

# **NORTHERN IRELAND POLICING BOARD**

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## **GUIDANCE FOR THE APPOINTMENT OF CHIEF OFFICERS AND SENIOR POLICE STAFF EQUIVALENTS**

## Abbreviations

Assistant Chief Constable	ACC
Data Protection Act	DPA
Deputy Chief Constable	DCC
General Data Protection Regulations	GDPR
Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services	HMICFR
National Crime Agency	NCA
National Police Chief Council	NPCC
Police, Fire and Crime Commissioner	PFCC
Police Service of Northern Ireland	PSNI
Senior Police National Assessment Centre	Senior PNAC
Strategic Command Course	SCC
The Appointment Panel	the Panel
The Northern Ireland Policing Board	the Board

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## 1. Introduction

1.1 This Guidance was developed by, and is owned and maintained by The Northern Ireland Policing Board (the Board). This guidance combines legislative requirements, and established good practice, which is in line with the [College of Policing Guidance for the Appointment of Chief Officers \(March 2018\)](#).

1.2 The Board is responsible for the appointment of the Chief Constable of The Police Service of Northern Ireland (PSNI) subject to [section 35 \(1\) the Police \(Northern Ireland\) Act 2000](#), and the appointment of Chief Officers, subject to [section 35 \(2\) the Police \(Northern Ireland\) Act 2000](#).

1.3 Appointments to Chief Officer posts are subject to [regulations 9, 10 and 11 of the Police Service of Northern Ireland Regulations 2005](#), and [regulation 35 \(1\) of the Police \(Northern Ireland\) Act 2000](#). The appointment of Senior Police Staff is subject to [section 4 \(1\) of the Police \(Northern Ireland\) Act 2000](#). Appointments must be made in-keeping with any requirements prescribed under these regulations and legislation.

1.4 This Guidance describes the principles, processes and responsibilities required by the Board for the appointment of Chief Constables, Deputy Chief Constables (DCCs) and Assistant Chief Constables (ACCs) within PSNI. It also describes the requirements for the appointment of Senior Police Staff within PSNI. For the purpose of this document the term Senior Police Staff is defined as a member of civilian staff within PSNI, who occupies a post equivalent to that of ACC or above; currently determined as Grade Three or higher.

1.5 This Guidance reflects the intention that those responsible for appointments should use their discretion providing that they act lawfully and consistently with the principles outlined in the guidance.

## 2. Eligibility / Legal Requirements

2.1 Eligibility requirements in respect of the necessary skills, qualifications and experience will be specified within the role profile and / or advertisement for individual vacancies.

2.2 Assessment criteria for eligible applicants will also be specified within the role profile relevant to the individual competition.

2.3 The Senior Police National Assessment Centre (Senior PNAC) and the Strategic Command Course (SCC) or equivalent must be satisfactorily completed before a person may be substantively appointed to a rank higher than that of Chief Superintendent. The College of Policing holds records of officers who have passed Senior PNAC and SCC, which should be requested by those responsible for appointing Chief Officers in order to verify policing qualifications and experience.

2.4 In the case of Senior Police Staff appointments, enquiries may be made to establish professional qualifications and experience in the relevant field.

2.5 In order to ensure that the appointee has an appropriate record of conduct, those responsible for appointing Chief Officers and Senior Police Staff should also consider the disciplinary records of applicants with their consent. The initial application form should include a space for self-disclosure of any disciplinary matters, as well as a statement confirming that submission of the application constitutes permission to contact the applicant's current force / employer in relation to their disciplinary record.

2.6 In making appointments, provisions of relevant equality legislation and data protection legislation must be complied with. (More detail is included within Section 13).

### **3. Principles of Appointment**

3.1 The Board is required to adhere to legal requirements relating to the appointments they make. This section outlines the principles which underpin all appointments. The principles used are based upon the Nolan Principles, which are the basis of the ethical standards expected of public office holders, and are benchmarked against national guidance frameworks and good practice in recruitment and selection.

3.2 Those responsible for the selection and appointment of Chief Officers and Senior Police Staff must observe the three principles of merit, fairness and openness. These principles are outlined below:

#### Merit

3.2.1 The appointee must be the candidate who best meets the agreed and published requirements of the role. It is also desirable that the successful candidate is chosen from a sufficiently strong and diverse pool of eligible applicants.

