Policy

Policy summary

West Yorkshire Police is committed to identifying the most talented police officers to serve in future leadership roles and our selection processes to achieve this objective are designed to be robust and fair.

This policy outlines the National Police Promotion Framework (NPPF) for those officers seeking promotion to the rank of sergeant and inspector, which necessitates the development of the skills and competencies necessary for the next rank.

The Chief Officer Team, in liaison with the HR Resourcing manager, will decide on an appropriate and fair process for the assessment and selection for promotion to the rank of chief inspector and above, taking into account any specific skills and abilities required at the relevant time.

Although the NPPF does not apply to promotions of chief inspector and above, the same principles of fairness and equality will apply in any selection process.

However, promotion is not just about evidencing competencies in a particular rank but, in line with our People Ambition, also includes:

- having and displaying integrity and ethical behaviour in all aspects of your day-to-day policing;
- championing WYP’s Purpose and Values;
- rational and ethical decision making capabilities; and
- appropriate leadership and management qualities.

The above principles apply to all ranks.

Therefore, all the above will be taken into consideration during the promotion selection processes.

Aims

The aims of this policy procedure are to:

- outline the national and Force’s promotion processes;
- ensure that the code of Ethics and People Ambition are embedded in officers seeking promotion;
- ensure that only the best candidates for promotion to the next rank are selected;
- ensure that the selection processes are fair and objective and eliminate discrimination;
- advance equality of opportunity between people from different groups; and
- detail the appeals process.
Scope
This policy procedure applies to all police officers up to, and including, the rank of chief superintendent.

Compliance
Police Promotion Regulations and subsequent amendments.

Chapter 1 Force undertaking

Promotion planning
West Yorkshire Police needs to identify the predicted vacancies in each rank and match promotion processes to those vacancies.

The Force will advertise all promotion processes via the intranet when they have identified a need for officers to be promoted to the next rank within the following 12 months.

The advertisement will include details of the assessment process.

Districts and departments
District and departmental heads are responsible for:
- being discerning in your recommendations as regards only putting through the best candidates for final selection;
- encouraging individual personal development such as coaching in the competencies and skills, mentoring, secondment and acting up opportunities; and
- deciding whether to support a candidate and making this decision objectively, fairly and appropriately, according to the criteria laid down.

Chapter 2 National Police Promotions Framework (NPPF)

Introduction
The NPPF is governed by the Police Promotions legislation and College of Police guidance and uses the national standards as set out in the Personal Qualities of the Policing Professional Framework to identify leadership qualities and abilities. The NPPF applies to promotions to the ranks of sergeant and inspector.

Selection will be against those competencies outlined in the Personal Qualities within the Policing Professional Framework appropriate for each rank.
Four step process

Introduction

The NPPF is a four step process to select and assess suitability for promotion to the ranks of sergeant and inspector as follows and are explained in the section below:

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Success at Step Four (WBA), in either rank, will lead to a professional qualification, awarded through a recognised professional body and substantive promotion.

Continuous process

The four steps are a continuous process and officers must undertake each step with the intention of completing the whole process as soon as possible.

Flowchart

A flowchart of the NPPF process can be accessed via this link.

Step one

Purpose

The purpose of step one is to ensure that you are suitable to enter the promotion process by ensuring that you are competent in your current rank by linking this to your PDR rating.

Progression

You will only be allowed to apply for step two if your line manager assesses and endorses you as being competent in your current rank.

Step two

Purpose

Step two is the legal examination to ensure that you have the appropriate level of legal knowledge relevant to the rank for which you are seeking promotion.

The examination is administered by the College of Policing.

Validity period of legal

The legal examination is valid for a period of five years from the anniversary of you taking the exam.
If you take any of the following leave the time will count towards a reduction in the validity period. This includes:

- maternity or paternity leave;
- maternity or paternity support leave;
- adoption or adoption support leave;
- disability related leave; or
- a career break for the purposes of care.

For example:
If you successfully passed your exam in April 2016, and you were not promoted, then your exam validity period would expire in April 2021. However, if during that time period you went on maternity leave for 12 months, then your exam validity period would expire in April 2022.

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### Step three

**Purpose**

Step three consists of local promotion selection boards. The purpose of step three is to assess your potential to perform at the next rank measured against the relevant behavioral competencies.

Step three also allows for us to broadly match the number of successful candidates to the predicted vacancies at each rank.

**Progression**

If you are unsuccessful at step three you may re-apply at this stage in any future applications for promotion as long as your step two qualification remains valid.

**Succession planning**

If you are successful at Step Three you will be placed on a succession plan where it is likely that you will be temporarily promoted within 12 months when a vacancy arises but this may be extended by up to a further 24 months, in exceptional circumstances.

If a suitable vacancy does not arise and you are not promoted within 36 months then you must re-apply for Step Three.

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### Step four

**Purpose**

Step four is temporary promotion to the next rank, where you will undertake a period of work-based assessment (WBA) to provide you with an opportunity to demonstrate your competence in that rank.

**Progression**

You will be assessed against Qualification and Credit Framework units for your new rank and the Policing Professional Framework.
You must pass both the academic assessment and evidence satisfactory performance before you can be substantively promoted.

If you are unable to successful complete the WBA then you will revert to your current rank. You will then restart any future promotion process at Step Three.

