



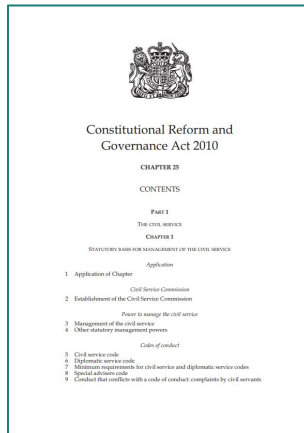
CIVIL SERVICE COMMISSION: DEPARTMENTAL OVERVIEW

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

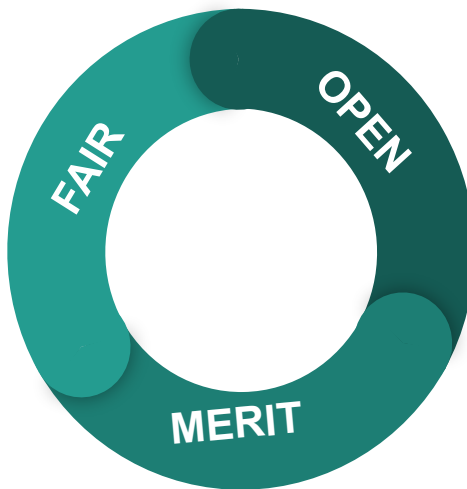
CRAG provides the Commission with the duty to publish the Recruitment Principles

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 equally, without bias
- ✓ Selection processes must be objective, impartial and applied consistently