#### Fairness

3.2.2 The process of assessing candidates' skills and qualities against the agreed and published requirements of the role within the role profile must be objective, impartial and applied consistently to all candidates.

#### Openness

3.2.3 Information about the requirements of the role and the appointment process must be available to all prospective candidates. The role should be advertised in a way which ensures that all those who are eligible are likely to see the advertisement. The aim of the advertisement should be to attract a strong field of potential candidates.

### **4. Responsibilities**

There are a number of individuals and groups who have responsibilities relating to the appointment of Chief Officers and Senior Police Staff. Whilst the process of appointment is at the discretion of the Appointment Panel (the Panel), there are essential requirements for meeting the principles of merit, fairness and openness. These are described in more detail within this section.



## **4.1 The Northern Ireland Policing Board**

4.1.1 It is the responsibility of the Board to consider the requirement for an appointment to either an existing Chief Officer or Senior Police Staff post, or the creation of such a post in addition to the existing structure based upon organisational need as evidenced by the PSNI.

4.1.2 If the requirement for an appointment process is agreed, it shall be the Board's responsibility to convene the Panel, which will act on behalf of the Board throughout the appointment process.

4.1.3 The Panel should be convened before any stage of the appointment process takes place.

4.1.4 The Board and in particular, the Panel is reminded of the need to maintain confidentiality within each recruitment process. Board Members will be dealing with personal and professional information and it is essential any information is treated as strictly confidential. Members are reminded of their responsibilities as set out in the [NIPB Board Members' Handbook, Section 2.3, Code of Conduct](#).

4.1.5 It is desirable for the Board to select approximately five Board Members to sit on the Panel. The Panel should be made up of both political and independent members of the Board, who must volunteer to take part in the process and agree to adhere to the principles outlined in this document. The Board should select members of the Panel from those Board Members who volunteer, and may decide upon membership of the Panel by a vote or other appropriate means. The Panel should be chaired by the Chair of the Board. All Members should be provided with a copy of this Guidance to ensure they are familiar with its content prior to the appointment process.

4.1.6 If professional selection and assessment advice is sought this should be arranged as early in the process as possible, ideally as soon as a vacancy is identified.

4.1.7 On conclusion of the selection process, the Board will consider the recommendation made by the Panel on the most suitable candidate for appointment and ratify the decision. The Board should ensure itself that process and procedure has been followed and that the principles of merit, fairness and openness have been adhered to.

4.1.8 The Board will seek the approval of the Minister of Justice / Secretary of State before proceeding to the appointment of the successful candidate.

## **4.2 The Appointment Panel**

4.2.1 The purpose of the Panel is to challenge and test that candidates meet the necessary requirements to perform the advertised role, and make a recommendation to the Board on the most appropriate candidate for appointment as outlined within the assessment criteria. All members of the Panel must adhere to the principles of merit, fairness and openness.

4.2.2 It is a condition of membership of the Panel that each member attends training on the components of the process, the criteria against which appointments will be made, and to ensure appropriate knowledge of effective assessment and selection practices, relevant procedures, legislation (e.g. equality legislation). It is also recommended that training in assessor skills is provided to members of the Panel. It is a requirement that the Panel meet at least once to discuss the process prior to the start of the shortlisting stage of the process.

4.2.3 Confidentiality surrounding the details of the selection process is essential in ensuring the integrity and fairness of the process. It is a condition of membership of the Panel that all members must sign a confidentiality agreement barring disclosure of any details of the selection process outside of the Panel prior to an appointment being made.

