

POSTING POLICY (OFFICERS) POLICY		
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY

REFERENCE NUMBER	WMP246
Version	1.0

POLICY OWNERSHIP

DIRECTORATE	Business Services
BUSINESS AREA	People Services and Organisational Development

INITIAL IMPLEMENTATION DATE	November 2024
LATEST REVIEW DATE	November 2024
NEXT REVIEW DATE:	November 2027
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please e-mail contactus@westmercia.police.uk

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1.0 POLICY OUTLINE

West Mercia Police supports the building of workforce capability and continuous professional development of officers. The aim is to provide consistency in the posting of officers across the organisation, ensure clarity and transparency on criteria used, a focus on the public and their needs and the provision of a posting framework with clear accountability for decision-making.

- 1.1 The Force's vision of being people-led, tech-enabled and crime fighting service is the primary objective in respect of all posting decisions and as such the Chief Constable of West Mercia Police retains at all times the power to post police officers.

2.0 PURPOSE OF POLICY

2.1 Scope

The purpose of this policy is to ensure a fair and consistent approach to all postings. The policy applies to all police officers up to and including the rank of Chief Superintendent, including transferees, re-joiners and officers returning to the organisation. The policy does apply to student officers, however specific posting considerations for student officers is outlined in **Appendix 1**.

2.1.1 Associated Policies

- Acting/Temporary Promotion Policy
- Promotion Policy
- Custody Succession Policy
- Fast Track Guidance

2.2 Posting Principles (In hierarchical order):

2.1 Organisational need to serve the public

- This principle is about putting the right skills in the right place to give the best service we can.
- To ensure delivery against the force priorities and in the interests of delivering a quality policing service to our public.
- To ensure continuity in the role for the provision of a consistent service, the force may require at least a 2-year tenure in the role.
- The force may require a role to have a minimum tenure.
- Officers may be posted into a post where they have little or no skills for organisational requirements.
- Due to the extensive area covered by West Mercia Police, maximum deployment based on skills and experience will be critical and there may be a need to instruct officers to move in order to maintain operational effectiveness.

- In order to meet organisational need to serve the public, a police officer can be posted from their existing role and moved into another role if identified they have the skills, experience and attributes necessary for that role. Notice will be provided in accordance with Police Regulations.
- Consideration should be given to the welfare impact of travel distances involved in the posting and balanced against the organisational need.

2.2 The organisation view on an officer's development need

- West Mercia is committed to developing officers to give them the range of skills and experience for their future service.
- This may mean posting an officer into a post where they have little or no skills or experience, in order to develop them.

2.3 The officer's personal preference

- West Mercia will listen to what officers have to say about their own development, as recorded on the PDR system.
- The officer's willingness to travel or relocate should be considered.

3.0 PROCESS AND CONSIDERATIONS

3.1. Recruitment for all permanent police officer posts at sergeant rank and above will be open to:

- substantive rank holders
- newly promoted rank holders
- officers on the select list.

(Please note: the above are not in priority order but considered collectively)

3.2. All attempts to fill vacant posts will be done so voluntarily. In circumstances where this cannot be achieved paragraph 5.0 outlines the process.

3.3 In all posting considerations, priority* is given to:

1. Fast Track candidates (as per CoP guidance and programme)
2. Substantive officers displaced due to professional standards recommendations or medical adjustments i.e. adjusted officers or long term restricted.
3. Officers on the select list who are deemed to be 'adjusted' by the Force FMA

*Priority means being considered for any vacancies that arise before considering any officers successful at a promotion board or on the select list and substantive officers.

3.4. Officers currently held on the **promotion select list** should be given priority for temporary opportunities before consideration to those qualified at exam level.

- 3.5.** Where a role is suitable for reasonable adjustments a fully operational officer can be moved from this post in order to post an officer requiring restricted duties.
- 3.6.** Where, as a result of organisational change, the number of posts in a team or shift reduces, and several officers need to be identified to be posted elsewhere, posting decisions will be made based on: (in the below order)
- Role requirements (operational/non-operational, ability to work in an agile way etc)
 - Skills
 - Experience
 - Location
 - Current role

In circumstances where large numbers of officers need to move roles then **5.0** will apply. Please note **4.2** considerations will also need to be considered and prioritised.

