Force it was agreed to go down this route we would have qualified Detective Constables within two years.

Also after 12 months on division the Detective Constables would then have the opportunity to move into other roles on specialist teams, including cyber crime, child protection etc. which would also help us in our other areas that require specialist officers.

Another area that needs developing within the Force would be our gender gap. Our Chief Officer group has primarily been made up of males but following the example led by other organisations we now have two female Chief Officers. IBM didn't follow the tradition of choosing their leader based on the qualities of their existing leader, which is common in succession planning as stated in Technology Advice (2018) - instead they nurtured an existing staff member who had climbed through the ranks and proved her worth. This is an excellent example of internal succession planning and we are incorporating this into Dyfed Powys with higher female officers moving their way through the ranks and we now have females in both the Deputy Chief Constable and Assistant Chief Constable roles.

Our threat from terrorism is always ongoing and has an impact on demand for specialist resources ie Counter Terrorism Officers so we are always required to be in a state of preparedness. Roles within these departments have traditionally been male dominated so we could look at holding positive action events to encourage more female applicants, as well as encouraging applicants from across all the other protected characteristic groups. The Guardian (2018) informed us that the Met launched its first ever female specific recruitment drive as they had the lowest proportions of female officers amongst the Welsh and English forces. They coincided this recruitment campaign with their centenary of women being allowed to join the Met so this is a consideration that we could look at if our female recruitment ratio remains low.

We currently offer work placements for 25 Year 11 & 12 school children annually. The students attend Headquarters for 5 days where we provide them with taster sessions from various different departments including Roads Policing, Dog Section, CID, Scientific Support etc. The students learn how to take fingerprints, complete interviews, check CCTV, call handling etc. and they leave the placement with a real interest in joining the police force. I think this is something we should build and nurture as I have seen many of these students coming back to us after completing their education with an interest in joining as police officers or PCSO's. We could look at offering more places on the course to school and college students as we have over 200 applications every year for the small number of places from local comprehensive school alone. This would allow us to build up good relationships with the local schools and colleges. We have recently introduced our staff apprenticeship scheme and received over 140 applications – we hope to nurture these apprentices and that they will stay and grow within the organisation. **(EV15)**

LO2 Bibliography

Dorset Police Website – Transferee stories, available at:

<https://www.dorset.police.uk/recruitment/transferees/transferee-stories/>, accessed 07/07/2020

The Guardian, 2018 – Metropolitan Police launch drive, available at:

<https://www.theguardian.com/uk-news/2018/nov/22/met-police-launches-drive-to-recruit-women-to-male-dominated-ranks>, accessed 02/07/2020

Honestly, 2017 – Employee Retention Strategies, available at:

<https://www.honestly.com/blog/employee-retention-strategies/>, accessed 27/07/2020

Select One (October 2019) 4 Companies with great retention rates, available at:

<https://www.selectonellc.com/blog/good-employee-retention-examples>, accessed 15/07/2020

Technology Advice (May 2018) available at:

<https://technologyadvice.com/blog/human-resources/succession-planning-real-life/>, accessed 02/07/2020

EV14

<u>Reason for Leaving</u>	<u>Count</u>	<u>%</u>
Retired	92	40.5%
Career Advancement	13	5.7%
Travel	2	0.9%
Job Content	6	2.6%
Other	1	0.4%
Domestic	4	1.8%
Resigned	40	17.6%
Career Advancement (PC for DPP)	2	0.9%
Transferred to West Mercia	1	0.4%
Retired Ill Health	9	4.0%
Deceased	1	0.4%
Transferred to Metropolitan	1	0.4%
Dismissed	4	1.8%
Resigned - Joining Regulars	18	7.9%
End of Temp Contract	1	0.4%
Resigned - PC to West Mercia	2	0.9%
Tupe Transfer to NPAS	1	0.4%
Retired - delayed	1	0.4%

