

Our Ref: oPCC FOI 1152

Date: 16 February 2017

Dear [REDACTED]

**Freedom of Information Request - Reference No: 1152**

**REQUEST**

IN RELATION TO THE APPOINTMENT BELOW OF ASSISTANT PCC WOULD YOU PLEASE SEND ME DETAILS OF;

1. THE DATE THE ADVERTISEMENT FOR THE POST WAS PUBLISHED
2. WHERE THE ADVERTISEMENT WAS PUBLISHED, BY WHOM AND WHERE IT APPEARED?  
(PLEASE SUPPLY A COPY OF THE ADVERTISEMENT)
3. THE COST OF THE ADVERTISEMENT FOR THE POST?
4. THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST ITSELF?
5. THE TIMESCALE FOR THE APPLICATIONS & CLOSING DATE?
6. HOW MANY OTHER CANDIDATES APPLIED FOR THE POST?
7. WHO SHORTLISTED THE CANDIDATES?
8. HOW MANY OTHER CANDIDATES WERE INTERVIEWED?
9. WHO INTERVIEWED THE CANDIDATES?
10. WHAT WAS THE INTERVIEW CRITERIA AND SCORING METHODOLOGY FOR THE CANDIDATES?

**RESPONSE**

Section 1 of the Freedom of Information Act 2000 provides two distinct but related rights of access to information, which impose corresponding duties on public authorities. These are:

- Section 1(1)(a) the duty to inform the applicant whether or not information is held by the authority, and, if so,
- Section 1(1)(b) the duty to communicate that information to the applicant.

The Office of the Police and Crime Commissioner (OPCC) does hold some information relating to your request and this is outlined below.

1. 27 June 2016.
2. Please see the attached advert. The vacancy was advertised on the Commissioner's website.
3. No information held.
4. Only a summary of main duties and person specification was published for the vacancy and these are attached.
5. The timescale for applications was two weeks. The closing date was 8 July 2016.
6. Seven.
7. The Business Manager and a HR representative (independent).
8. Two.

9. The Police and Crime Commissioner, The Community Engagement and Communications Manager and a HR representative (independent).
10. Please see below. This is a generic scoring methodology and is used for all posts/interviews.

**Interview criteria:**

Behavioural Framework
Effective Communication
Customer and Community Focus
Planning and Organising
Respect for Race and Diversity
Resilience
Specialist Knowledge Required

**Scoring criteria:**

7. Exceptional: an outstanding applicant no development needs
6. Very good: a fully competent applicant: few development needs
5. Above average: a sound applicant: some minor development needs
4. Average: competent in some areas: development needs apparent
3. Below average: competent in a few areas only; major development needs apparent
2. Poor: little competence shown; urgent development needs
1. Unacceptable; no competence apparent; unlikely to succeed

If you are unhappy with the way your request for information has been handled, you can request an internal review by emailing this office.

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF.  
Telephone: 08456 306060 or 01625 545745  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely,

**Office of the Police & Crime Commissioner for South Yorkshire**