

## Practice Note in Relation to Canvassing

This guidance has been developed in order to set out the Authority's practice in relation to canvassing in accordance with the policy set out in section 9.9 of the Authority's Code of Conduct as follows:

*"The Authority will not tolerate canvassing in any circumstances related to its functions, in particular in relation to its statutory appointments function, or to any aspect of policing or the broader justice system.*

*Canvassing consists of any approach or presentation, direct or indirect, on one's own behalf or on behalf of another, which is intended, or can reasonably be perceived as intended, to secure advantage or preferment. Members and staff will note and report any such approach to them to the Chairperson, CEO or Chair of the Audit and Risk Committee, as appropriate.*

*Furthermore, members or staff will not provide character reference to any past or serving employee of the Garda Síochána (whether civilian, reserve or sworn member) to any persons seeking positions in the Garda Síochána."*

In the event of any member of the Authority, staff or agents of the Authority being approached in this manner they should:

- Indicate that it is not appropriate for them, as a member or staff member, or contractor (or a member of a selection board) of the Authority to continue the conversation and indicate that further information is available on the Authority's website or as detailed below;
- Report the details of the approach to:
  - In the case of Authority members or the Chief Executive, the Chairperson of the Authority or, in her absence or where the person reporting is the Chairperson, the Chair of the Audit Committee;
  - In the case of staff, contractors and other agents of the Authority, the Chief Executive or, in her absence, the Secretary to the Authority;
- Make a note for their own record of the engagement, including:
  - The fact that they were approached;
  - Relevant details (by whom, on whose behalf, in relation to what, date, etc.);
  - The response given; and
  - The fact that the event was referred to the Authority contact point (who, when)

While an approach may be made with the purpose of seeking information, as opposed to seeking preferment, for the avoidance of doubt the Authority's policy requires that all requests be treated in a strictly consistent matter. Consequently, when a recruitment or procurement competition is underway, all persons with requests for information about the Authority, its functions and processes, should:

- Be referred to information available on the Authority's website at [www.policingauthority.ie](http://www.policingauthority.ie);
- Make a request by email at [info@policingauthority.ie](mailto:info@policingauthority.ie)
- In the case of a procurement process, follow the process set out in relevant request for tender document for raising queries in relation to the process; or
- Telephone the Authority at 01-8589090

Where the request relates to Garda Síochána functions and processes or terms and conditions of Garda employment, the requester will be referred directly to the HR Directorate of the Garda Síochána.

This practice will ensure that queries are dealt with in a consistent manner and will allow the provision of the same information to all enquirers. It is the Authority's practice to publish the responses to Frequently Asked Questions ('FAQs') in relation to ongoing processes on its website.

### **Selection Competitions**

It is acknowledged that prospective candidates for selection competitions may seek, as part of their preparations for their candidature, to undertake research in relation to some or all of the following issues and they could be referred to the contact points noted below:

- The Policing Authority website, which has published information available about the role of the Authority [www.policingauthority.ie](http://www.policingauthority.ie)
- The Garda website which has information about the Garda Síochána and policing in Ireland [www.garda.ie](http://www.garda.ie)
- The Garda Competitions page on the Authority website at [www.policingauthority.ie](http://www.policingauthority.ie) which has information about the particular selection competition, including such documents as the Statement of Practice, Candidate Information Booklet, Application Form and Frequently Asked Questions.

The Authority's Appointments Unit, which can be emailed at the email address provided on the website for the specific competition concerned or can be phoned at 01-8589058.

- Information about the terms and conditions of the rank and/or post being recruited for – refer to Appointments Unit at 01-8589058 where they will be redirected to an appropriate contact in the Garda HR Unit for direct response to their query.

The Authority's Appointments Unit will note all queries received and publish the response to queries as FAQs on the relevant selection competition section of the website so as to provide clarifications and answers to queries in a fair and transparent manner to all potential candidates. A link to the FAQs has been provided to the Garda Síochána and the PSNI so this can be made available through internal portal/message boards systems in those organisations.