EV15

Apprentice Recruitment August 2020											
No.	Name	Location	Email	Contact No.	TSU	People Services	Corp Comms	CJD	Quals	Personal State	Nr
1		Ammanford			1	0	0	0	✓	✓	
2		Burry Port			1	4	3	2	✓	✓	
3		Haverfordwest			1	4	3	2	✓	✓	
4		Llanelli			1	0	0	0	✓	✓	
5		Ammanford			1	2	3	4	✓	✓	
6		Llanelli			1	2	3	4	✓	✓	
7		Carmarthen			1	3	2	4	✓	✓	
8		Burry Port			1	2	3	4	✓	✓	
9		Llanelli			1	4	3	2	✓	✓	
10		Pontsticill			1	4	3	2	✓	✓	
11		Llansamlet			1	4	2	3	✓	✓	
12		Tenby			1	3	2	4	✓	✓	
13		Swansea			1	4	3	2	✓	✓	
14		Morriston			1	4	2	3	✓	✓	
15		Neyland			1	4	2	3	✓	✓	
16		Neath			1	4	2	3	✓	✓	

Be able to contribute to people resourcing activities.

3.1 Identify and explain the rationale for a specific resourcing activity within the organisation

Police constable campaigns at Dyfed Powys Police open annually in January and we would usually achieve two intakes from each campaign. Due to 'Operation Uplift' which was the governments campaign to increase police officers nationally by £20,000 our intakes increased from two per year to four.

We opened the campaign in January 2020 with the intention of a March, June, September and March 2021 intake. We achieved our March intake just as the pandemic hit but our June intake was cancelled with a plan to merge the June intake onto the September intake. In June the Chief Officers decided that due to budget we needed to bring in a July intake. This obviously placed pressure on me as a recruiting officer as I now had three weeks to complete all pre-employment checks and issue unconditional offers. I had already developed a recruitment timeline to work towards and we were reaching our target dates – this had to be amended to reach the new target date **(EV16)**. I liaised with all departments ie. vetting, testing, occupational health and our outcome was met.

According to CIPD (2020), length and complexity of recruitment processes can vary, and this has shown that we have to be ready for changes to the process. However, many challenges were met during this time and we achieved our goal of recruiting the officers **(EV17)**

3.2 Agree roles and responsibilities with other contributors to the activity

I contacted the relevant departments to ask for assistance in the testing stages **(EV18)** Our Specialist Ops section agreed to undertake the fitness testing in the car park in groups of 3 to adhere to social distancing instead of usual procedure of using the gymnasium **(EV19)**.

I also arranged for room bookings for drug testing and biometrics which needed to be split due to restrictions **(EV20)**

My colleagues offered assistance which I accepted as I was unavailable to complete all testing days **(EV21)**.

3.3 Identify organisational procedures and legislative requirements which underpin the activity

The police service is unique in that we adhere to rules set by the Home Office and the College of Policing.

We have many tools at our disposal including our own Occupational Health department to ensure the health and wellbeing of our staff, this gives us access to medical services if required including counselling, physiotherapy etc.

We have a recruitment and selection policy in place which we adhere to at all times **(EV22)**. The CIPD (2020) states that a key part of resourcing is attracting a wide range of candidates and Dyfed Powys Police is committed to recruiting more people from our diverse

communities in order to be fully representative of the communities we serve. We have a positive action plan and a progression strategy in place **(EV23)**.

We also hold recruitment and positive action workshops prior to the interview stage of the recruitment process for police constables. These events allow any applicants that require positive action to work with us from the beginning of the process enabling us to assist them in any way possible **(EV24)**.

We adhere to the Equality Act 2010 at all stages of the recruitment process including the online application form, health questionnaires, interviews, assessment centres and testing stages. Reasonable adjustments are offered throughout the recruitment process as advised on the ACAS Recruiting Staff Guide 2019.

The Act places a duty on us to eliminate discrimination, harassment and victimisation in the workplace. Gov.uk (nd) Police Forces have historically held a 'boys club' culture which was also prevalent in recruitment and promotions – this is no longer an issue due to our processes which are fair and transparent.

I am not sure what the future holds for the police force with regard to Brexit which seems to have been forgotten with the impact of Covid. This could have some dramatic impacts especially around the working time and right to work directives. The results of this currently remain to be seen but we are aware that changes may be imminent.

3.4 Plan and prepare for agreed role, ensuring the availability of any materials or resources required

Due the fact that the intake was brought forward it was necessary for me to contact relevant departments to inform them of the change of plan. It was imperative that resources were in place to ensure that the recruits would have airwave radios, uniforms, equipment available prior to the intake **(EV25)**. It was also essential that the divisions were aware and could plan for station locations, tutor constables (mentors). I also developed a spreadsheet to follow the progress of each applicant to ensure that we were advancing the relevant candidate as the test results came in **(EV26)**. The division Superintendent wanted background information on each candidate prior to allocating stations so I prepared a spreadsheet with applicant history which I extracted from their initial application, this allowed the divisions to match applicants to the stations **(EV27)**.

