



# CIVIL SERVICE COMMISSION: DEPARTMENTAL OVERVIEW

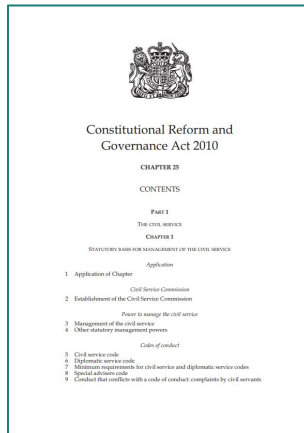
## January 2023

# Civil Service Commission Statutory Remit

## The Constitution Reform and Governance Act 2010 (CRAG)

Made requirement for recruitment to the Civil Service to be on merit, after a fair and open competition a **legal obligation**.

CRAG provides the Commission with its remit as the regulator of external Civil Service recruitment



## The Recruitment Principles

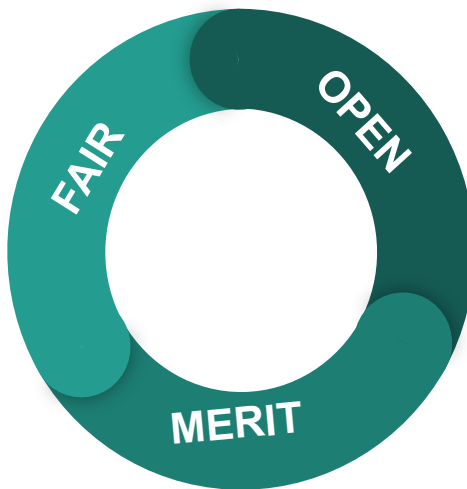
CRAG provides the Commission with the duty to publish the Recruitment Principles

This document gives our interpretation of the legal requirement and how departments must act to comply with it

# Recruitment Principles' Core Requirements

## FAIR

- ✓ All candidates must be treated the same, without bias
- ✓ Selection processes must be objective, impartial and applied consistently