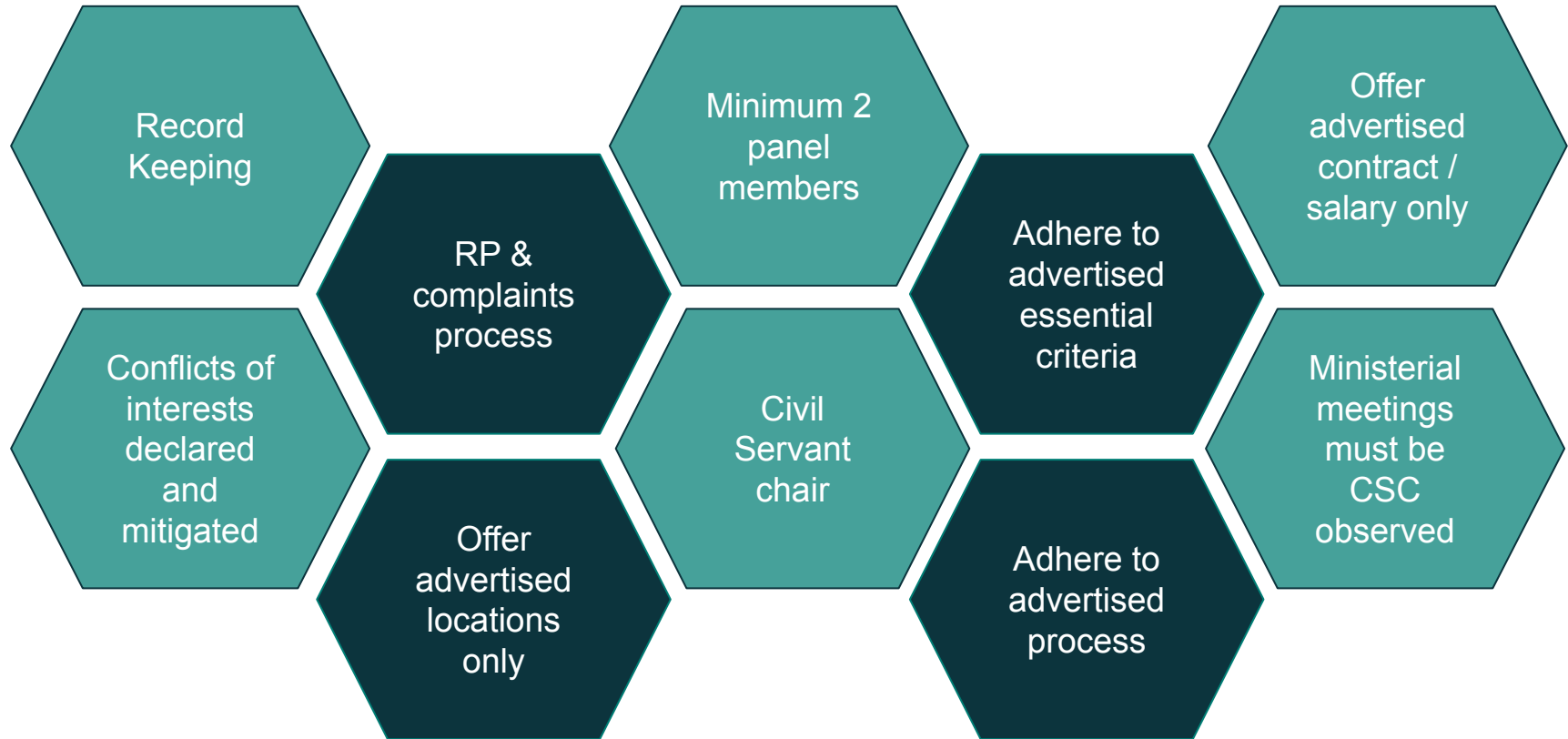
OPEN

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

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

<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Completed	Oscar	.../Commissioner chaired ...	RE: Lead Commissioner - Hello Alex Thanks very much for your em
<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.
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Completed	Oscar	Panel report	Panel Report and Diversity Data for the
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>				Off
<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
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	COMMISSIONER AVAILABILITY	Completed	Oscar	RE: OFFSEN: New Commissioner Needed Urgently - Hi Oscar, Th
<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
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>				
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	COMMISSIONER AVAILABILITY	Completed	Oscar	RE: PB2 - Director for
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>	Completed	Exception	Miranda	Extension requests for
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>				- Hi Jack / Team,
<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"/>				Specialist
<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
<input type="checkbox"/>	<input type="star"/>	<input type="reply"/>	<input type="reply"/>	<input type="reply"/>				
<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 650 emails in January 2023

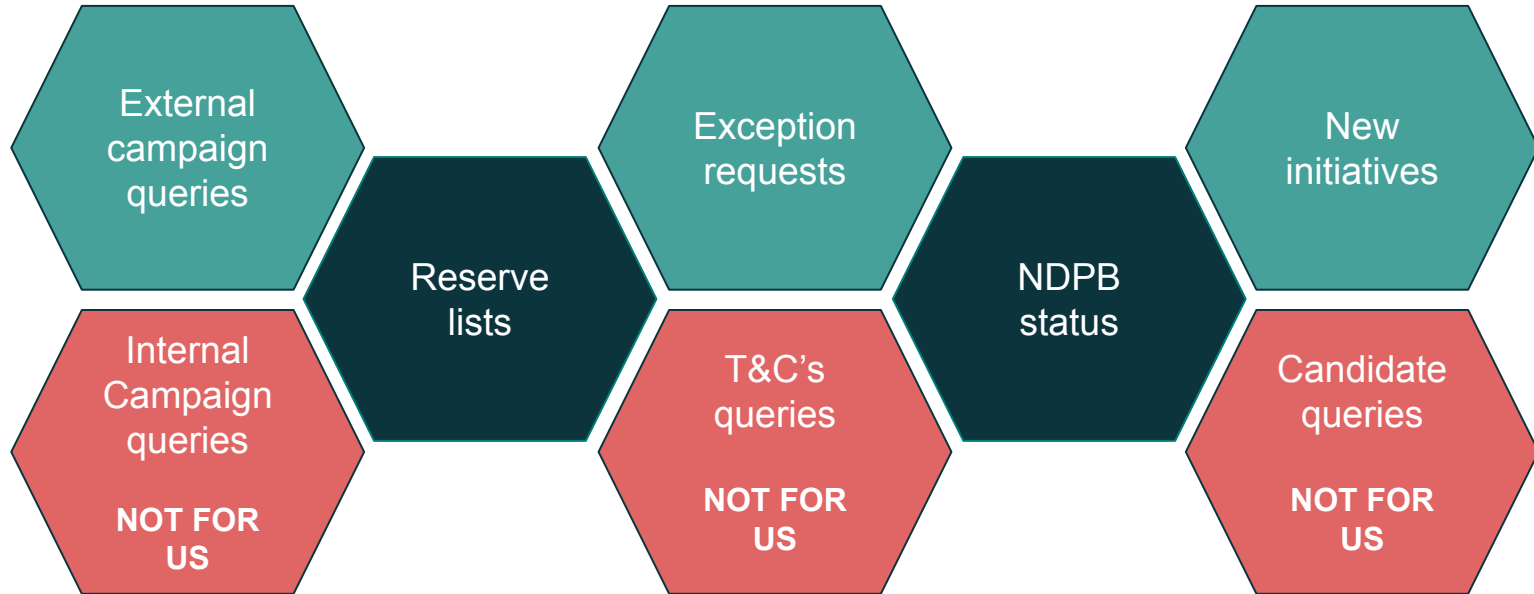
Wide range of queries, varying in complexity

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

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

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



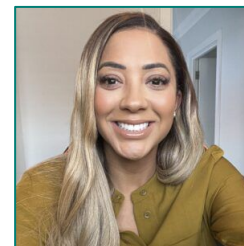
Martin Spencer



Sarah Pittam



Paul Kernaghan



Joanna Abeyie MBE



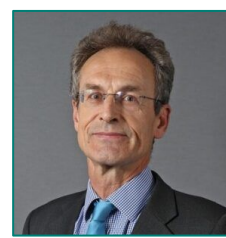
Lea Paterson



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.