3.5 Undertake agreed role in a timely and accurate manner, in line with organisational procedures and legislative requirements.

Witness testimony from Karyn Howells, Senior Manager for Recruitment and Selection on my performance **(EV28)**.

3.6 Reflect on the effectiveness of the resourcing activity in meeting required objectives

The recruitment of police constables can be a demanding role with deadlines to be met and accuracy and attention to detail essential. The recent developments in the recruitment process have taught me to be resilient and open to change, due to the Covid pandemic I have had to make amendments to the processes. However, I met the challenge and enabled the applicants to have the best possible recruitment experience. I ensured that all applicants were kept informed throughout the process, and feel that this assists in building up a relationship of trust between the recruiter and the applicant. Due to the Covid

situation I was required to contact each applicant a few days before their commencement date to go through a pre-screen questionnaire. I also ensured that I asked each recruit if they had any concerns or questions prior to their start which alleviated any worries that they may have had. Going forward I have recommended that this is a process we carry out prior to each intake as it is a final handover from recruitment to the training department. The Chief Officers were kept updated throughout the process and were satisfied that we achieved our intake. According to CIPD (2020), First impressions matter and efforts should be made to ensure that the process is transparent, timely and fair, and this is something that I ensure that I adhere to as a Recruiting Officer at all times **(EV29)**.

LO3 Bibliography

CIPD, 2020 – Recruitment: An Introduction, available at:

<https://www.cipd.co.uk/knowledge/fundamentals/people/recruitment/factsheet>, accessed 23/07/2020

Gov. UK Equality and Diversity website, available at:

<https://www.gov.uk/government/organisations/department-for-international-development/about/equality-and-diversity>, accessed 23/07/2020

ACAS, 2019 – Recruiting Staff, available at:

https://archive.acas.org.uk/media/268/Recruiting-staff-guide/pdf/Recruiting_staff_guide.pdf, accessed 27/07/2020

EV16

Police Constable Recruitment Campaign 2020		
Recruitment Timeline		
Task	Proposed Date	Completed
Recruitment Workshops	09.12.19	Yes
Recruitment campaign opens	06.01.20	Yes
Check and sift	20.01.20	Yes
Assessment centre familiarisation event	15.02.20	Yes
Applicants attend assessment centre	17-21.02.20	Yes
Interviews	23-27.03.20	Yes amended to skype
Vetting and referencing	30.03.20	Ongoing
Fitness Testing	01-03.06.20	Socially distanced
Drug Testing	01-03.06.20	Socially distanced
Biometric Testing	01-03.06.20	Yes - date changed to 15.06.20 due to Covid restrictions
Medicals	03-16.07.20	Yes - dates amended 23.06-16.07.20 due to July intake requirement
Intake of recruits	28.09.20	Yes - also achieved July intake on 27.07.20

EV17

Police Constable New Recruits - 03/20								
Start date - Monday 27th July 2020								
Name	Training Programme	Email	DOB	Collar Number	Pay Ref	Division Posting	Station Posting	Position Ref No.
	PCDA	jacobphillips99@hotmail.co.uk	06.04.1998	1014	85174	Carmarthenshire	Llanelli	O.EL.BET.001.03.004
	DHEP		28.02.1998	1144	81645	Carmarthenshire	Llanelli	O.EL.BET.001.03.005
	PCDA		21.01.1998	1209	81125	Carmarthenshire	Llanelli	O.EL.BET.001.03.006
	DHEP		13.03.1985	954	86462	Ceredigion	Aberystwyth	VRF04406
	DHEP		09.12.1991	853	86034	Ceredigion	Cardigan	O.CA.BET.001.03.003
	PCDA		03.07.1996	1038	86439	Ceredigion	Cardigan	VRF04407
	PCDA		08.06.1996	1208	81687	Ceredigion	Cardigan	VRF04407
	PCDA		08.06.1995	119	80797	Ceredigion	Lampeter	VRF04408
	DHEP		29.10.1998	255	80822	Ceredigion	Lampeter	VRF04408
	DHEP		20.12.1994	1162	80327	Ceredigion	Lampeter	VRF04408
	DHEP		31.12.1985	520	85753	Ceredigion	Lampeter	VRF04408
	DHEP		05.07.1994	984	86918	Pembrokeshire	Haverfordwest	O.HW.BET.002.03.003
	PCDA		09.11.1999	1011	86994	Pembrokeshire	Haverfordwest	O.HW.BET.002.03.004