- 3.7.** Consideration will be given to the distance from an individual's home address, as recorded on their Origin record, to the proposed workplace. This should usually be within 40 miles or within a travelling time of 60 minutes for those who live in West Mercia. For those who live outside of West Mercia, this will usually be within 40 miles or within a travelling time of 60 minutes from the force border.
- 3.8.** Flexible working agreements will be considered on a case-by-case basis.
- 3.9.** Mileage allowance will not be paid to any posting unless deemed by the force to be a hard to fill location or role which may attract this payment for a specified period.
- 3.10.** Where it is identified that as a result of a posting there may be the potential for a conflict of interests due to:
- Vetting restrictions
 - Misconduct and FAW outcomes
 - Service Confidence
 - Relationships (to be considered in line with the NPCC Guidance on Appropriate Personal Relationships and Behaviours in the Workplace – [Click here](#))

the posting may be withdrawn and a more suitable posting identified.

- 3.11** To ensure continuity in the role for the provision of a consistent service, a role may require a minimum tenure e.g. custody. This requirement should be made clear in an advert or during a posting process.

- 3.12 Student officers will be posted prior to the end of their initial entry programme/ training.
- 3.13 Where tenure requirements are applied to specific roles, such as Custody positions, the Head of People & Organisational Development (P&OD) may, under certain circumstances, decide not to impose the tenure. This decision will be based on factors such as operational needs, individual circumstances, or other relevant considerations. Exemptions will be made on a case-by-case basis.

Posting considerations for Promotion

- 4.0 The principles for posting after promotion will be the same as the general posting principles. If those considering a posting decision cannot differentiate between candidates, the promotion process scores can be considered as a deciding factor.
- 4.1 For **chief inspector rank and above**, the promotion process will be overseen by the Chief Officer Team and subject to preferencing exercises. This will be co-ordinated prior to any posting meeting (see 4.7) and following the board.
- 4.2 Where an officer is promoted into a post, the officer should remain in post for a minimum of 12 months and have completed **NPPF step 4** before they can request lateral moves or apply for other posts.
- 4.3 Posting and promotion moves can take place at a posting meeting (usually arranged following outcome of a promotion board process) or as vacancies arise during the year.
- 4.4 Officers should normally be given at least 28 days' notice of their promotion unless they are currently temporarily covering the same vacant post or will be on the same shift pattern in a different location or by agreement.

NPPF Considerations

- 4.5 Not all roles will be eligible for those at NPPF Step 4 and officers should only be promoted where that officer can successfully fulfil their portfolio requirements. Sergeants can be posted into custody alongside a structured programme via the Work Based Assessment team.
- 4.6 Officers who have passed OSPRE part 1 or the Sergeant or Inspector NPPF legal exam will be temporarily promoted for 12 months until they have completed the WBA and achieved the management qualification and will then be made substantive.
- 4.7 NPPF Sergeants (step 3 NPPF) are the most likely Sergeants to be posted into custody following the promotion process. It will be the responsibility of custody management working with learning and development to ensure sufficient release days are arranged in order that they complete their NPPF portfolio. Sergeants

applying for promotion will be made aware via the application process that their initial posting could be Custody.

- 4.8 Workforce Planning** will be responsible for determining all postings. This will ordinarily be via the postings meeting following the annual (or otherwise) Sergeant/Inspector promotion process.
- 4.9** Promoted Sergeants may be given an immediate posting into Custody or at a later date within their NPPF development as determined by Workforce Planning.
- 4.10** There are some postings which may not be suitable for officers to demonstrate 12-month consistent assessment in a fully operational role for example:
- Staff Office
 - Change Management
 - Equality and Diversity
 - Learning and Development
 - Tasking and Training
 - Federation Office

This list is not exhaustive and therefore each NPPF posting will need to be individually reviewed for suitability by the **Work based Assessment Lead**.