4.2.4 The Panel is responsible for making a recommendation to the Board on the most suitable candidate for appointment to the advertised role by:

- Approving the key requirements of the role based on organisational need and defined in the role profile.
- Developing an appropriate application and shortlisting process for the advertised role, including assessment exercises, interviews and other assessment techniques, in line with best practice and legal requirements.
- Appointing an External Policing Advisor or Professional Specialism Advisor as required.
- Placing an advertisement for the role.
- Ensuring that there is a sufficient pool of candidates to conduct an effective appointment process, and if necessary taking steps to increase the number of candidates, including reviewing the role profile or re-advertisement if necessary.
- Shortlisting applicants against the agreed eligibility criteria and information included within written applications.
- The assessment of all shortlisted candidates against the agreed assessment criteria.
- Considering which candidate(s) most closely meet the needs of the organisation and assessment criteria.
- Recording the criteria used to assess the suitability of each candidate, including whether or not candidates meet the relevant criteria, along with the reasons behind this assessment.
- Making a written recommendation to the Board on the most suitable candidate for appointment. This should include the name of the preferred candidate, the criteria used to assess the suitability of the candidate for the appointment and why the preferred candidate satisfies those criteria, and written records of any assessment process undertaken.



4.2.5 Upon conclusion of the selection process the Panel will make a recommendation to the Board on the most suitable candidate for appointment to the role based upon the relevant assessment criteria. It is then the Board's responsibility to ratify the Panel's recommendation and seek approval from the Minister of Justice / Secretary of State prior to making any Chief Officer or Senior Police Staff appointment. Approval from the Minister of Justice / Secretary of State should be made in writing, and include the following information:

- The name of the individual who the Board intends to appoint.
- The criteria used to assess the suitability of the candidate for the appointment.
- Why the preferred candidate satisfies those criteria, including the written records of any assessment process undertaken.

### **4.3 The Chief Executive of the Northern Ireland Policing Board**

4.3.1 The role of the Chief Executive is to support the Board and the Panel in undertaking their responsibilities. In supporting the Board and the Panel in the appointment process the Chief Executive should fulfil the following responsibilities:

- Ensure the principles of merit, fairness and openness are adhered to throughout the design and delivery of the appointment process.
- Ensure that the appointment process complies with all relevant legislation.
- Advise and assist the Panel and the Board throughout the appointment process.
- Ensure that the appointment process is properly conducted and is in line with responsibilities and requirements outlined in legislation.
- Ensure appropriate monitoring of the appointment process, and retention of evidence of scoring / decision making.

4.3.2 It is the responsibility of the Chief Executive to ensure that the Panel is provided with a suitable level of Human Resources and Recruitment and Selection advice throughout each stage of the appointment process. This may necessitate the engagement of professional support or advice from an individual or organisation with expertise in Selection and Assessment.

4.3.3 The Chief Executive should act as the single point of contact for all applicants, in order to maintain communication and answer queries regarding details of the appointment process and the requirements of the role etc.

### **4.4 Selection and Assessment Advisor**

4.4.1 An individual or organisation with professional expertise in Selection and Assessment may assist the Panel and / or the Board during the appointment process by providing support and advice in relation to:

- Assisting the Panel with the development of the role profile and an appropriate application and shortlisting process, assessment exercises, interviews and other assessment techniques, in line with best practice and legal requirements.
- Delivering training to the Panel on the components of the process, the criteria against which appointments will be made, effective assessment and selection practices, relevant procedures and legislation (e.g. equality legislation).
- Assistance in managing / delivering the appointment process.

## **4.5 The Chief Constable of PSNI**

4.5.1 [Sections 4 \(2\)](#) and [35 \(2\) of the Police \(Northern Ireland\) Act 2000](#) relate to the appointment of DCCs, ACCs and Senior Police Staff, and states that the Chief Constable should be consulted prior to an appointment being made.

4.5.2 It is advisable that the Chief Constable should be consulted during the appointments process for DCCs, ACCs and Senior Police Staff. There is no direct role for the current Chief Constable in the appointment process for a replacement Chief Constable; it is at the discretion of the Panel whether they wish to consult with the outgoing Chief Constable in this instance.

4.5.3 In the case of appointments to the rank of DCC and ACC the Chief Constable should assume the role of Policing Advisor to the Panel. The role of the Policing Advisor is to provide the Panel with professional advice at an appropriate level from a policing perspective, which does not constitute membership of the Panel itself. Responsibilities may include the following:

- Provide professional policing advice in the development and design of the appointment process including role profile contents, assessment contents and assessment criteria where required.
- Provide professional policing advice on how well each candidate's experience and skills align with the policing-specific requirements of the role during the shortlisting and interview and assessment phases of the appointment process.
- Support the Panel in the decision-making process prior to making a recommendation to the Board on the most suitable candidate.