EV18

From: [REDACTED]
Subject: [SWYDDOGOL OFFICIAL] Biometric Testing
Date: 08 June 2020 12:10:00

SWYDDOGOL OFFICIAL

Hi All

Just to confirm we have scheduled the biometric testing in the bar for Monday 15th June 2020 with the first applicants scheduled to arrive at 9.30am. They will be arriving in groups of 3 every 15 minutes – hope this is ok.

Thanks
Cath

Kind Regards
Catherine Evans
HR Officer – Recruitment
Recriwtio Swyddog Adnoddau Dynol



Heddlu Dyfed Powys Police
Ffon Mewnol/Internal: 23060
Rhif Allanol/External : 01267 226360
E-bost / E-mail: catherine.evans@dyfed-powys.pnn.police.uk

EV19

From: [Evans Catherine](#)
To: [REDACTED]
Subject: [SWYDDOGOL OFFICIAL] Fitness Testing
Date: 05 June 2020 10:51:00

SWYDDOGOL OFFICIAL

Hi All

Just wanted to send a thanks for all your assistance in setting up and undertaking the fitness testing for the new recruits this week. It is very much appreciated ☺

Kind Regards
Catherine Evans
HR Officer – Recruitment
Recriwtio Swyddog Adnoddau Dynol



Heddlu Dyfed Powys Police
Ffon Mewnol/Internal: 23060
Rhif Allanol/External : 01267 226360
E-bost / E-mail: catherine.evans@dyfed-powys.pnn.police.uk



Hapus i gyfathrebu'n Gymraeg neu'n Saesneg
Happy to communicate in Welsh or in English

EV20

From: [Evans Catherine](#)
To: [REDACTED]
Subject: [SWYDDOGOL OFFICIAL] Drug Testing
Date: 19 May 2020 12:42:00
Attachments: [image001.png](#)
[COVID-19 DPP external visitor pre-arrival questionnaire \(004\).docx](#)

SWYDDOGOL OFFICIAL

Hi [REDACTED]

Hope you are well. We have scheduled the drug testing for 1st -3rd June starting at 9.30am – the applicants are scheduled to attend by 9am so will undertake their fitness testing prior to the first drug tests undertaken. They are coming in to HQ in groups of 3 to adhere to social distancing and they will wait in turn for their drug testing so we will hopefully have a continuous flow all day.

I have attached a pre-screen questionnaire for the collector, can you please return this to us prior to 1st June. We are using the HQ function room for the drug testing as the reception is closed – can you pass on the instructions below to the collector.

On arrival at HQ please use the car park on your right or left as you enter. We will be using the HQ function room for the drug testing and if you look across the car park you should be able to see picnic benches with double emergency exit doors behind, if you head towards the doors we will be there to meet you.

Please let us know if there are any queries or concerns.

Thanks

Cath

EV21

FW: Biometric Testing - Meeting

File Meeting Insert Options Format Text Review Tell me what you want to do...

Paste Copy Format Painter Clipboard Basic Text Names Address Book Check Names Attach File Attach Item Signature Follow Up High Importance Low Importance Tags TITUS Ribbon TITUS One Click Classification Help Select

To: [REDACTED]
Subject: FW: Biometric Testing
Location: Bar
When: 15 June 2020 08:30-17:00
From: [Evans Catherine](#)

Just to update you my colleague Katherine Hobbs will be assisting with the testing on Wednesday as I am away from the office.

Thanks Kat for your continued support and assistance.

