

17 June 2025

FOI Ref 21460

Request - You asked us the following:

Can you send me details on what is involved in their step-in support sessions . Can I have this information by the 27th of June please

I have see this We use positive action to encourage potential candidates from underrepresented groups through targeted step-In support and advice sessions. If you have the skills, experience and values, that here in Staffordshire Police we pride ourselves on, then we would welcome you to apply.

There will be Step in support sessions throughout the selection process. For more information on Positive Action please email the team on positive.action@staffordshire.police.uk

We received your request on 12/06/2025 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

Staffordshire Police holds the requested information.

- Can you send me details on what is involved in their step-in support sessions . Can I have this information by the 27th of June please – **Disclosed, here at Staffordshire Police we hold Step In Support sessions for candidates from underrepresented groups or protected characteristics, that have been identified by the Equality Act 2010. Invites are sent out to candidates, that have identified themselves, via the recruitment process, with one or more protected characteristics to attend a Microsoft teams presentation. During the session a member of the Equality Diversity and Inclusion Team shall talk through what they can expect during each part of the process and ideas of how they can prepare. For example, they may be preparing for the face to face interview so the host would go through basic interview techniques of staying calm, giving plenty of travel time or how to set out their answers so they can ensure they present their evidence and understanding to the best of their ability.**

Please be advised that all Freedom of Information request responses are published on the Staffordshire Police website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Staffordshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:



STAFFORDSHIRE
POLICE

foi@staffordshire.police.uk

Or by Post to:

Central Disclosure Unit
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Central Disclosure Unit within two months of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The Central Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO Website for complaints link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Central Disclosure Unit