## **4.6 External Policing Advisor**

4.6.1 In the case of an appointment process for a Chief Constable, the Panel should appoint an individual with professional policing knowledge to act in an advisory capacity during the appointment process. The role of the external Policing Advisor is to provide the Panel with professional advice at an appropriate level from a policing perspective, and would not form part of the Panel itself. Responsibilities may include the following:

- Provide professional policing advice in the development and design of the appointment process including role profile contents, assessment contents and assessment criteria where required.
- Provide professional policing advice on how well each candidate's experience and skills align with the policing-specific requirements of the role during the shortlisting and interview and assessment phases of the appointment process.
- Support the Panel in the decision-making process prior to making a recommendation to the Board on the most suitable candidate.

4.6.2 The Policing Advisor for the appointment of a Chief Constable may be drawn from an established pool of accredited individuals, such as the Director General of the National Crime Agency (NCA), the Chief Constable of a Police Force included within the PSNI Most Similar Forces Group, the Chair of the National Police Chiefs Council (NPCC), or an appropriate representative from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).

#### **4.7 Professional Specialist Advisor**

4.7.1 In the case of appointments to Senior Police Staff roles, the Panel should appoint an individual with the appropriate level of professional knowledge and expertise within the field relevant to the advertised role, in order to act in an advisory capacity during the appointment process. The role of the Advisor is to provide the Panel with advice at an appropriate level of expertise in the field relevant to the appointment in question, and would not form part of the Panel.

4.7.2 The Professional Advisor should be selected based upon their level of expertise in the field relevant to the appointment in question. The most appropriate individual may be drawn from either the public or private sector. Responsibilities may include the following:

- Provide advice in the development and design of the appointment process including the role profile contents, advertisement, assessment criteria and assessment and interview where required.
- Provide advice on how well each candidate's experience and skills fit with the professional requirements of the role during shortlisting.
- Provide guidance on how well each candidate's experience and skills fit with the specific requirements of the role during the appointment process.
- Support the Panel during their decision making process prior making a recommendation to the Board on the most suitable candidate.

#### **4.8 The Minister of Justice / Secretary of State**

4.8.1 Appointments to Chief Officer and Senior Police Staff roles are subject to the approval of the Minister of Justice / Secretary of State.

4.8.2 A written request for approval of the appointment from the Minister of Justice / Secretary of State should be made by the Board. The request should be sufficiently detailed to allow the Minister of Justice / Secretary of State to make an informed decision, and include the rationale for recommending the appointment of the candidate, as well as the written records of any assessment process undertaken.

4.8.3 It is for the Minister of Justice / Secretary of State to consider the recommendation and supporting information. A response to the Board should then be made in writing with notification of the decision on approval.

## **5. The Appointment Process**

The appointment process for each individual competition should be tailored according to the requirements of the role and needs of the organisation at the time of the process. The Panel is responsible for designing an appropriate process, based upon the principles of merit, fairness and openness, along with the eligibility and assessment criteria detailed within the role profile, and with the support and guidance of the appointed selection and assessment professional. The appointment process must be conducted in accordance with the legislation, principles and guidelines detailed within this document. This section breaks down each phase of the appointment process in more detail.

### **5.1 Development of the Role Profile**

5.1.1 Potential vacancies should be identified by PSNI and communicated to the Board as early as possible in order to enable proper planning. If a vacancy is identified it is important to establish the needs of the organisation and the key requirements of the role. PSNI should provide detailed information on requirements of the role in the form of a role profile, as well as the outcome of any job evaluation process that has been conducted. The Board may wish to consult with PSNI and other relevant stakeholders in order to develop and approve the role profile with assistance from an Assessment and Selection Advisor.

5.1.2 Development of the role profile is one of the most important elements of the appointment process. It is the document against which assessments of candidates will be made, and which applicants will base their evidence of suitability upon.

5.1.3 The role profile should set out the key deliverables of the advertised role, along with the skills and any competencies identified as required to perform effectively in the role.