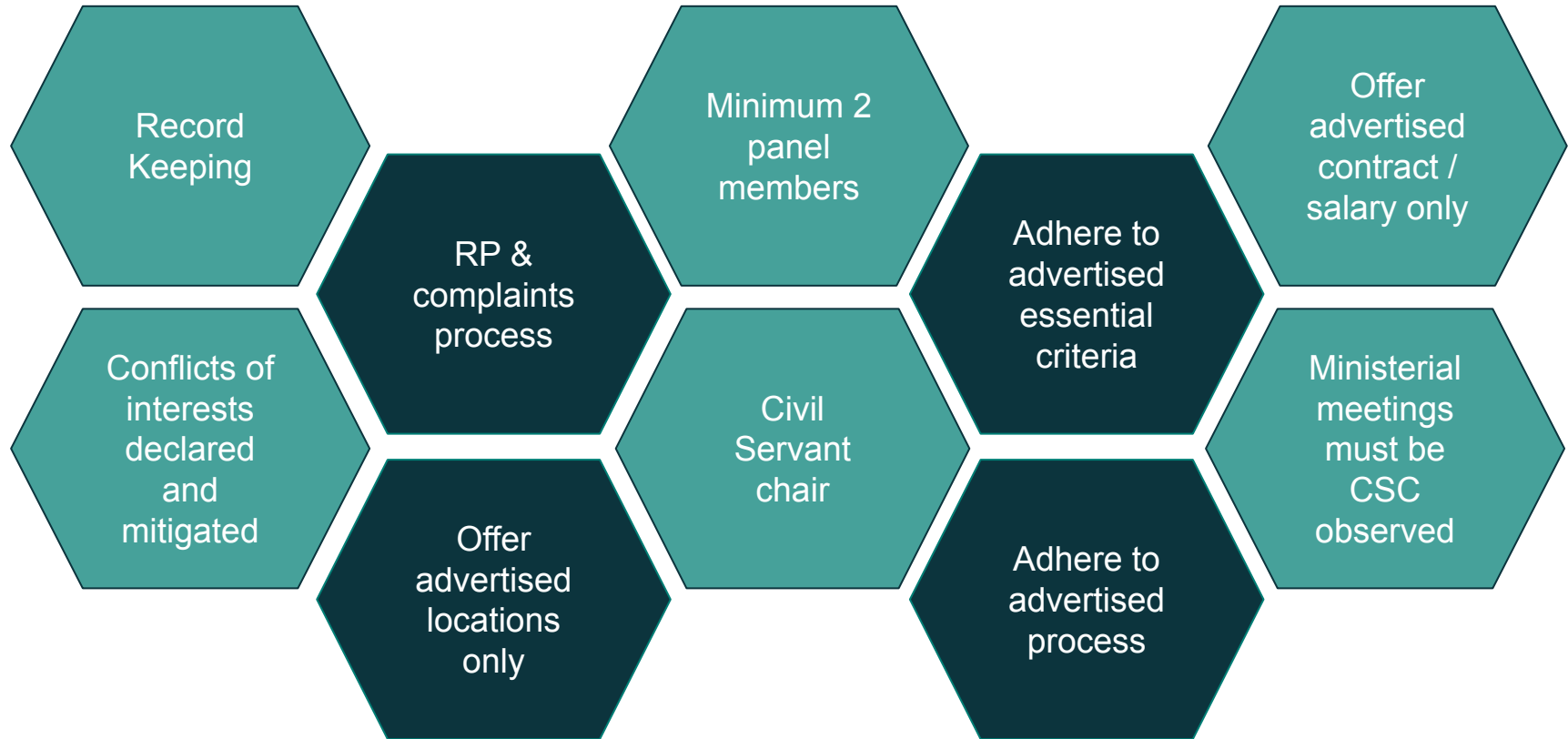
## OPEN

- ✓ Advertised publicly - anyone can access the role
- ✓ Anyone who wishes must be allowed to apply.
- ✓ Potential candidates must be given reasonable access to information about the role and its requirements, and about the selection process

## MERIT

- ✓ No one should be appointed to a role unless they are competent to do it
- ✓ Appointments must be made in merit order
- ✓ Your records must demonstrate that the assessment was consistent, and distinguish one candidate's relative merits against another

# Campaign musts



# Exceptions

CRAG 2010 allows the Commission to except some appointments, where we believe it is justified by the needs of the Civil Service or is necessary to enable the Civil Service to participate in a government employment initiative.

**By definition, such appointments are exceptional**

The Commission permits 10 main exceptions, in Annex A of the Recruitment Principles.

# Exceptions

01	Temporary Appointments	<ul style="list-style-type: none"><li>• For a period of 2 years</li><li>• To fill a vacancy urgently or on a short term basis</li><li>• Back - to - back temporary appointments</li></ul>
02	Government Employment Programmes	<ul style="list-style-type: none"><li>• Life Chances Schemes - must be accredited</li><li>• Includes; Veterans, Ex-offenders, care leavers, disabilities (see <a href="#">full list</a> on our website)</li></ul>
03	Secondments	<ul style="list-style-type: none"><li>• For inward secondments to the Civil Service from external organisations</li><li>• For a period of up to 2 years</li></ul>
04	Highly Specialist Skills	<ul style="list-style-type: none"><li>• For a period of 2 years</li></ul>
05	Former civil servants (Permanent)	<ul style="list-style-type: none"><li>• Appointed through fair &amp; open competition originally</li><li>• Appointed to the same grade at the time of leaving</li><li>• Within 5 years of leaving the Civil Service</li></ul>

# Exceptions

10

## Conversion to Permanency

- For AA/ AO grades appointed via Exception 1
- AA/AO/EO grades appointed via Exception 2
- Conversion process approved by CSC
- Must have been in post for 12 months

**Exception 6** - Interchange with the Northern Ireland Civil Service

**Exception 7**- transfers of staff from other public bodies

**Exceptions 8&9** – Tupe and non-Tupe transfers

### Commission approval is required:

- To extend an appointment beyond 2 years
- To appoint an individual who has been by Exception within 12 months of a previous appointment by Exception
- If the role is SCS2 or higher, or if the salary is at or above the minimum of the SCS2 salary range (FTE)

## One point of contact for all CSC engagement

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<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Anthea	Complaints	NotforAction	RE: Denial of justice to a victim of policing corruption and cover up.
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<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Exception	In progress	Miranda	Re: FW: URGENT - Exception request for non fair and open competition
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<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Exception	In progress	Miranda	Exception application - Good morning, Please see attached exception request
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<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Anthea	Complaints	Completed	Recruitment procedures
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Russell			RE: Advice required - breach - Hi Russell, You are correct. I have since had a conversation with
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	COMMISSIONER AVAILABILITY	Completed	Oscar	SC2 campaign - commissioner required - Hi team I am v
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<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Alex	Exception		RE: FW: URGENT - Exception request for non fair and open competition
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>				- Hi Alex, Just to