Posting Meetings (following a promotion board), Chief Inspectors, Inspectors and Sergeants

- 4.11** Following a promotion board process, a postings meeting will take place to fill vacancies across the force at the relevant rank. Substantive officers may be provided with an opportunity to confirm lateral move requests ahead of the posting meeting.

Posting meetings will consider the following:

- Officers successful at the relevant promotion board
- Substantive officers who have submitted a lateral move request
- Any officer who has not secured a posting due to displacement/adjustments or anyone who remains on a select list.
- The skills and experience of officers to ensure maximum deployment.
- Both temporary/acting and promotion policies in determining postings

- 4.11.1** Postings decisions will adhere to the above priority groups (**as per 3.3 Fast track officers and those officers displaced/adjusted**).

Select Lists

- 4.12** Not all promotion boards will require a select list. This decision will normally be made prior to a board. Officers on a Select List are all eligible for temporary promotion whilst awaiting their substantive promotion which will normally take

place within 12 months and will be given priority to vacant posts.

Vacancies that arise outside of posting meeting

- 4.13** Where a **core*** role becomes vacant, this will be offered in accordance with 4.2 (priority groups) in the first instance. If it is not filled, the role will then be offered as a promotion opportunity to officers on the select list who match the required skills and experience.

****Core** roles include, but are not limited to, Patrol, Custody, Neighbourhood, OCC, and Detectives in Reactive, Proactive, and Vulnerability (LPA).*

- 4.14** Where a **non-core** role becomes vacant, the vacancy will be reviewed for suitability. If it is suitable, it will be offered to select list officers in accordance with section **3.3**, based on the specific skills and specialisms required. If the role is not suitable to be filled, it will then be advertised to both substantive officers and those on the select list. A competitive process will follow.

- 4.15** Where no-one is appointed or applies, officers on the select list who hold relevant skills (e.g. Detectives/AFOs) will be considered and will be offered the post on promotion. Postings decisions will adhere to the above priority groups (Fast Track and those officers displaced/adjusted) – this may mean that a **noncore** post becomes available and may be offered directly to a Fast Track officer or a displaced substantive officer or an officer on the select list with confirmed adjusted duties. In this case the role will not be advertised.

Custody

- 4.16** To support the force custody function, sergeants will need to be identified for custody posts approximately every 4 months and will remain in post a minimum of 18 months.

Sergeants will be identified from:

- substantive rank holders
- newly promoted rank holders
- Volunteers – either substantive or prospective candidates for the board
- officers on the select list.

to attend the custody sergeants course which will run throughout the year.

- 4.17** Ordinarily Custody Sergeants will be identified via the Postings Meeting following the Sergeants Promotion Board and will be allocated a course either immediately or later during the year. Any Sergeant or prospective Sergeant can also approach the Custody Management Team to volunteer for a role in Custody.

- 4.18** The Custody Management team should only have to approach the relevant local policing areas to ask for other Substantive Sergeants if the above two processes fail to provide the requisite amount of staff.

The process to follow where posts cannot be filled voluntarily – Posting Panels

5.0 All attempts to fill vacant posts will be done so voluntarily. This may include but not limited to:

- Force wide adverts & campaigns
- Approaching unsuccessful officers at relevant promotion boards who wish to seek wider development
- Approaching officers that have passed NPPF exam or waiting promotion who wish to seek wider development
- Consideration of Career pathways and talent mapping of Student Officers who are nearing end of their programme

5.1 If the force is unable to fill any posts voluntarily, decisions to post to roles will be considered. The below process will not cover postings as a result of misconduct/performance/ shift balance requirements.

5.2 Posting decisions will be considered at a posting panel meeting attended by:

Ch Supts/Head of Department, Head of People & OD, Senior People & OD Manager, Workforce Planning Officer, Federation, Network Representative(s), HR Business Partner(s)

5.3 The final decision maker for any postings will be made by the **Chair of the Panel** and will be communicated verbally by the relevant **Chief Superintendent or Superintendent/Head of Department** or **nominated representative** in the first instance.