5.1.4 Key deliverables in the role profile should reflect the Board's priorities as set out in the Northern Ireland Policing Plan, and how these are embedded within the operational priorities of PSNI. It should be clear what the successful applicant will be responsible for delivering.

5.1.5 The key competencies and skills required to perform the role should be clearly specified. It is desirable that these are based upon the current best practice and [current national frameworks](#).

5.1.6 It is ultimately the Panel's decision as to which competencies and skills should be included, but these should relate clearly to the key deliverables and demands of the role.

5.1.7 The role profile should include:

- The purpose of the post – linked to priorities and force plans.
- Key deliverables.
- Key skills and competencies.
- Eligibility criteria.
- Assessment criteria.
- The length of fixed term appointment where appropriate.
- Full details of salary and benefits of the role.
- Details of the location of the role.
- Full details of the appointments process including timings for the assessment and interview stages if known.

## **5.2 Advertisement**

5.2.1 The advertisement for the role should be based upon the role profile and include any other information potential applicants will need to know before making the decision to apply.

5.2.2 The advertisement for the vacancy must be published in:

- not less than one newspaper, or;
- not less than one journal which deals with police matters; and
- on the Policing Board and PSNI external websites.

5.2.3 Any advertisement must specify the date, which shall not be less than three weeks after the date of the publication of the notice, by which applications must be made.

5.2.4 In the case of Senior Police Staff roles, an advertisement should also be placed in at least one professional journal, publication or website relevant to the field which the advertised role relates to.

5.2.5 Guidance for applicants should be provided, giving details of any skills / competencies required and any special rules or expectations relating to the application e.g. any documents or reports they must supply and the deadline for submitting an application.

### **5.3 Application**

5.3.1 Candidates should apply using the form or other written application required by the Board, demonstrating how they meet the criteria for the role. To enable accurate assessment, candidates should be encouraged to provide information that is specific and focussed on their actions; what they did and what the outcomes were.

5.3.2 Reasonable adjustments to the application process should be made for applicants who have indicated that they have a condition or disability that may impact upon their application.

### **5.4 Shortlisting**

5.4.1 The Panel should review the applications against the pre-defined criteria and identify a suitable number of candidates to take forward to interview / assessment.

5.4.2 In the case of Chief Officer appointments, the Panel may wish to approach the College of Policing (or equivalent) in order to verify that applicants have attended and passed Senior PNAC and the SCC and any other national courses relevant to role eligibility requirements. References and details of disciplinary records may also be sought from the individual's current Chief Constable, Police, Fire and Crime Commissioner (PFCC), or other relevant individual or body.

5.4.3 In the case of Senior Police Staff appointments the Panel may wish to approach the relevant establishments and / or professional bodies in order to verify that applicants have the required qualifications to undertake the advertised role relevant to eligibility requirements, and to obtain details of disciplinary records as necessary. References may also be sought from the individual's current line management or other relevant individual or body.

5.4.4 The Panel should use an appropriate rating scale, devised with the assistance of the appointed Assessment and Selection Advisor, and award ratings to candidates for each of the competencies or skills they are being assessed against.

5.4.5 Applicants who are not shortlisted should be informed as soon as possible, and provided with feedback on request, including where they did and did not meet the requirements of the role, and any suggested development needs arising from their application.

## **5.5 Assessment and Interview**

5.5.1 Interviews are a widely used selection method and are often supplemented with other techniques such as requiring the candidates to deliver a role specific presentation, or to conduct simulated role specific tasks that allow the Panel to observe candidates dealing with role related situations.

5.5.2 The Panel may also wish to consider other forms of assessment. This may include, but is not limited to presentations, psychometric measures, role simulation exercises and other types of assessment techniques. The appointed Assessment and Selection Advisor should provide advice and guidance when determining the most appropriate assessment tools.

5.5.3 A Candidate Information Pack for prospective applicants should be developed and provide full details of the appointment process including dates and any assessments / exercises that candidates will be required to undertake. This should also contain all of the relevant assessment criteria.

5.5.4 The assessment / exercises need to be carefully constructed in order to derive the maximum benefit from them. All assessments should be made against the criteria set out in the role profile, and no new criteria should be added without informing the candidates in advance.

