



**Inspector Promotion Process**  
**Candidate and Line Manager Guidance**  
**November 2017**

## **1.0 Introduction**

Applications for promotion and level transfer to the rank of Inspector are being invited nationally.

This document aims to provide guidance for candidates and line managers as to what the process will involve.

## **2.0 Overview of the process**

This selection process is aligned with step 3 of the National Police Promotions Framework (NPPF) and 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.

The key stages of the Bedfordshire, Cambridgeshire and Hertfordshire (BCH) promotion process are as follows;

- Information to candidates
- Application
  - Candidate registration on WCN
  - Candidate completes application form and submits to line manager
- BCH moderation panel to determine candidates going through to the next stage
- Interview and presentation boards
- Selection decisions for promotion / transfer
- Work Based Assessment (for those seeking promotion not holding OSPRE part II)

For this promotion process, Detective Chief Superintendent Mark Lay (Bedfordshire), Chief Superintendent Vicky Skeels (Cambridgeshire), and Chief Superintendent Owen Weatherill (Hertfordshire) have been nominated on behalf of the three Forces to hear any complaints of unfairness and/or discriminatory practice at each stage of the process.

Other than Head of Department support as part of the application process they will be independent, i.e. will not have been involved in any further decision making about candidates.

### **3.0 Information to Candidates**

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

For any other questions or queries about the process please contact [promotions@herts.pnn.police.uk](mailto:promotions@herts.pnn.police.uk) in the first instance.

### **4.0 Eligibility to apply for promotion**

In order to be eligible to apply for promotion candidates must meet the following criteria;

- Hold a valid legal examination pass for Inspector (or OSPRE 1 and 2)
- Awaiting legal examination results
- Up to date PDR evidencing competence in current rank
- No formal management under in relation to attendance, performance or conduct

Candidates will be expected to have already started development / career progression dialogue with their line manager and this will be evidenced in the PDR. Candidates should have been considering their career pathway, discussed and agreed this with their line manager for many months prior to applying for promotion, if not, it is unlikely candidates will be supported.

Candidates awaiting 1 legal examination results can apply for the promotion process, however they may only proceed to the board stage if they achieve this. Candidates should inform the promotions team immediately if they do not pass the exam and will be withdrawn from the process.

Formal attendance, conduct and capability records will be reviewed following support from line management to ensure officers meet force standards before continuing for all candidates.

### **5.0 Application Process**

#### **5.1 Registration on WCN**

The first stage of the promotion process invites candidate's to register their interest on the e-recruitment system (WCN) and requires candidates to provide basic personal data. This registration ensures we have a formal record of a candidate's request to apply for promotion / transfer.

#### **5.2 Application Form**

In addition, an application form will be attached to the advert which candidates should download and complete, providing evidence in the relevant sections, and then pass to their line manager for review and completion. The line manager should add comments indicating whether they support the candidate for promotion or not and provide a detailed rationale for their recommendation. The line manager will also discuss the candidate's application with the relevant Head of Department. It is a requirement for the candidate to have a competent, up to date PDR. If your first line manager is not a substantive Inspector please refer to your 2<sup>nd</sup> line manager.

### 5.3 Line Manager Guidance

In order to apply for promotion, candidates are required to register their interest on the e-recruitment system (WCN) and liaise with their line manager to complete the application form. Once this form has been completed, it will then be considered by the moderation panel.

Line managers are being asked to evaluate the candidate's performance at work and are being asked to confirm that:

- the candidate is performing at the required level across all personal qualities at their current rank (as outlined within the Competency Values Framework (CVF))
- they are committed to their personal development at the rank being applied for as evidenced through their PDR activities
- there are no outstanding disciplinary issues
- you support the candidate to be evaluated at the moderation meeting

Line managers should liaise with the relevant Head of Department prior to adding comments indicating whether they support the candidate for promotion or not, and provide a detailed rationale for their recommendation. Line managers must also confirm the information provided by the candidate is correct. The form should then be sent by email to the promotions team ([promotions@herts.pnn.police.uk](mailto:promotions@herts.pnn.police.uk)) no later than Sunday 3<sup>rd</sup> December 2017.