**Part-time officers**

If you are a part time officer you will be required to complete the WBA but the time limits for completion may be extended, e.g. if you work 20 hours per week then you would have 24 months to achieve the standards required.

**Extensions to time limits**

In certain circumstances the time limits placed on the NPPF (steps three and four) may be extended, e.g. maternity/parental leave, etc.

In these circumstances it will be the responsibility of your line manager and assessor to liaise with your senior leadership team (SLT) and agree further timescales for completion of the WBA.

This period should not normally exceed 12 months, although each case must be considered individually.

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**Chapter 3  Eligibility criteria**

If you are intending to apply for promotion (other than if you already hold OSPRE Part 1 and 2 – see below section), you must:

- if applying for promotion to the rank of sergeant, have completed your two year probationary period;
- if applying for promotion to the rank of inspector, must be substantive rank of sergeant before undertaking step two (there are no exceptions for HPDS or Fast Track officers); and applicable to all promotions:
  - have demonstrated competence in that rank through achieving a ‘meets expectations’ grading through the PDR process;
  - not be on a live performance related action plan at the time you submit your application;
  - not have a live written Improvement Notices (WIN) under the Police (Performance) Regulations, or reduction in rank under those procedures in the previous 18 months;
  - not have a live written warning, final written warning or extended final written warning under the Police (Conduct) Regulations, or reduction in rank under those procedures in the previous 18 months; and
  - meet the Force’s Attendance standard.
Constable to sergeant

Admission to step two is restricted to constables who by the date of the legal examination have:
• completed two years’ service; and
• been confirmed in their appointment; and
• not previously obtained a pass to the rank of sergeant in OSPRE.

If you are a constable nearing completion of your probation then you may apply for promotion at step one if you expect to be confirmed in post by the date of the legal examination.

Sergeant to inspector

Admission to step two is restricted to sergeants who by the date of the legal examination have:
• attained the rank of substantive sergeant; and
• not previously obtained a pass to the rank of inspector in OSPRE.

All applications for promotion to sergeant or inspector must be supported by your SLT.

Previously qualified officers (OSPRE)

Part 1 and 2

Sergeants and inspectors
If you are qualified to the next rank as a result of having previously passed both OSPRE Part 1 and 2, you will not be required to undergo the NPPF pathway for promotion. There is no expiry limit on this promotion qualification.

You will still be required to apply for, and pass, the in-Force promotion board prior promotion in the same manner as those officers in the NPPF process.

If you are successful, you will be substantively promoted under the previous OSPRE pathway to the next rank, but you must complete the WBA as per step four of the NPPF to evidence competency in the new rank.

Newly promoted sergeants
If you are promoted to sergeant under this process you must successfully complete a 12 month probationary and failure to successfully complete the WBA during this period may lead to you being reverted to your previous rank.

Newly promoted inspectors
Failure to successfully complete this will leave to action being taken under the Unsatisfactory Performance Regulations (UPP), which may lead to you being reverted to your previous rank.

Part 1 only

If you have passed OSPRE Part 1 only, you will transfer to the NPPF
and be required to apply for promotion at step three.

This will apply until the end of the five year validity period for the OSPRE Part 1 qualification.

If you are not promoted before the end of the validity period, then you must start the promotion process again at step one.

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**High potential development scheme (HPDS)**

**Information**
If you are on the HPDS, you must go through all the steps of the NPPF with the exception of step three (in Force selection), as this is dealt with by way of the Promotion Assessment Review (PAR).

Once you are deemed ready for promotion to sergeant or inspector, you will be prioritised where a suitable vacancy arises.

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**Fast-track officers**

**Introduction**
If you are on the Fast-track – constable to inspector – programme, you:
- are considered to have met the eligibility criteria at step one (competence in rank); and
- will go through the NPPF process with the exception of step three (in-Force selection).

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**Vacancies**

**Priority**
Promotion for Fast-track and HPDS officers is not subject to, or affected by, vacancies. You will be prioritised at step four over other officers on normal promotion even where there are limited places.

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**Chapter 4 ** Personal development, ethics, values and PDR

**Ongoing development**
If you are considering promotion you must also understand that there is an expectation that you will undertake personal development to prepare you for the next rank.

As such, you must demonstrate that you have taken responsibility for developing skills and competencies in an environment of continuous improvement, of which the promotion selection procedure is only a part.
Technique coaching for merely passing an assessment process will not be supported.

It is fully expected that, as part of your PDR, you discuss your promotion aspirations with your line manager, so that you can work together to set a development plan to assist you in achieving your goals.

The PDR is a formal part in the promotion assessment process and line managers should refer to your PDR when deciding whether you are ready for promotion.

For the NPPF, it is a requirement that line managers make reference to your PDR when deciding whether or not to endorse your promotion application as being competent in your current rank at step one and support your application at step three.

For the NPPF, the line manager’s decision making should take into account whether you:
• are not yet competent in any areas at the time you complete the Police Promotion Application form;
• have not developed in line with the development plan; or
• do not have the appropriate attitudes and behaviours as expected under the Code of Ethics and our People Ambition.

**Chapter 5 Appeals**

You can appeal at any stage during a selection process if you feel that you have been unfairly disadvantaged.