Posting decisions will be made based on: (in the below order)

- Role requirements (operational/non-operational, ability to work in an agile way etc)
- Skills
- Experience
- Location
- Current role

5.4 The posting panel will also take into consideration where officers have been previously posted as a result of these principles.

5.5 Where a post remains vacant despite efforts to fill voluntarily, an officer who has the relevant skills and experience, lives within 40 miles (or 60 mins travelling time) and does not occupy a post that cannot be vacated, may be posted.

5.6 For the purposes of these principles, a post that cannot be vacated may include but not limited to:

- Where an officer holds a tenure in post

- Where an officer holds a specialist skill (e.g., AFO, Firearms) which if vacated, could not be filled in a reasonable time period
- Where an officer holds a priority post (e.g. SNT)

5.7 Where the post can be occupied by a non-operational officer, a review of adjusted duties officers will take place in the first instance based on the above criteria.

5.8 Where a decision is to be made between two or more officers who have similar skills and experience, location and ability to release from current role will be the deciding factor.

Lateral Moves

6.0 To support the development of officers, **The Workforce Planning Team** will co-ordinate a lateral move request process to coincide with the promotion board for that rank. Any requests received are not guaranteed but are considered at a promotion posting meeting which is held after a board process has concluded.

Advertising Temporary Promotion Opportunities

6.1 All temporary promotion vacancies will be advertised forcewide via the recruitment portal following approval via the request to recruit process. See **Appendix 2** for further details.

Acting Duties

6.2 When selecting officers for acting duties, command teams will ensure that the officer has the relevant and necessary knowledge, skills and experience required to carry out the higher rank role and will give priority to (in the following order):

1. Officers with an OSPRE part II qualification
2. Officers with a NPPF Step 2 qualification
3. The officers' most recent myMAX talent descriptor
4. The extent to which the officers' skills, training and/or experience is relevant to the role

6.3 Consideration will also be given to officers' development needs/preferences and personal circumstances. Where applicable, reasonable adjustments will be reviewed, and any necessary changes put in place as appropriate.

6.4 **Command Teams** will need to ensure there is a fair and transparent process in place when selecting officers for acting up duties. Every effort should be made to ensure an equal distribution of opportunity is afforded to maximise the development of all officers.

Procedure

1. **Command Teams** should view the list of all officers who have completed NPPF Steps 2 and 3 which is available on the intranet/You at Work/Promotions/Promotion Boards.

2. **Command Teams** should record and provide rationale as to the selection for each acting up opportunity. To support decision making, the principles outlined in this policy should be referred to together with the General Process outlined in 3.0.
3. Locals HROs will advise on process where there is more than one suitable officer. The process needs to be proportionate e.g. career chats.
4. All acting up opportunities should be agreed at **Deployment Panels**. Where this is not possible, opportunities should be noted at the next available **Deployment Panel**.
5. When all eligible officers have been given an opportunity to act up within a policing area/department, it is expected the **Command Team** will expand their selection process to eligible officers within other policing areas/departments.

All acting up opportunities should have an end date to ensure regular reviews are undertaken should the need arise to extend.

Confirmation Process

- 7.0 All postings will be formally confirmed via **The Business Operation Centre** following receipt of a budgeted post form.
- 7.1 For substantive promotions, **The Talent and Resource Team** will complete a budgeted posting form. For all other postings, the receiving relevant **Chief Inspector or HR Business Partner** will complete the form.
- 7.2 Officers should normally be given at least 28 days' notice of their new posting.
- 7.3 The Business Operations Centre will update the HR origin system.
- 7.4 All posting letters should be saved on the individual's e-personal file.

CONSULTATION

- 8.0 **Table 1:** Provides a summary of policy consultation

Table 1

<i>Business Lead Consulted</i>	<i>Date Consulted</i>
Rachel Hartland Lane	3/10/2024

DOCUMENT HISTORY

- 9.0 Summary of policy changes

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
30/9/2024	Rob Hall	New policy for postings	12/11/2024

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ASSESSMENT AND ANALYSIS

- 10.0** The Equality Analysis, health and safety assessment and risk assessment associated with this document are available on request from the Talent and Resource Team.

