



Bedfordshire, Cambridgeshire & Hertfordshire Inspectors Promotion Process

Candidate & Line Manager Guidance

1.0 Introduction

This guidance document has been prepared to guide you through the promotions process and give you all the information you need for the process.

This selection process is aligned with step 3 of the National Police Promotions Framework (NPPF). The purpose of this step is to assess candidates' potential to perform at the next rank against the relevant behavioural competencies and to provide a robust and fair mechanism to broadly match the number of successful candidates to the number of expected vacancies. Further information on the NPPF can be found in appendix 1.

2.0 Information to Candidates

Candidates will be expected to have already started a development / career progression dialogue with their line manager which will be evidenced in their My Conversation record. Candidates should have been considering their career pathway, discussing and agreeing their professional development with their line manager for many months prior to applying for promotion. If not, it is unlikely candidates will be supported.

Candidates are strongly advised to read this guidance and to familiarise themselves with this and the application form prior to starting their application.

The Chief Officer lead for this process is A/DCC Bill Jephson.

3.0 Eligibility to apply for promotion

Candidates must meet the following requirements:

- Must have successfully passed the probation period and have been confirmed in rank
- Must be a serving substantive Sergeant in a Home Office force for promotion or a serving substantive Inspector in a Home Office force for lateral transfer
- Be qualified to OSPRE Part 2 or have a valid NPPF step 2 – Legal Knowledge Exam (valid for 5 years)**
- Candidates applying for the Detective pathway must be qualified and hold a valid National Investigators Exam (NIE) and PIP2 which is maintained and in license.
- Not be subject to a formal improvement plan relating to performance or attendance
- Not have been the subject of a written warning with the previous 12 months or been the subject of a final written warning in the last 18 months
- Not have been subject to other disciplinary sanction imposed by a misconduct hearing within the previous 12 months

******Candidates awaiting NPPF legal examination results can apply for the promotion process, however candidates may only proceed to the board stage if they pass. Candidates should inform the resourcing team immediately if they do not pass the exam and will be withdrawn from the process.

4.0 Information Event

All candidates have access to a virtual information session delivered by Chief Officer Lead T/DCC Bill Jephson who will provide information and advice on the process and focus on what we are looking for in our leaders.

Live FAQ session

Following the start of the process there is an opportunity to dial in to a live question and answer session with the Chief Officer lead and Resourcing Manager which is scheduled for:

- Thursday 09th January 2020, 09:00 hours - 09:30 hours
- Friday 10th January 2020, 16:00 hours - 16:30 hours
- Saturday 11th January 2020, 11:00 hours - 11:30 hours

If you would like to attend, please send confirmation to promotions@bch.pnn.police.uk and skype details will be made available.

5.0 Pathways

5.1 Acting Pathway

It has been recognised candidates may wish to apply for acting opportunities however are not yet at this stage in their development to apply for promotion to a substantive post.

All officers applying for the Acting Pathway must provide evidence of their commitment to career progression to Inspector via the full promotion process within 3 years.

Line Managers may support candidates for this pathway only if they do not feel the candidate is ready to go through the full promotions process.

Candidates put forwards for this pathway are required to fully complete their application form which will be assessed at the shortlisting stage. It is a requirements for candidates to meet the required standards in order to be included onto the acting list. At this point in the process candidates will exit the process.

5.2 Detective Career Pathway

The detective promotions process now runs in line with the BCH annual promotions calendar with the promotions process to rank incorporating two strands:

- Promotion to rank – subsequent posting into a uniform role (subject to vacancies)
- Promotion to detective (at that rank) – subsequent posting to a detective role (subject to vacancies)

The normal Bedfordshire, Cambridgeshire and Hertfordshire promotions process will apply with the following amendments;

- When expressing an interest, candidates can choose to apply for the detective pathway, subject to eligibility
- At interview stage, additional questions will be asked for those following the detective pathway
- Candidates must meet the standard of the rank; this means if a candidate fails the detective element but passes the main board, they will remain eligible for promotion to a uniform role (subject to vacancies)

Please note, candidates must pass the core element of the board and the detective element to secure a promotion to detective rank (subject to vacancies).

In the event that there are not enough detective vacancies for the number of candidates who pass the detective element of the board, those candidates will retain a detective board pass for 12 months and will remain eligible to be posted into a uniform role.