High volumes - Over 700 emails in November 2022

Wide range of queries, varying in complexity

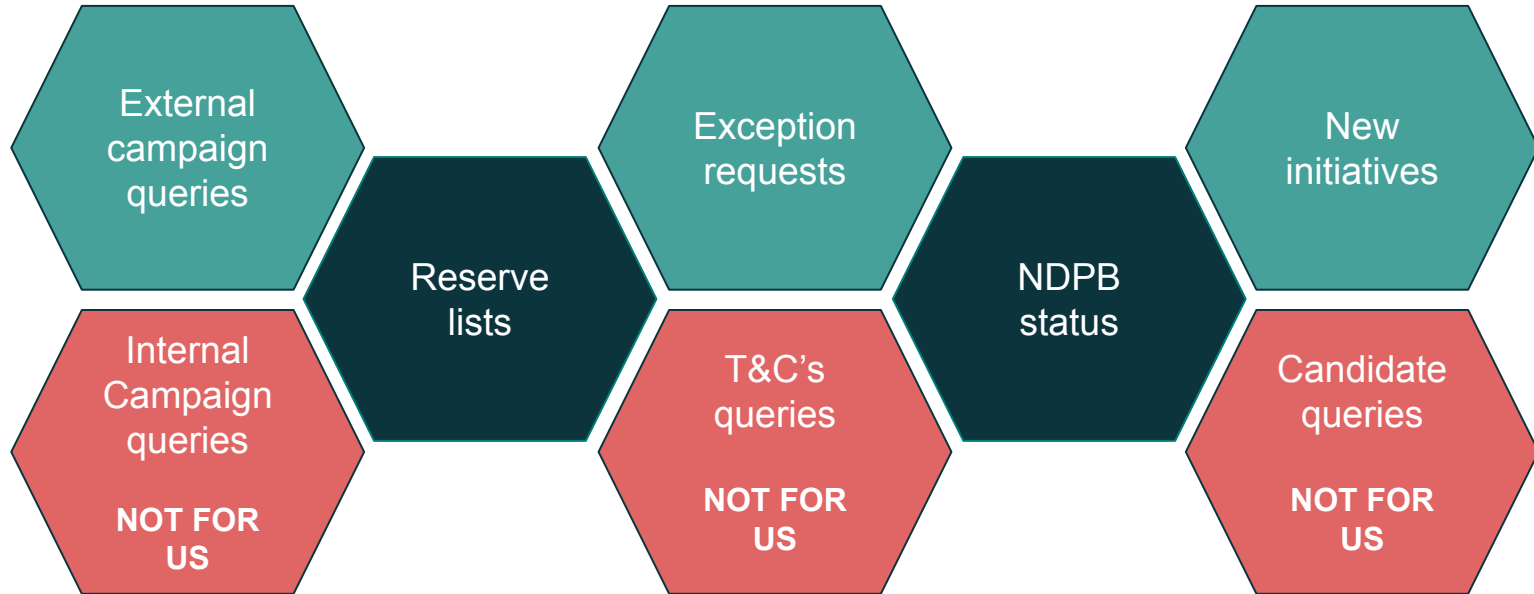
**Commission allocation and exception requests prioritised**

Contact point for 71 Civil Service organisations - please use sparingly and only when you cannot find the answer through other means

Receive a number of queries not within our remit (e.g. lots of HR requests)



# CSC guidance



# Reserve lists and NDPBs

## Reserve lists

- Retained for 12 months
- More flexibility (role, location etc.)
- If appointing to similar roles, nature and essential criteria must be sufficiently similar
- Candidates should be removed if they are offered and accept a role
- Can be used across units/organisations
- Only extended with Commission approval, in exceptional circumstances

## NDPBs

- Generally not civil servants
- Commission accredits NDPBs (on request) whose policies broadly comply with Recruitment Principles
- Accredited NDPB staff eligible for Civil Service wide competitions
- If successful, transfer into Civil Service using Exception 7
- Exception 7 does not dictate T&Cs
- Accredited NDPBs list on CSC website
- Civil Service organisations listed in CSC annual report
- Executive Agencies are staffed by civil servants. They are not NDPBs

# Alternative contacts

## CSHR Expert Services

Provide guidance on CSHR policies

- Internal/Civil Service wide campaigns
  - Terms and conditions
  - At risk staff

[contact.cshres@cabinetoffice.gov.uk](mailto:contact.cshres@cabinetoffice.gov.uk)

## Propriety & Ethics (Cabinet Office)

Ensure standards of propriety and ethics across all government departments

- Contact in the case of conflicts of interest etc.