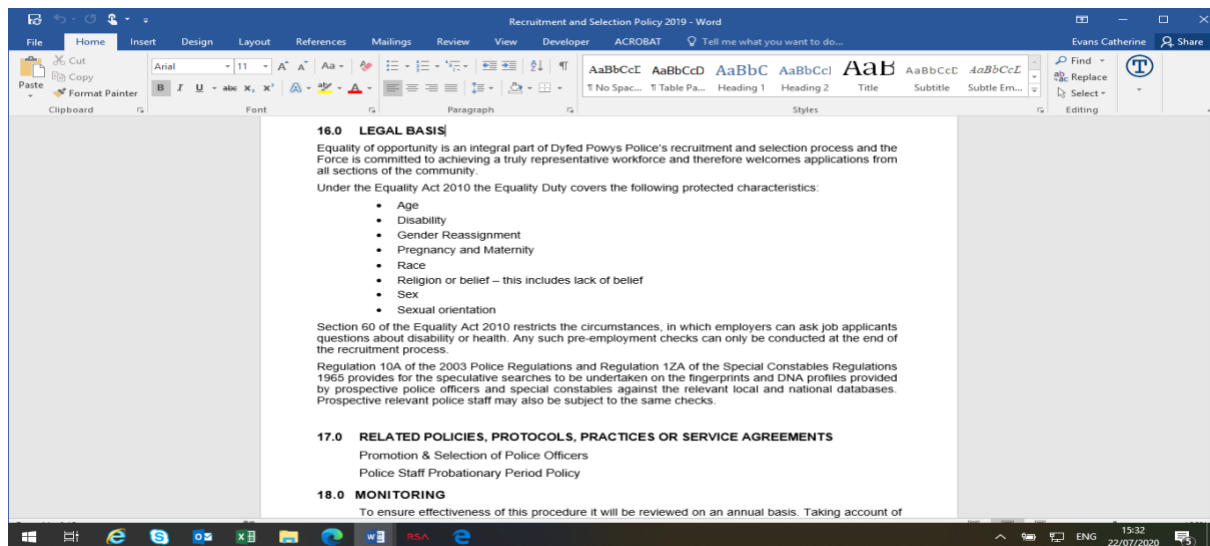
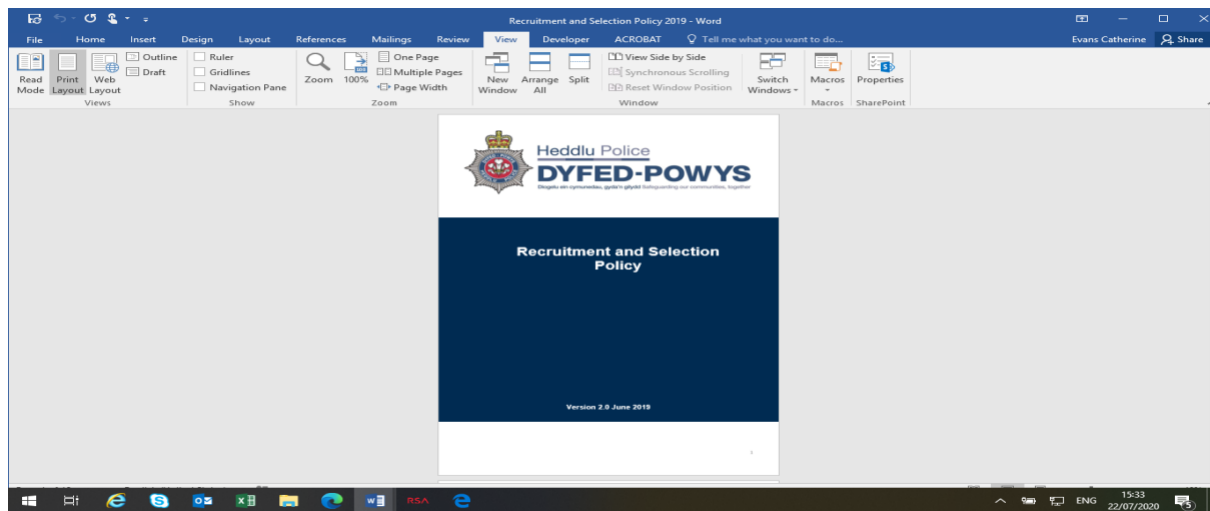
-----Original Appointment-----
From: Evans Catherine
Sent: 04 June 2020 09:18
To: Evans Catherine; Hobbs Katherine; Thomas Glan; Davies Dan
Subject: Biometric Testing
When: 15 June 2020 08:30-17:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: Bar