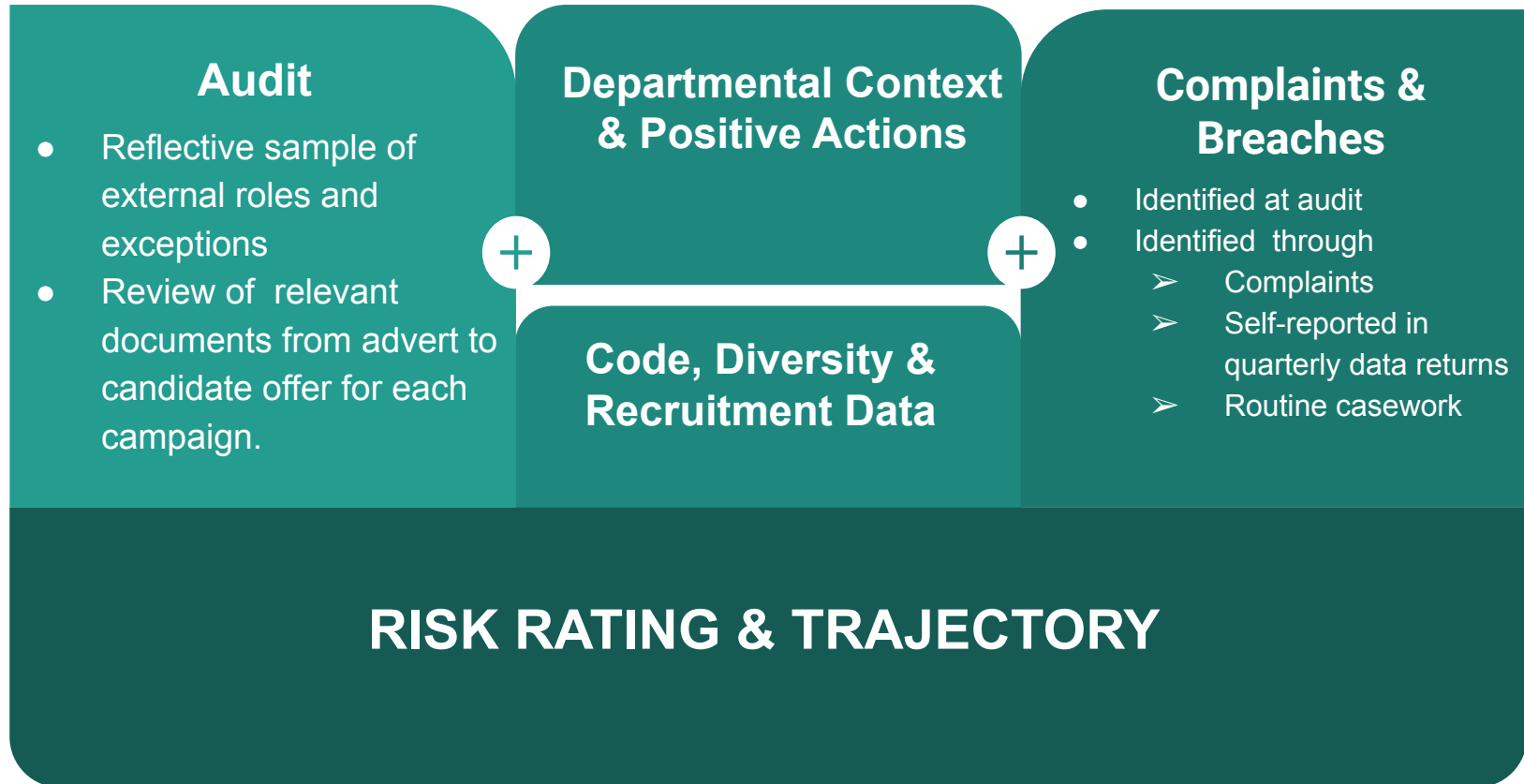
External by default

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

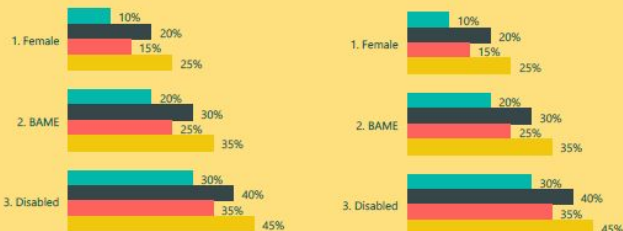
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Test Department

Diversity

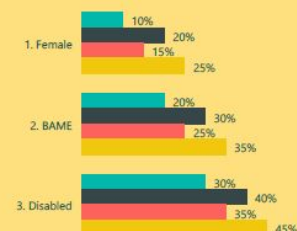
Diversity of staff

● 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