5.5.5 The Panel should use the agreed rating scales and scoring matrix to award grades for performance in relation to the exercises and / or any competencies / criteria measured, with appropriate weighting given to the key requirements of the organisation, as determined at the start of the appointment process. Records of the assessment process must be made by members of the Panel, and retained by the Chief Executive of the Board.

5.5.6 Applicants who are unsuccessful at the assessment stage should be informed as soon as possible, and provided with feedback on request, including where they did and did not meet the requirements of the role, and any suggested development needs arising from their assessment results.

## **6. Medical Examination**

6.1 Any appointment is conditional pending a satisfactory medical examination being conducted by the Medical Advisor for the Board. A medical form must be completed by applicants and consists of two parts:

Part A – An initial screening form that will be provided to the candidate for completion by his / her medical practitioner or Police Service Medical Officer.

Part B – A questionnaire to be completed by the candidate.

6.2 The completion of Parts A and B will enable the Board's Medical Advisor to consider if further information is necessary in conjunction with the subsequent medical examination. Medical information provided by the candidate is solely for the use of the Board's Medical Advisor; the Panel will not have sight of the information contained within these documents

and will rely upon the assessment of the Board's Medical Advisor regarding the physical and mental suitability of candidates for the post.

## **7. Appointment**

7.1 The Panel should identify the candidate who most closely meets the requirements of the role. In identifying the successful candidate, the Panel should record:

- The criteria used to assess the suitability of the candidate for the appointment.
- Why the candidate satisfies those specific criteria.
- The terms and conditions on which the preferred candidate is to be appointed.

7.2 The Panel should make a recommendation to the Board on the most suitable candidate(s) for appointment(s) to the role based upon the relevant assessment criteria. The Board will consider the recommendation(s) in line with their responsibilities outlined at para 4.1.7 and 4.1.8.

7.3 Following approval from the Minister of Justice / Secretary of State, the Board shall make the appointment of the successful candidate.

## **8. Job Offer**

8.1 The successful candidate should be notified as soon as practicable. Notification may initially be conducted verbally, but in all instances a written job offer to the successful candidate must be provided.

8.2 The offer made in writing to the successful candidate may be composed as either an e-mail, letter or both. The offer should include the terms and conditions of service relevant to the role, including remuneration and length of the fixed term of office in the case of a Chief Constable or DCC.

8.3 Acceptance of the offer from a successful candidate should be made in writing, either by e-mail, by letter or both.

8.4 Unsuccessful candidates should be notified as soon as practicable and provided with feedback on their performance where it is requested.

8.5 Once the appointment and confirmation is finalised the details should be published by the Board.



## **9. Reserve Lists**

9.1 The Panel may choose to compile a Reserve list of candidates who achieved the required level for appointment to the advertised role, but were unsuccessful in the current appointment process.

9.2 Where a reserve list is to be compiled, the Panel should firstly agree on and record which candidate(s) will be included on this list, the criteria used to assess the suitability of the candidate for the appointment and why each candidate satisfies those criteria.

9.3 The Panel should also agree the period of time that any reserve list shall be valid for, and notify all those individuals recorded on a reserve list, and the period of time the list will remain valid.

## **10. Temporary and Acting Appointments**

10.1 [Section 34 \(1\) of the Police \(Northern Ireland\) Act 2000](#) outlines the power of a Deputy to exercise the functions of a Chief Constable on a temporary basis not exceeding three months, except with the consent of the Minister of Justice or Secretary of State. In circumstances where an extension may be required, PSNI should make the Board aware of the requirement for an extension as soon as practicable, who will then make an application to the Secretary of State / Minister of Justice as required.

10.2 The Board has no role in the case of temporary promotions to the ranks DCC, ACC or Senior Police Staff; the decision maker will be the Chief Constable.

## **11. Fixed Term Appointments**

11.1 Chief Constables and DCCs are subject to fixed term appointments in accordance with Determination A Regulation 11 of The Police Service of Northern Ireland Regulations 2005.

11.2 The term of an appointment to the rank of Chief Constable or DCC shall be for a maximum term of five years. This may be extended by agreement between the individual and the Board for a further term of a maximum of three years and for subsequent terms each of a maximum of one year. Any subsequent extension which is due to expire more than one year after the expiry of the original fixed term shall require the consent of the Department of Justice.