SWYDDOGOL OFFICIAL

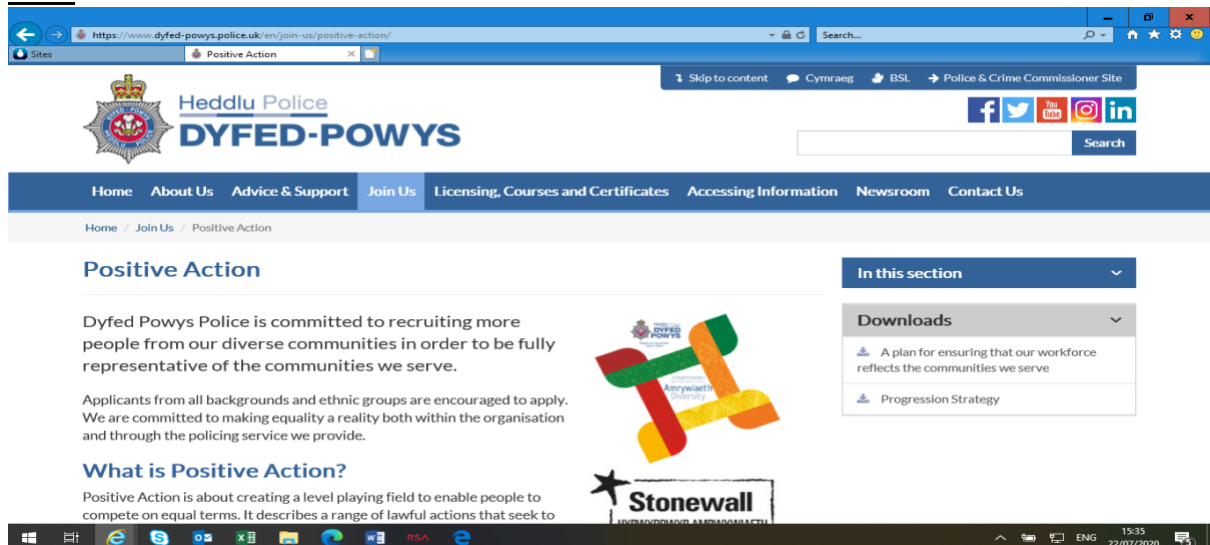
SWYDDOGOL OFFICIAL

Windows Taskbar: 15:14 22/07/2020

EV22



EV23



EV24



EV25

From: [Evans Catherine](#)
To: [HR BSU](#); [Payroll](#); [BSU - Stores](#)
Subject: [SWYDDOGOL OFFICIAL] July intake
Date: 08 July 2020 10:47:00
Attachments: [Collar numbers July 20 intake.xlsx](#)

SWYDDOGOL OFFICIAL

Hi All

Please find attached list of July intake recruits.

Payroll – I will forward completed starter information as soon as received.

HR BSU – can you please set all applicants up for NCALT's.

Stores – collar numbers as requested.

Thank you all for your assistance.

Kind Regards
Catherine Evans
HR Officer – Recruitment
Recriwtio Swyddog Adnoddau Dynol



EV26

Police Applicants Information 2020 - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
		Applicati on ID	Forenam e	Middle Name	Surname	Eligibili > Degree level qualificat ion	Gender	Assessm ent Centre: Overall Score%	Intervie w Score %	Personal Details > Email	1st Location preference	2nd Location preference	Mobile phone number	Home Telephon e	Personal Details > Contact > County	Personal Details > Town / City	Language Skills > Spoken Welsh Compete nce	Eligibili > Curren t mem ber of th e Force you are applying to
1																		
2	1	4494				Yes	Male	56	3.0	@hotmail	(Carmarthen)	Carms (Llanelli)			Out of Force	Neath	1	No
3	2	20390				Yes	Male	57	78		Pembrokeshire	Carmarthenshire			Pembrokeshire	dwest	2	No
4	3	21807				No	Male	59	50		Pembrokeshire	Ceredigion			Pembrokeshire	Haven	0	No
5	4	21162				Yes	Female	63	59		Carmarthenshire	Lampeter			Carmarthenshire	Llanelli	5	No
6	5	20360				No	Male	50	97		Carmarthenshire	Ceredigion			Carmarthenshire	en	1	No
7	6	22182				No	Male	55	59		Carmarthenshire	Any location			Carmarthenshire	en	1	Yes
8	7	20349				Yes	Female	58	75		Powys	Carmarthenshire			Powys	od Wells	3	No
9	8	20806				No	Female	57	81		Carmarthenshire	(Newtown)			Carmarthenshire	Llanelli	5	No
10	9	21371				Yes	Female	65	88		Carmarthenshire				Carmarthenshire	Port	1	No