5.3 Pre-Skilled Detective Pathway (internal candidates)

Officers who have previously been a qualified detective who have not secured a detective board pass or detective posting following participation in a previous process will be invited to reapply annually in line with the BCH Promotions Process for the detective element of the board, subject to providing evidence that they have successfully maintained PIP 2, and have support from their 1st and 2nd line manager. Successful officers will be included in the Detective Board Pass list and be posted based on ranked performance in the board. If there are not sufficient vacancies they will retain a detective board pass for 12 months.

6.0 Application Process

The first stage of the promotion process invites candidates to complete an application form, which along with providing some basic personal information asks candidates to confirm they meet the eligibility criteria and provide evidence against three of the six competencies required at Inspector rank as specified in the Competency Values Framework at level 2.

As part of the application, candidates are asked to submit evidence of their experience and achievements as well as development activities towards promotion.

Once complete, candidates should submit their application form to their line manager. Line managers are asked to add comments indicating whether they support the candidate for promotion or not, and provide a detailed rationale for their recommendation. The line manager will then send the candidate's application to their Senior Management Team member for final review and determination.

Please note the Senior Management Team member may overturn the decision of the first line manager.

It is a requirement for candidates to have an up to date competent My Conversation record.

If your first line manager is not substantive, please refer to your second line manager.

Where an application is not supported, this must be clear with a supporting rationale. The full form should be submitted (for purposes of transparency) and the Line Manager must meet with the candidate to explain why they have not supported them prior to the submission of the form.

6.0 Shortlisting & Moderation

All supported applications will be assessed independently by local force representatives before coming together at the end of the shortlisting period to review applications and agree a final score.

Panel Members:

Bedfordshire

- Joanne Walker
- Superintendent Jaki Whittred

Cambridgeshire

- Detective Superintendent Mike Hills
- Superintendent Laura Hunt

Hertfordshire

- Superintendent Marc Attwell (Herts)
- Detective Superintendent Stuart Cheek

Once panel members have agreed on a final score, they will attend a moderation meeting with the Chief Officer lead and Resourcing Manager.

The purpose of the meeting is to ensure that across the three forces, forms have been marked consistently and the levelling of the evidence along with the marks awarded across the three forces is of a similar standard and any differences in judgment between individual markers can be acknowledged and addressed.

8.0 Board (Presentation & Interview)

Candidates who meet the required standard following the shortlisting and moderation stage will be invited to undertake an interview, conducted by a representative panel from Bedfordshire, Cambridgeshire and Hertfordshire.

The interview and presentation format is structured and competency based, using the Competency Values Framework (CVF) at level 2 which will explore behaviours and underpinning values. Candidates should be prepared to talk about examples of how they are currently meeting the required standards for the rank and also have given thought to how they might work once promoted.

Questions are designed for all candidates to be able to answer e.g. are able to be answered hypothetically and without any acting experience. Candidates will be asked about past experiences as well as what they would do if they are promoted. Candidates should be prepared to talk about both and give examples.

The panels will run on a carousel approach with each panel asking three competency based questions.

Candidates following the Detective pathway will also run on a carousel approach with each panel asking four questions in each panel room, consisting of three competency based questions followed by one detective structured question which will be operationally focussed.

All candidates at this stage in the process will be assessed in terms of their suitability at interview. Each candidate will be identified as either;

- ready for promotion now – these candidates will be promoted to rank as vacancies allow
- not ready – these candidates will be considered to have development requirements before they are ready to operate at the next rank

Candidates who do not reach the standard will be encouraged to work with their line manager focussing on the development areas and will be eligible for a place on the acting list (see 12.0).

The dates for the boards will be advertised at the start of the process and it is essential candidates are available for these dates.

The dress code for the board will be smart business attire or police uniform.

9.0 Disclosure

Candidates and panel members will be asked to disclose any associations, relations, and conflicts of interests that they may have in advance of shortlisting and panel sessions. The names of shortlisting panel members will be made available in advance to all candidates on [iQuery](#). Candidates must declare at the point of application. Disclosures must be made to the Resourcing Manager (via promotions@bch.pnn.police.uk).

It is accepted that officers of a senior rank involved in selection are likely to have worked closely with candidates. Disclosure should therefore be made where there is a close personal relationship or social association, if the candidate is a direct report or if there has been any other working relationship that either party feels may be construed to give them an advantage/disadvantage in this process e.g. mentoring.

Any disclosure will be reviewed by the Resourcing Manager with, if necessary, reference to the Chief Officer lead for the process to identify any mitigating action that may be appropriate to ensure all candidates can proceed through the process in a fair and equitable way.

10.0 Professional Standard Checks

Candidates submitting an application are required to declare they meet the criteria outlined in section 3.0. At the end of the promotions process final checks (e.g. vetting, PSD record review) will be carried out for all successful candidates. Candidates will only be posted on promotion if all checks are successful.

