



# BCH Chief Superintendent and Superintendent Promotion Process Guidance Pack

## 1.0 Introduction

Applications for substantive promotion to the ranks of Chief Superintendent and Superintendent are being invited nationally. This document aims to provide guidance for line managers and candidates as to what the process will involve.

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

For any other questions or queries about the process please contact the Succession Planning & Promotions Team (via [promotions@bch.pnn.police.uk](mailto:promotions@bch.pnn.police.uk)) in the first instance.

The Chief Officer leads for this process are:

Beds - Chief Constable Garry Forsyth

Cambs - Chief Constable Nick Dean

Herts - Chief Constable Charlie Hall

## 2.0 The Application Process

The application process is as follows:

### **Application Form**

The first stage of the promotion process invites candidates to complete an application form. Along with providing some basic personal information, the form asks candidates to provide evidence against four key accountability areas adapted from the National Role Profiles.

The National role profiles can be found by searching *BCH Role Profiles* on [iQuery](#).

Candidates are advised to review the role profiles as they underpin the accountability areas that they will be asked to evidence against. However, candidates should avoid writing their evidence in a way that attempts to 'tick off' all of the requirements contained within the role profiles as this may lack substance. Instead, candidates should consider the requirements of the rank within the accountability areas and think of a good example that demonstrates the overarching themes.

Candidates will also be asked to complete their posting preferences contained in the application form. This will inform future postings in terms of force, role and location. Candidates can, if they wish, apply to more than one force however they should provide an order of preference and will proceed through moderation and board stage with the local force panels of their first force preference.

Please note, the preferences specified will be considered during the postings decision process which takes place after the promotion board, and has no impact whatsoever on whether someone is identified suitable for promotion. Whilst posting preferences will be considered, candidate posting preference is not guaranteed as a result of the posting process.

Once candidates have completed their application, they should submit to their 1st Line Manager who will be asked to confirm whether the candidate shows full evidence, sufficient evidence or lacks evidence and to provide a supporting statement. Any comments they make will be considered as part of the selection process and inform the local force moderation stage.

The application must then be sent to the Head of Department for countersignature and any further comments.

Where an application is not supported, this must be clear in the Head of Department section with a supporting rationale. The Line Manager must meet with the candidate to identify and explain the accountability areas that they deem are lacking evidence. The full application form must still be submitted as it will be considered at the local moderation meeting for a final decision to be made on progression to board stage.

### **3.0 Manager Guidance**

1<sup>st</sup> Line Managers are asked to assess Candidates statements of readiness against the four accountability areas required at the rank applied for and provide a supporting statement to be considered by the Local Moderation panel. They are asked to consider whether the candidate has shown:

- Full Evidence
- Sufficient Evidence
- Lacking Evidence

The Head of Department will then be asked to provide a countersignature on the application.

In previous years, line manager comments were only reviewed when there was disagreement of scores at shortlisting stage. Going forward, line manager assessment and comments will be reviewed by the moderation panel in all cases to help inform the decision for officers to progress to board stage.

With this in mind, it is absolutely essential that line managers give a fair assessment of Candidates performance, in order to give them the best opportunity to understand any further development areas. In doing so, this will also provide the moderation panel with an objective overview of candidate performance and readiness for promotion, which will be considered when finalising the decision for a candidate to progress to board stage.

### **4.0 Moderation**

Local Force Moderation Panels will take place to review applications received and finalise the candidates who will progress to board stage. Candidates who are supported by the Moderation Panel as either demonstrating Full or Sufficient Evidence will progress. Please note that applications will not be anonymised prior to moderation.

Feedback from a panel member will be provided to unsuccessful candidates following the moderation stage. Successful candidates who continue onto the next stage will receive feedback about their performance across the whole process at the end of the process.

### **5.0 Occupational Personality Questionnaire (OPQ)**

Candidates successful at the Moderation stage will be invited to complete the Saville & Holdsworth Ltd (SHL) personality profile called the Occupational Personality Questionnaire (OPQ).

The OPQ measures 32 different personality traits and the questionnaire invites candidates to describe their behaviour, preferences and attitudes, in relation to different aspects of their working life, by identifying from four statements the one that is most like them, and the one least like them. No particular OPQ profile is considered as desirable or undesirable.

The OPQ will be used by the interviewing panel to support their questioning; for example, to understand candidates' leadership qualities such as self-awareness, emotional self-management and understanding of their impact on others.

