



Promotions Policy

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Policy Owner	Head of HR
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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important notice: During times of national emergency or pandemic, the Head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Promotions Policy

1. Policy Statement

Cleveland Police is on a journey of improvement “Towards 2025” and strive to deliver outstanding policing for our communities. A key priority for delivering this is through our People; ensuring that the Force has the right people in the right place with the right skills. The Force is committed to identifying the most talented Police Officers and Police Staff to serve our communities in future leadership roles.

The promotions policy outlines the approach for those officers seeking promotion to Sergeant, Inspector, Chief Inspector, the Superintending ranks and Chief Officer appointments as well as officers seeking to undertake national talent opportunities e.g. Fast Track. The Policy also outlines the approach for those members of Police Staff seeking acting and temporary duties opportunities.

In line with our Force vision and values, promotion is about evidencing behavioural competencies and values in a particular rank or role which evidence Officers:

- Having and displaying integrity and ethical behaviour in all aspects of day-to-day policing;
- Championing the Force priorities and values;
- Displaying rational and ethical decision-making capabilities; and
- Demonstrating appropriate leadership and management qualities.

All the above will be taken into consideration during the promotion selection processes for Police Officers and Police Staff.

This policy complies with the Police Promotion Regulations 1996, as amended; Police Regulations 2003; the National Police Promotions Framework (NPPF) and Home Office circular guidance on selection and appointment of Senior Officers. In addition, the policy complies with the Police Staff Council National Handbook and Local Handbook for Police Staff.

This policy applies to Police Officers and Police Staff.

Attached to this policy is supporting guidance to be followed in line with the policy.

- Promotions Policy Guidance

The Policy and supporting guidance outline the Force philosophy towards promotions and how the Force will ensure that it treats individuals fairly and equitably.

2. Workforce Representation

Cleveland Police monitors its workforce representation and will take all reasonable steps to address under-representation and mitigate potential adverse impacts in our processes based on the protected characteristics outlined in the Equality Act 2010. This legislation acts as our legal basis for positive action initiatives, which enables us to address areas where disparity and/or under-representation is identified.

Positive action initiatives include:

- Consultation and engagement with under-represented groups to understand and address barriers;
- Targeted marketing in addition to standard communications to ensure opportunities reach under-represented people;
- Workshops, coaching and/or mentoring to remove potential barriers to enable individuals to perform at their best.

Through this process we will continuously develop our understanding of our people's needs and improve our promotion processes to become an inclusive employer of choice.

Cleveland Police values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. This means that all individuals who seek a reasonable adjustment/accommodation, as defined under the Equality Act 2010, will be treated equitably and not suffer any detriment. This includes making reasonable adjustments and accommodations where the Force deems them appropriate.

The Promotion Policy will be applied fairly, equally and consistently to all employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other protected characteristics.

3. Monitoring and Evaluation of Promotion Processes

The Chief Constable or delegated authority shall ensure that each promotion campaign for police officers and police staff concludes with a de-brief of the promotion process. This shall include feedback from all key stakeholders surrounding learnings and future opportunities to help the Force continually improve its promotion processes.

The Force shall continue to seek feedback and continuous improvement to the Promotions Policy via regular reviews through the Force governance structures: People and Wellbeing Board and the Delivery and Assurance Group Boards amongst others.

The Force shall continue as part of its due diligence to undertake tasks in order to monitor and impact assess its promotional activities in order to ensure that its promotion policy and procedures do not place at a disadvantage any of the protected characteristics covered under the Equality Act 2010.

4. Delegation of Authority

The Chief Constable shall delegate his authority to the appropriate authority in line with the guidance associated with this policy.

5. Roles and Responsibilities

The promotions policy has several roles and responsibilities that relate directly to the following:

- Individuals;
- Line Managers;
- Head of Command/Service Unit;
- Human Resources;
- Learning and Development;
- Organisational Development.

Who is responsible for what, when, and why is contained in the Promotions Guidance.

6. Linked Policies

The Promotions Policy links in with the:

- Recruitment and Selection Policy

A copy of the Recruitment and Selection Policy can be found on the Force Policies Intranet Page [here](#) (click on staff button).

7. Compliance and Monitoring

The Head of HR is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

8. Version Control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.3	March 2021	Draft New policy	██████████
0.4	June 2021	Policy number added, transferred to current Force template and reviewed pre consultation	██████████
0.5	Aug 21	Policy incorporates previous policy on Acting Up Duties (Policy number 23)	██████████
1.0	Oct 21	Consultation information updated and agreed following EMB approval Sep 21. Policy to replace Fast Track and Acting up Duties policies.	██████████ ██████████