If the candidate is recommended by their line management but they are not successful in this process, their on-going development should be supported locally.

Line Managers / Heads of Department should consider the following when making a recommendation and deciding whether to support the applicant for promotion;

1. If the candidate is applying for promotion can they demonstrate they have the skills to become a Temporary Inspector and undertake their Work Based Assessment OR to be substantively promoted if they hold a valid OSPRE part 2?
2. If the candidate is applying for level transfer can they evidence competent performance at Inspector rank?
3. Is the candidate committed to their personal development? Do they have evidence in their PDR to support this?
4. Is the candidate displaying the competences as detailed in the CVF level 2?

Please provide a detailed rationale for your recommendation (no more than 500 words, the boxes will expand as you type).

### 6.0 BCH Moderation Panel Meeting

It will be the responsibility of the BCH moderation panel to review the completed application forms and decide, based on the recommendations and the evidence contained in the forms, who and how many candidates they will put forward to the board stage of the promotion process.

At the end of this meeting the panel will compile a list of candidates who are recommended and not recommended. This will be forwarded to the promotions team who will then arrange for the recommended candidates to progress to the board stage.

The panel will be required to write a short statement supporting their decision on the individual's form.

Where candidates are not supported by the moderation panel they will exit the promotion process at this point. For these candidates, a nominated panel member must contact the candidate and communicate this decision and the reasons for it to them directly. There will be an expectation that the individual will be supported to develop throughout the following 12 months via their PDR.

## **7.0 Interview & Presentation**

The board will be conducted by two representative panels across BCH and run on a carousel approach.

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

There will be two elements to the board;

- A presentation where candidates will be briefed on the presentation topic on the day and will be given time to prepare before presenting to the panel
- A structured, competency based interview based on the CVF - Competency Values Framework

## **8.0 Disclosure**

Candidates and panel members will be asked to disclose any associations, relations, conflicts of interests that they may have in advance of moderation and boards. The names of panel members will be made available in advance to all candidates and can be located on the Promotions intranet page [Promotions](#)

Candidates must declare at the point of application. Disclosers must be made to [promotions@herts.pnn.police.uk](mailto:promotions@herts.pnn.police.uk).

Names of panel members will be emailed to all candidates who are successful at moderation stage.

Panel members will be contacted and also asked to declare any associations, relations, and conflicts of interests with candidates.

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 applicant 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 in this process e.g. mentoring. If you have any disclosures please e-mail [promotions@herts.pnn.police.uk](mailto:promotions@herts.pnn.police.uk).

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

## **9.0 Professional Standard Checks**

A list of all candidates invited to interview will be subject to a PSD Record Review.

Following review, recommendations will be sent to the force SPOC who will make a determination on advice from PSD on a case by case basis whether the candidate is to continue in the process or exits at this stage. This will be communicated in writing to the candidate.

## **10 Complaints Process**

Complaints must be submitted in writing to the Strategic Leads for Workforce Planning and Resourcing (WPR) ([paula.waller@cambs.pnn.police.uk](mailto:paula.waller@cambs.pnn.police.uk) & [paula.kirkpatrick@cambs.pnn.police.uk](mailto:paula.kirkpatrick@cambs.pnn.police.uk)) detailing the full grounds and evidence for the complaint. These must be received within seven working days of the issue occurring. Substantiated complaints will be presented to the Force SPOC for a decision. Supporting documents (as appropriate) should be provided with the complaint.

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 to the Strategic Lead for Workforce Planning and Resourcing, the complaint should be submitted with an indication that feedback is awaited from the panel.

Candidates may only make a complaint on the following grounds;

- There is a perception that there has been discriminatory practice
- There is perceived to have been a fundamental procedural error which led to the process not being transparent, open or fair
- The outcome is considered unreasonable due to inconsistency and/or unfairness

The following would not be considered legitimate grounds for a complaint;

- Candidates disagree with the methods of assessment being used
- Candidates did not perform to their best on the day
- Candidates disagree with the score given at any stage (unless falls into the grounds above)

In most cases the nominated SPOC will carry out a paper based review and will consider the candidate written complaint, the process paperwork and any other relevant supporting documents. In some cases the SPOC may include a discussion with the individual raising the complaint and any other parties involved. Once the SPOC has explored the issues raised in full the candidate will receive written communication of the outcome. The decision of the SPOC is final.