## **6.0 Board (Presentation & Interview)**

Candidates shortlisted at the application stage will be invited to undertake a presentation and interview, conducted by a Local Force Board Panel.

The board will be in two parts;

- 1) A presentation: candidates will be briefed on the presentation topic on the day and will be given time to prepare before presenting to the panel.
- 2) A structured, competency based interview: exploring behaviours and under-pinning values and question areas emerging from the Occupational Personality Questionnaire (OPQ) profile. 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.

### **Selection**

All candidates at this stage in the process, will be assessed in terms of their suitability using the application form, presentation and interview. Each candidate will be identified as either;

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

The decision on who to substantively promote will be based on local force requirements/candidate fit and preferences. Any organisational posts that remain available after the promotion process has been conducted may be fulfilled by placing individuals who have indicated their desire to achieve promotion but are not ready yet in a temporary rank as appropriate to their development plan.

## **7.0 Disclosure**

Candidates and panel members will be asked to disclose any associations, relations, conflicts of interests that they may have in advance of shortlisting and panel sessions. The names of panel members will be made available in advance to all candidates on iQuery. Candidates must declare at the point of application. Panel members will be contacted and also asked to declare any associations / relations / 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 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 in this process e.g. mentoring.

If you have any disclosures please e-mail the Succession Planning & Promotions Team (via [promotions@bch.pnn.police.uk](mailto:promotions@bch.pnn.police.uk)).

Any disclosure will be reviewed by the Succession Planning & Promotions team, and if necessary, reference to the relevant 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.

## **8.0 Professional Standard Checks**

During / at the end of the promotions process final checks (e.g. vetting, PSD record review) will be carried out for all successful candidates. Candidates can only be posted on promotion if all checks are successful.

Candidates under investigation (Reg 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 Chief Officer Lead who will make a determination on advice from PSD.

## **9.0 Complaints Process \*\* please note this 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 Alex Taylor-Fuller, Succession Planning & Promotions Manager ([alexandra.taylor-fuller@cambs.pnn.police.uk](mailto:alexandra.taylor-fuller@cambs.pnn.police.uk)) **detailing the full grounds and evidence for the complaint.** Complaints must be received within seven days of the issue occurring e.g. within seven days of being notified of the moderation 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 Succession Planning & Promotions Manager will make an initial assessment and determination.

Substantiated complaints will be presented to the Local Force 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.

## **10.0 Postings**

This process has been designed to assess if a candidate is ready for promotion now and therefore following the selection decision, the successful candidates will be promoted to the rank of Chief Superintendent or Superintendent where vacancies exist, taking the following into account:

- Fitness for role – relevant skills, qualifications and experience
- Personal preference

Preferences will be considered but are not guaranteed. If you would like to discuss postings in more detail please contact the Succession Planning & Promotions team (via [promotions@BCH.pnn.police.uk](mailto:promotions@BCH.pnn.police.uk) )

### **Acting list – for internal candidates only**

NB: Temporary opportunities can only be offered within an officer's home force, or in a collaborated unit (by DCC agreement).

Temporary opportunities will be filled using the acting list which will be created from supported board passed candidates who have not yet been promoted and unsuccessful candidates who were supported for the promotion process, in that order. The following additional factors will also be taken into consideration to ensure appropriate temporary posting decisions are made:

- Operational impact
- Fitness for role
- Individual development plans
- Diversity of senior teams may be considered

## **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 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.

## **11.0 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 the Succession Planning & Promotions Team (via [promotions@bch.pnn.police.uk](mailto:promotions@bch.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 shortlisting for those that exit at this point.

Interview notes will be made available following a feedback session with a panel member.

## **14.0 Further Information**

If you have any further queries, please contact the BCH Succession Planning & Promotions Team via [promotions@bch.pnn.police.uk](mailto:promotions@bch.pnn.police.uk)

<b>Advert open</b>	Monday 14 <sup>th</sup> September 2020 at midday
<b>Advert closes</b>	Sunday 04 <sup>th</sup> October 2020 at midday
<b>Moderation Panels</b>	Begin w/c Monday 05 <sup>th</sup> October 2020
<b>Interview and presentation boards</b>	
<b>Chief Superintendent</b>	w/c Monday 2 <sup>nd</sup> November 2020
<b>Superintendent</b>	w/c Monday 16 <sup>th</sup> November 2020