## **12. Schedule of Review**

12.1 This Guidance shall be subject to review two years from the publication date stated on the front cover of this document, and / or following the use of this Guidance in a live selection process; whichever is sooner.

12.2 The review process should include both feedback from members of the Panel and from candidates, suggestions for improvement, and a check with current best practice in line with national guidance and accepted industry standards.

12.3 Any amendments made to this Guidance following a review shall be recorded, along with the rationale and decision-making process for the relevant amendments and retained by the Board in order to ensure consistency and transparency. The version number on the front cover of this document must also be updated to ensure that the most current version is used in all instances.

## 13. Monitoring

It is the responsibility of all of those involved with any appointment process to fulfil their responsibilities in relation to the legislation detailed within this section.

### 13.1 Equality

13.1.1 Those involved in the appointment of Chief Officers and Senior Police Staff must ensure that they comply with provisions of the following legislation including amendments:

- [Employment Equality \(Age\) Regulations \(NI\) 2006](#)
- [Disability Discrimination Act 1995](#)
- [Equal Pay Act \(NI\) 1970](#)
- [Sex Discrimination \(NI\) Order 1976](#)
- [Race Relations \(NI\) Order 1997](#)
- [Fair Employment & Treatment \(NI\) Order 1998](#)
- [Employment Equality \(Sexual Orientation\) Regulations \(NI\) 2003](#)
- [Equality Act \(Sexual Orientation\) Regulations \(NI\) 2006](#)

13.1.2 The above equality legislation sets out the different ways in which it is unlawful to treat someone, such as direct and indirect discrimination, harassment, victimisation and failing to make a reasonable adjustment for a disabled person.

13.1.3 [Section 75 of the Northern Ireland Act 1998](#) is a statutory duty on public authorities in Northern Ireland to give due regard to the need to promote equality of opportunity:

- Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation.
- Between men and women generally.
- Between persons with a disability and persons without.
- Between persons with dependents and persons without.

13.1.4 In order to achieve the aim to promote equality of opportunity, the Board must ensure that all those involved with the appointment process:

- Are aware of their responsibilities in relation equality, diversity and inclusion.

13.1.5 The initial application and subsequent invitation to any further assessment should include the option for the applicant to indicate if they have any disability that may affect their performance at each stage of the application. Where this is indicated, reasonable adjustments will be made to ensure that the applicant is not disadvantaged as a result of their indicated disability.

## **13.2 Data Protection**

13.2.1 The Board is registered as a Data Controller with the Office of the Information Commissioner as required under the [Data Protection Act \(DPA\) 2018](#) and [General Data Protection Regulation \(GDPR\) 2018](#). The DPA regulates how and when information about candidates and employees may be obtained, held and disclosed. The Board will process candidate's data in accordance with the DPA and GDPR and for the purposes notified to the Information Commissioner.

13.2.2 Information covered by the DPA and GDPR includes computerised records, health records and manual records. The DPA states that information is:

- To be processed fairly and lawfully.
- To be adequate for the purpose (i.e. to make a fair appointment decision).
- To be relevant and not excessive.
- To be accurate.
- Not kept any longer than is necessary.

13.2.3 Information provided as part of a candidate's application will be used to enable a candidate's application to be considered for the advertised post, and also to compile statistics for use by the Board, the PSNI, or for reporting to government agencies and departments; information used for this purpose will not identify the candidate as an individual.

13.2.4 Information relating to the appointments process will be retained in line with the Board's Retention and Disposal Schedule.

13.2.5 Applicants will be sent a privacy notice along with their initial application, detailing the purpose of processing the personal information which is collected during the application, whether this data will be shared, and how long it will be retained for by the Board.

-  028 9040 8500
-  [information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)
-  [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk)
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#### DOCUMENT TITLE

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**Northern Ireland Policing Board  
Guidance for the Appointment of Chief  
Officers and Senior Police Staff Equivalents**

#### ONLINE FORMAT

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This document is available in PDF format from our website. This document may also be made available upon request in alternative formats or languages. Requests should be made to the Northern Ireland Policing Board.

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