[proprietyandethics@cabinetoffice.gov.uk](mailto:proprietyandethics@cabinetoffice.gov.uk)

## Commission medium term priorities

Embed external by default  
across all SCS recruitment

Reduce over reliance on  
reserve lists past 12  
months

Reduce excessive use of  
Exception 1 appointments

Pilot new compliance  
programme

Improve departmental  
knowledge of Recruitment  
Principles

Provide more guidance on  
specific issues - e.g.  
multi-location recruitment,  
changes to in-flight  
competitions etc

| PRAGMATIC | TIMELY | CLEAR | DRIVE ACCOUNTABILITY |

# Civil Service Commissioners



**Gisela Stuart**  
**First Commissioner**



**Paul Grey**



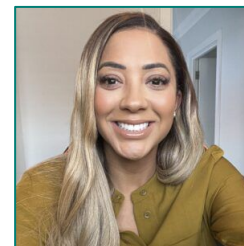
**Martin Spencer**



**Sarah Pittam**



**Paul Kernaghan**



**Joanna Abeyie MBE**



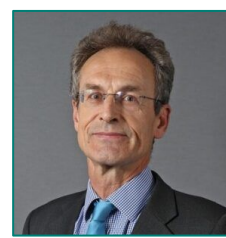
**Lea Paterson**



**Atul Devani**



**Liz Walmsley**



**Stephen Cohen**



**Chris Pilgrim**

Chair SCS  
competitions

Set CSC  
strategy

Compliance  
oversight

SCS3 Exception  
approvals

Complaints  
adjudication

# SCS Recruitment

## The role of Commissioners

Commissioners chair SCS campaigns as substantive members of the panel, providing independent oversight of the process to ensure senior roles within the Civil Service are recruited compliantly with the Recruitment Principles.

Commissioners ensure that appropriate measures are in place to attract a strong and diverse field of candidates, ministerial priorities (such as Places for Growth) are promoted, ministerial engagement is observed and that best practice is shared across the Civil Service.