11.0 MONITORING / EVALUATION

- The Monitoring and review of this policy is the responsibility of the policy owner.

Appendix 1 - Posting Considerations for Student Officers

1. The General Guidance for Officer Postings will apply to student Officers as it does to substantive Police Officers.
2. A student Officer cannot transfer within the Force whilst undertaking their PEQF qualification without consultation with the appropriate authorities. These include, but are not exclusive to *General Policing Skills, Line Management, Local Command Teams, IQA and Assessment* and (in the case of both Police Now SNT student Officers and Detective Student Officers) the *Police Now Working Group*.
3. To be considered for a transfer to an alternative post, specifically a specialist role (such as Criminal Investigation) the student Officer must have completed their Occupational Competence Portfolio (OCP) and achieved FOC (Full Occupational Competence).
4. For student Officers undertaking the PCDA, any transfer to an alternative post / role (either as an attachment or re-posting) should be determined by line management engaging with the relevant areas of business, specifically *General Policing Skills, IQA & Assessment* and *Workforce Planning* to ensure the student Officer is performing to the Academic level required, completion of OCP is progressing as planned and the transfer should not prevent the student Officer from completing any aspect of the PEQF programme, due to e.g. location, workload / demand or lack of appropriate supervision.
5. Student Officers undertaking the PCDA must be in a position where both or either their Evidence Based Project and or End Point Assessment is aligned to the role they are transferring to or the role will enable the student Officer to complete the Apprenticeship as planned.
6. In cases where all or any of the above do not apply, a transfer to an alternative post / role (either as an attachment or re-posting) can still be considered, but only with the explicit agreement of the appropriate authority within People & Organisational Development.
7. The Human Resource Officer for the respective LPA / area of business will be responsible for co-ordinating both the appropriate authorities and the actions arising from any consultation and decisions made.

Attachment Considerations for Student Officers

8. Attachments to areas of business other than the student Officer's anchor post, usually for a period no longer than 2-4 weeks can be beneficial to the student gaining wider knowledge and experience.
9. The suitability of any attachment should be determined by line management engaging with the relevant areas of business, specifically *General Policing Skills* and *IQA & Assessment* to ensure the student Officer is performing to the Academic level required, completion of OCP is progressing as planned and the

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Attachment should not prevent the student Officer from completing any aspect of the PEQF programme, due to e.g. location, workload / demand or lack of appropriate supervision.

Appendix 2 – Advertising Temporary Promotion Opportunities

1. The **Line manager or relevant HR Business Partner (or HR Officer)** will send the wording for the advert direct to the Business Operations Centre via myBOP.
2. The wording of the advert must include the following:
 - Description of the vacancy (max 350 words) including the duration of the temporary promotion.
 - Include any specific questions which require a response from the applicant e.g. why do you wish to be considered for this vacancy?
 - Details of who to contact for more information.
 - Details (date) of both the shortlisting and assessment

*(Please note: for Ch I or above – Step 1 will be actioned by **The Talent Team** i.e. sending the advert to the Business Operations Centre via myBOP)*

3. The advert will be placed on Oleeo for 3 weeks unless otherwise specified and can be viewed via **You at Work/Vacancies/Current Officer and Staff Vacancies**. The **Hiring Manager and relevant HR Business Partner (HR Officer)** will be added to the system to ensure they have access to applicant details. For Chief Inspector and above, **Holly Campbell and the Hiring Manager** will have access. This will help facilitate the shortlisting stage.

(Please allow up to 5 working days for The Business Operations Centre to action a request)

4. The **Hiring Manager** will arrange their own interview process.
5. The results of the process will need to be shared with The **Talent Team via mailbox: Talent and the HR Business Partner (HR Officer)**.
6. The **Hiring Manager or HR Business Partner (HR Officer)** will arrange the move via the current budgeted post move process.