Candidates under investigation (Regulation 15), may apply, however, if the candidate is successful through the process they will not be eligible to be posted on promotion until it is confirmed no formal sanction will be applied.

The final determination will be made by the local Force Deputy Chief Constable who will make a determination on advice from Professional Standards.

11.0 Complaints Process **please note this process falls outside of the BCH appeals process

Candidates may only make a complaint on the following grounds:

- There is a perception that there has been discriminatory practice (in line with the Equality Act 2010).
- There is evidence of a fundamental procedural error.

A complaint may be considered to be ineligible if it can be described as one or more of the following:

- The complaint is over the 7 day timescales and there are no exceptional circumstances surrounding this.
- The complaint reveals no facts, evidence or circumstances which could reasonably support the complaint.

Complaints must be submitted in writing to Laura Mills, Resourcing Manager (laura.mills@cambs.pnn.police.uk) **detailing the full grounds and providing evidence for the complaint against the grounds cited above.** Complaints must be received within seven days of the issue occurring e.g. within seven days of being notified of the shortlisting outcome or final result.

Candidates are strongly advised, where possible, to seek feedback from the panel prior to submitting any complaint as this may answer the query or resolve the concerns. However, if this causes a delay in submitting the complaint, the complaint should be submitted with an indication that feedback is awaited from the panel.

Upon the receipt of a complaint, the Resourcing Manager will make an initial assessment and determination.

Substantiated complaints will be presented to the Chief Officer Lead for review and determination. Supporting documents (as appropriate) should be provided with the complaint.

Complaints which fall outside of this procedure will be referred back to the candidate.

In most cases, the Chief Officer will carry out a paper based review and will consider the candidates written complaint, the process paperwork and any other relevant supporting documents.

In some cases, the Chief Officer may include a discussion with the individual raising the complaint and any other parties involved. Once the Chief Officer has explored the issues raised in full, the candidate will receive written communication of the outcome.

The decision of the Chief Officer is final.

12.0 Postings

Outcomes can be:

- Temporarily promoted and posted - commence twelve months WBA
- Substantively promoted and posted commencing WBA
- Board passed and remain eligible for a promotional posting during 12 month board pass validity period
- Lateral transfer; either from one BCH Force to another OR into a detective role.
- Please Note that officers with a detective board pass can be posted into uniform roles if there are not enough detective vacancies

- If an officer refuses to take up their posting following a promotion, they will be withdrawn from the process unless the circumstances are deemed exceptional by the relevant Executive team.

Acting list compilation principles

- Board passed candidates who have not been promoted – ranked
- Candidates who were unsuccessful at board – ranked
- Candidates who were unsuccessful at shortlisting
- Candidates who applied for or supported for the acting pathway only
- Part 1 or 2 qualified officers who did not apply for the process – to be used in exceptional circumstances or when the list has been exhausted

Whilst this is a joint process being run on behalf of three forces, the decision on who to substantively promote will be based on local force requirements in line with the BCH Postings Policy and Procedure.

External Candidates

External candidates will transfer to the lead force of the area of discipline e.g. Bedfordshire is the lead force for Joint Protective Services.

External candidates who are successful through this process will be provided with a conditional offer to transfer on promotion. This offer will be subject to pre-appointment checks being satisfactory. These checks will include medical, vetting, references, fitness test and biometrics. Only once these checks are complete and satisfactory will a start date be agreed.

Candidates may also be required to provide additional information at this stage, including copies of PDR's, training and postings history.

13.0 Work Based Assessment

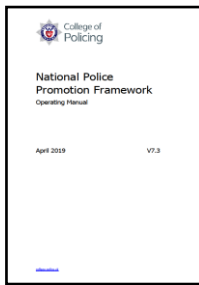
The NPPF step 4 qualification is assessed against criteria through work based assessment. The candidates are supported by the Qualifications & Assessment team, who provide briefings on the requirements, and assign assessors. The period for assessment is 12 months. This period can be extended under 'extenuating circumstances' this would include extended periods of sickness but specifically not pressures of workload.

A panel reviews all candidates progress with the qualification, and any development issues identified at four, eight and 11 months. A candidate can be removed from the process at any time if there are concerns that they are not demonstrating competency, and this includes completion of the qualification.

Month 12 sign off coincides with the next annual posting meeting (step 10) and successful officers will be substantively promoted and posted.

The qualifications are currently administered through the Awarding Body 'City & Guilds'. - City & Guilds Level 5 Certificate in Police Management (QCF) (Oct 2010) for Inspectors.