This process should also be used in line with right to appeal associated with NPPF step 3.

## **11.0 Promotion (temporary and substantive) and posting of successful candidates**

### **11.1 Promotion**

Candidates who meet the pre-determined standard at interview will follow one of two routes to promotion, subject to sufficient vacancies:

1. OSPRE part 2 qualified – eligible for substantive promotion immediately
2. OSPRE I/Legal Examination qualified – temporary promotion and commencement of work based assessment

Those who are not successful at the board will be added to the acting list for future opportunities but will need to re-apply for promotion at the next available opportunity. The acting list will be refreshed following each Promotion process and candidates will be listed in order of their board score.

Please note temporary/substantive promotion is subject to workforce planning requirements.

## **11.2 Postings**

The posting meeting will include representation from Workforce Planning, Learning and Development, Federation and operational leads.

Outcomes can be:

- Temporarily promoted and posted - Commence WBA immediately for 12 months
- Substantively promoted and posted
- On waiting list for WBA (12 month board pass)
- Level transfer, substantively posted

Postings will take into account factors including board score, organisational need and relevant skills / experience.

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 Principles.

### **External Candidates**

Successful external candidates will be given the opportunity to request which force they are applying for.

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.

## **12.0 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.

### **13.0 Supporting candidates**

Whilst officers are encouraged to seek support, in order to ensure fairness in the process the following principles should be followed:

1. Advice/support on the board process can be given by a candidate's line manager if they are not personally involved in the panels.
2. SMTs may identify one or two managers to offer support to candidates (particularly for interview preparation) to ensure a consistent approach (where feasible).

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 PDR.

### **11.0 Equality Act 2010**

Bedfordshire, Cambridgeshire and Hertfordshire Police forces are committed to fair and equal treatment of all candidates. Candidates will be asked to provide details of any reasonable adjustments that may be required at any stage of this process.

Candidates should be specific about the arrangements required e.g. how much additional time is requested and they will be asked to provide their formal assessment report detailing the appropriate reasonable adjustments required. Any reasonable adjustments required will be discussed and agreed with each candidate prior to each stage of the process. If you would like to discuss any adjustments please e-mail [Promotions@herts.pnn.police.uk](mailto:Promotions@herts.pnn.police.uk) in the first instance.

### **12.0 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, they would need to re-apply at the next available opportunity.

### 13.0 Feedback

Candidates unsupported will have 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 and after moderation for those that exit at this point.

### 14.0 Key Contacts

If you have any further queries, please contact the BCH Resourcing team.

- Laura Mills, Resourcing Manager (Recruitment)  
[laura.mills@cambs.pnn.police.uk](mailto:laura.mills@cambs.pnn.police.uk)
- Sam Summerfield, Resourcing Manager (Workforce Planning)  
[sam.summerfield@cambs.pnn.police.uk](mailto:sam.summerfield@cambs.pnn.police.uk)

### 15.0 Key Dates

Advert open	Wednesday 08 <sup>th</sup> November 2017
Advert closes	Sunday 03 <sup>rd</sup> December 2017
Moderation Meeting (one BCH meeting)	w/c 11 <sup>th</sup> December 2017
Notification of shortlisting results	w/c 18 <sup>th</sup> December 2017
Interview and presentation boards (Wyboston Lakes)	w/c 8 <sup>th</sup> January
Postings	TBC

## **Appendix 1**

### **Steps of the National Policing Promotions Framework (NPPF)**

The NPPF consists of four steps:

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|--------|--|
| Step 1 | Competence at current rank/application to apply for Examination of Law and Procedure (formerly OSPRE part I)         |
| Step 2 | Take Examination of Law and Procedure  |
| 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 |