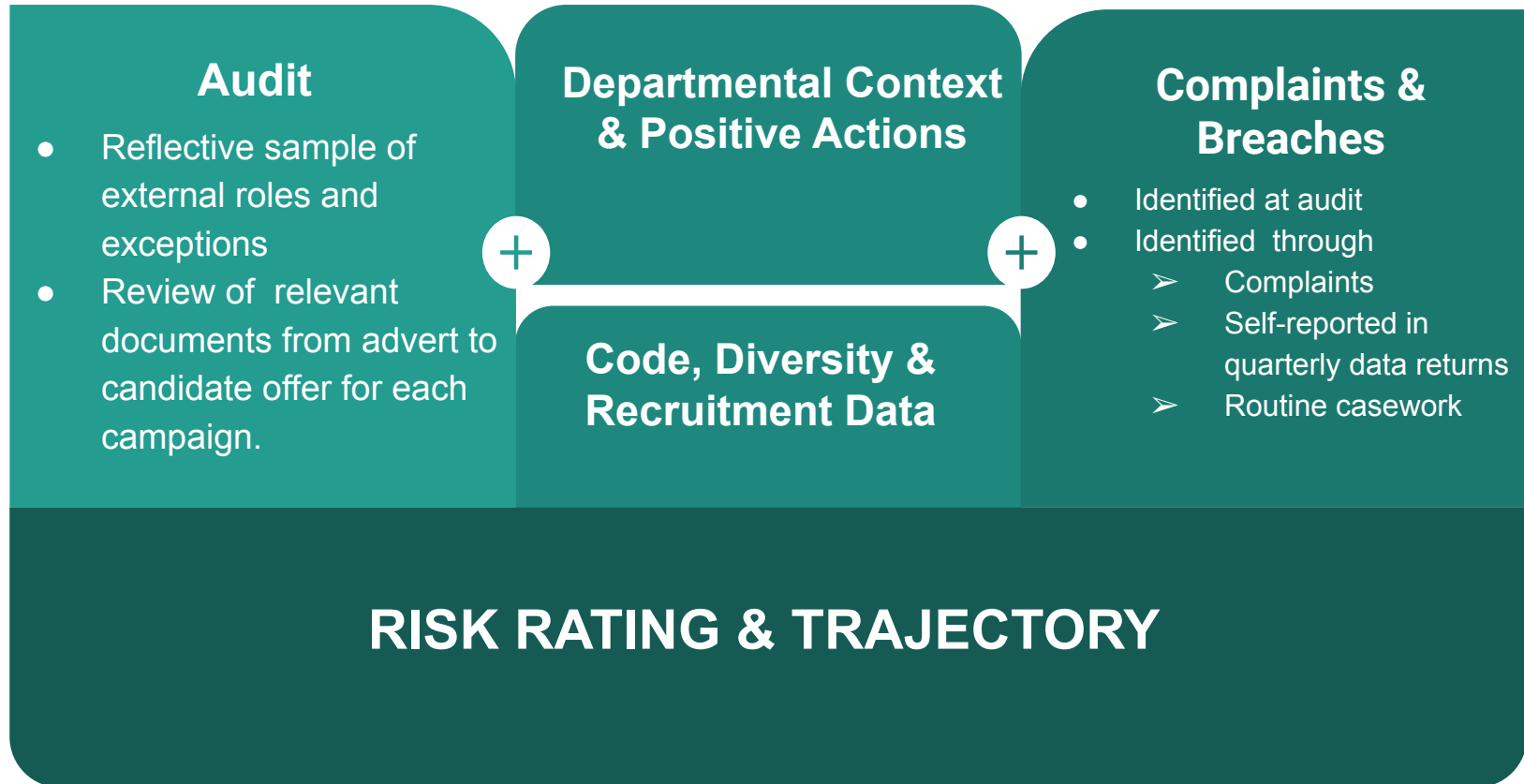
## External by default

Since May 2022, all SCS vacancies must be advertised externally by default, with exceptions requiring ministerial approval in each instance. This requirement significantly increases the number of campaigns which require a Commissioner chair.

In addition, the Commission is currently reviewing its oversight of SCS1 and SCS2 competitions, with a view to increasing the level direct oversight of SCS1 campaigns. Once confirmed, the new regulatory framework will be shared with departments as soon as possible.

Current commissioner competitions by grade	
Permanent Secretary	All campaigns - First Civil Service Commissioner
SCS3 - Director General	All campaigns - Link Commissioner (if applicable)
SCS2 - Director	Currently external campaigns only - Internal campaign scope TBC
SCS1 - Deputy Director	Internal and external campaigns - scope TBC

# Compliance Overview



## 2022/23 Civil Service Commission Compliance scorecard

**Good**

Rating for 2022/23

**Static**

Trajectory for 2023/24

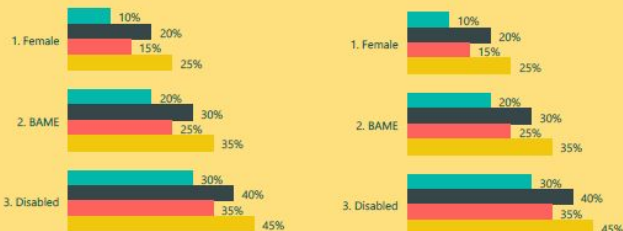
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### Test Department

#### Diversity

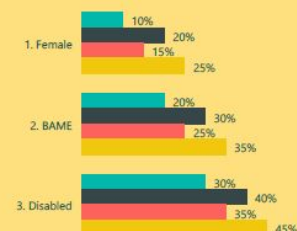
##### Diversity of staff

● Civil Service ● CS Average ● SCS ● SCS Average



##### Diversity of recruitment

● Below PB2 ● Below PB2 CS ... ● PB2+ ● PB2+ CS Aver...



#### Civil Service Code

10%

DO1 Awareness

15%

DO2 Raise Concern

20%

DO3 Confidence

#### Recruitment

50

Fair & Open Recrui...

25

Total Exceptions

12

Breaches

This is a test

(Blank)

First All Recruitment as a % CS Recruitment

700

Departmental headcount

#### Departmental context

##### Departmental Context

##### Strategic Context

• This is a test. Each department will need to fill in their departmental context, broken down by operational context and strategic context.

##### Operational Context

• This is also a test. Each department will need to fill in their departmental context, broken down by operational context and strategic context.

#### Positive departmental action

##### Positive Action

• This is also a test. Each department will need to fill in their positive actions.



# Complaints

The Commission is responsible for hearing complaints on appeal under the Recruitment Principles and the Civil Service Code.

## Recruitment Principles

- Must be investigated in department first
- Usually must come to Commission within 12 months
- Won't replay campaigns or rescore
- Vetting/pre-employment checks not usually within our remit

## Civil Service Code

- Must be a civil servant
- Must be investigated in department first
- Usually must come to Commission within 12 months
- HR matters are outside remit