See NPPF guidelines for further information



National Police Promotion Framework – Operating Manual

14.0 Supporting candidates

Whilst officers are encouraged to seek support, in order to ensure fairness advice/support on the board process this can be given by a candidate's line manager if they are not personally involved in the panels.

All candidates, regardless of success through the process or not, should ensure they have a personal development plan. This is particularly important to those officers who are not successful but are keen to apply for promotion at the next opportunity. Line managers should support this process through feedback and guidance and record all progress within the individual's PDR.

15.0 Equality Act 2010

Bedfordshire, Cambridgeshire and Hertfordshire Police forces are committed to fair and equal treatment of all candidates.

Under the Equality Act 2010, employers have a duty to make reasonable adjustments to accommodate a disabled person who is at a 'substantial' disadvantage because of their disability. If a candidate requires a reasonable adjustment at any stage of the promotion process, it is their responsibility to request this as early as possible.

The candidate will be asked to obtain a report/statement containing diagnosis of their disability and will also be asked to provide specific details of any reasonable adjustments that may be required at any stage of this process, seeking guidance from an appropriate specialist in their area of disability if necessary.

As the provision of reasonable adjustments will be based on the individual's needs at the specific time as well as the context and format of the proceedings, any reasonable adjustments required will be discussed and agreed with each candidate prior to each stage of the process. Any adjustments made will reflect the current situation and may not necessarily be consistent with previous provisions. If you would like to discuss any adjustments please e-mail Promotions@bch.pnn.police.uk in the first instance.

16.0 Exiting the process

Candidates will exit the process at any stage if they do not meet the required standard. In order to be considered again candidates will need to re-apply at the next available opportunity.

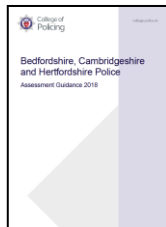
17.0 Feedback

Candidates will be notified of results by email as soon as practicably possible at the conclusion of the promotions process.

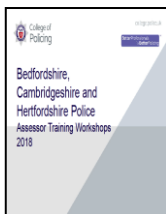
Candidates who are unsupported should receive 1 to 1 feedback from their line manager.

1 to 1 verbal feedback will be offered by a panel member to candidates following the board stage.

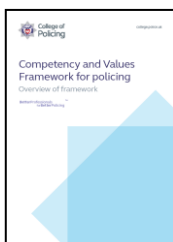
18.0 Further information



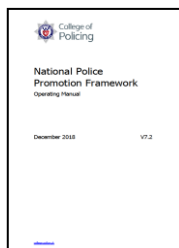
1 - [College Candidate Guidance](#)



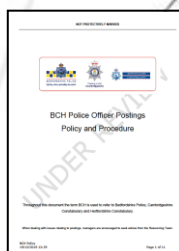
2 - [College Presentation](#)



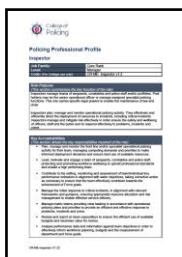
3 - [CVF](#)



4 - [NPPF](#)



5 - [Postings Policy](#)



6 – [College of Policing profile for Insp.](#)

http://bedscambshertsintranet.sharedservices.police.cjx.gov.uk/cpd/managing_your_career/promotion_new_role.aspx

19.0 Key Contacts

If you have any further queries, please contact:

- BCH Resourcing team (promotions@bch.pnn.police.uk)
- Laura Mills, Resourcing Manager (laura.mills@cambs.pnn.police.uk)

20.0 Key Dates

Advert open	Monday 06 th January 2020 at midday
Skype FAQ Sessions	Thursday 09 th January 2020 (09:00 till 09:30)
	Friday 10 th January 2020 (16:00 till 16:30)
	Saturday 11 th January 2020 (11:00 till 11:30)
Advert closes	Sunday 26 th January 2020 at midday
Shortlisting	w/c Monday 3 rd February (2 weeks)
Invitation to interview	w/c Monday 17 th February
Interview and presentation boards (Wyboston Lakes)	w/c Monday 23 rd March 2020
Postings	TBC

Appendix 1

Steps of the National Policing Promotions Framework (NPPF)

The NPPF consists of four steps:

- | | |
|--------|--|
| Step 1 | Competence at current rank/application to apply for Examination of Law and Procedure (formerly OSPRE part I) |
| Step 2 | Take Legal knowledge examination |
| Step 3 | Application and Board process – matching to vacancies |
| Step 4 | Temporary promotion whilst carrying out work based assessment for minimum 12 months leading to substantive promotion |