Ready

EV27

Recruit Background Template - Excel

	A	B	C	D	E	F	G	H	I	J
	ID No.	Forename	Surname	DEGREE HOLDER	Suggested Posting	Home County	Home Town	Current Role	Background	
1	Police Constable Recruits									
2	July 2020 intake									
3										
4	1	20640		DHEP	Lampeter - due to Vetting Restriction	Ceredigion	Aberystwyth	Not currently employed	Volunteered with Youth Offending Service during University, direct working with Preventions programme, also volunteered with children with learning disabilities. Prior to working as an IDVA was an Appropriate Adult for the Youth Justice Service people when in police custody. Voluntary Community Panel Member for Resto	
5	2	21162		DHEP	Lampeter - due to Vetting Restriction	Carmarthenshire	Cross Hands, Llanelli	Personal Trainer	Fluent Welsh speaker. Competed in weightlifting competitions and has been V	
6	3	20360		PCDA	Lampeter	Carmarthenshire	Carmarthen	Customer Assistant	Currently learning to play the piano and learning to speak Italian	
7	4	22182		DHEP	Lampeter	Carmarthenshire	Carmarthen	Special Constable - DPP Aberystwyth University Student	Graduated from Aberystwyth University with a Bsc in Criminology in July 2020. Effect. Achieved Qualification - Gold AberWorks (120-hour volunteer contribution (Disabled and Special Needs)	
							Kidwelly		Fluent welsh speaker. Member of Young Farmers Club from the age of 11 successful choir, touring and performing regularly together. Member of t	

Ready

From: [REDACTED] >
Sent: 27 August 2020 16:46
To: Evans Catherine <catherine.evans@dyfed-powys.pnn.police.uk>
Subject: [SWYDDOGOL OFFICIAL] Police Officer Recruitment

SWYDDOGOL OFFICIAL

Hi Cath

I just wanted to thank you for the efficient and professional manner in which you progressed the Police Officer intake for July 2020 and provide you with feedback on the process.

As you are aware, this intake was unplanned and meant that 22 Police Officer recruits needed to be brought forward for a July intake. This was with short notice and meant a lot of work and commitment from you as the recruitment lead to ensure it happened.

You were able to overcome the obstacles posed with social distancing and modified recruitment processes during COVID-19, to ensure the relevant individuals were progressed as required. I know that you considered the individual circumstances of the applicants and only brought forward the 22 individuals who were happy to start sooner than anticipated. You also ensured that by liaising with each of the geographical Senior Management Teams, that the recruits were posted as per their requirements, whilst also balancing the needs of each applicant. You also ensured that other stakeholders in the process such as Occupational Health and Vetting were updated with the timescales to ensure that the recruitment process could be completed in time.

When I quality assured the files for each of the candidates prior to their unconditional offers, all 22 files were totally accurate with all of the stages of recruitment having been progressed and recorded as required.

Well done and thank you for all your hard work on this.

Kind regards

[REDACTED] **Chartered MCIPD**
Senior Manager Recruitment, Selection & Apprenticeships / Uwch Reolwr
Recriwtio, Dethol a Phrentisiaethau

Heddlu Dyfed Powys Police
Ffon Mewnol/Internal: 23059
Ffon Symudol/Mobile: 07966 648829
E-bost / E-mail: [REDACTED]

SWYDDOGOL OFFICIAL

EV29

From: [REDACTED]
To: [Workforce Planning Team](#)
Subject: Re: [SWYDDOGOL OFFICIAL] Signed New Employee Form & Data Protection Form
Date: 11 July 2020 08:18:57

Good Afternoon Catherine,

I just wanted to say a big thank-you for helping me through this process, and it's been an absolute pleasure going through the process of recruitment and I've enjoyed every stage of it. Thank-you to everyone at the Workforce Planning Team for making the whole process easy and enjoyable.

Kind regards,

Jack

From: [REDACTED]
To: [Evans Catherine](#)
Subject: Re: [SWYDDOGOL OFFICIAL] Well done !
Date: 26 June 2020 20:14:02

Hi Cath,

Thank you for everything you have done for me, some people would have dismissed me at the first hurdle and made me wait but I'm over the moon you've stuck with me and help me progress!

I am over the moon!

Thanks you!
Matthew.

Sent from my iPhone