

MINUTES OF MEETING

NAME OF COMMITTEE: Strategic Promotions & Examinations Board (SPEB)

DATE: 20th July 2020

TIME: 11.00am

CHAIRPERSONS: ACC Alan Todd &

LOCATION: Dial in Conference

s.F40

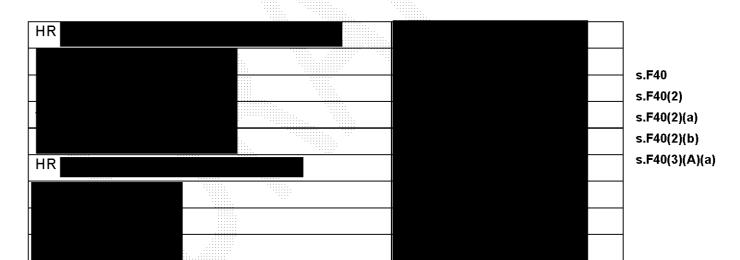
s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(A)(a)

MEMBERS:



OTHER ATTENDEES:

Note Taker	
	s.F40
Apologies	s.F40(2)
	s.F40(2)(a)
	s.F40(2)(b)
	s.F40(3)(A)(a)

	ltem	
	No	
	1.0	Introduction, apologies noted.
	2.0	Review of Previous Minutes – approved.
s.F40 s.F40(2)	3.0	Chief Superintendent Promotion Process
s.F40(2)(a)		asked that SPEB agree the competencies and values for the Chief
s.F40(2)(b)		Superintendent Promotion Process. The following was proposed and she would
s.F40(3)(A)(a)		agree the priority order with the CC.
		Presentation – We Analyse Critically, We are Innovative and Open Minded, and We
		Take Ownership. Interview – Public Service, We are Emotionally Aware, Integrity,
		and We Deliver, Support and Inspire.
s.F40		eferenced the Open Day for external candidates that was being planned and
s.F40(2)		advised would welcome involvement from Superintendents Association.
s.F40(2)(a)		to support. updated the CC will progress with the webinar to all candidates 7 th
s.F40(2)(b) s.F40(3)(A)(a)		August.
		asked can we now invite external candidates to attend for interview as travel

arrangements have relaxed. advised travel would not be against current guidance and would be okay to proceed as normal. Overall principal would be for consistency in regard to s.F40 attendance at interview however consideration can be given on a case by case s.F40(2) basis if required. Cases can be considered further if a person has raised any s.F40(2)(a) concerns. s.F40(2)(b) s.F40(3)(A)(a) added that would sit on the panel as the external representative. 4.0 Superintendent Promotion Process and Feedback advised that SMAP will look at all promotions on 14th September s.F40 s.F40(2) advised feedback questionnaire had been prepared and asked for any s.F40(2)(a) thoughts. said the feedback from the panel was that the use of post its was distracting for candidates but how they dealt with this was up to themselves and getting individual views via a questionnaire was probably the best way forward. asked if everyone was content that we go ahead and look at this when the replies are back. AT said that the availability of post it notes and the candidates not being aware of this until the day of interview raises the challenge of giving as much information to the candidates before they attend for interview so they are not caught out with this possibly preventing any challenges to the process. AT also said in regard to advising re panel members we should always know who we are drawing from regarding this and there is transparency around letting candidates know who the 'panel members' will be in advance. advised that on the back of this and going forward we will be letting candidates know who will be on the panel with a caveat in regard to possible changes to the

panel. We will be learning from processes going forward which will assist in future

s.F40(2)(b) s.F40(3)(A)(a)

s.F40

s.F40(2)

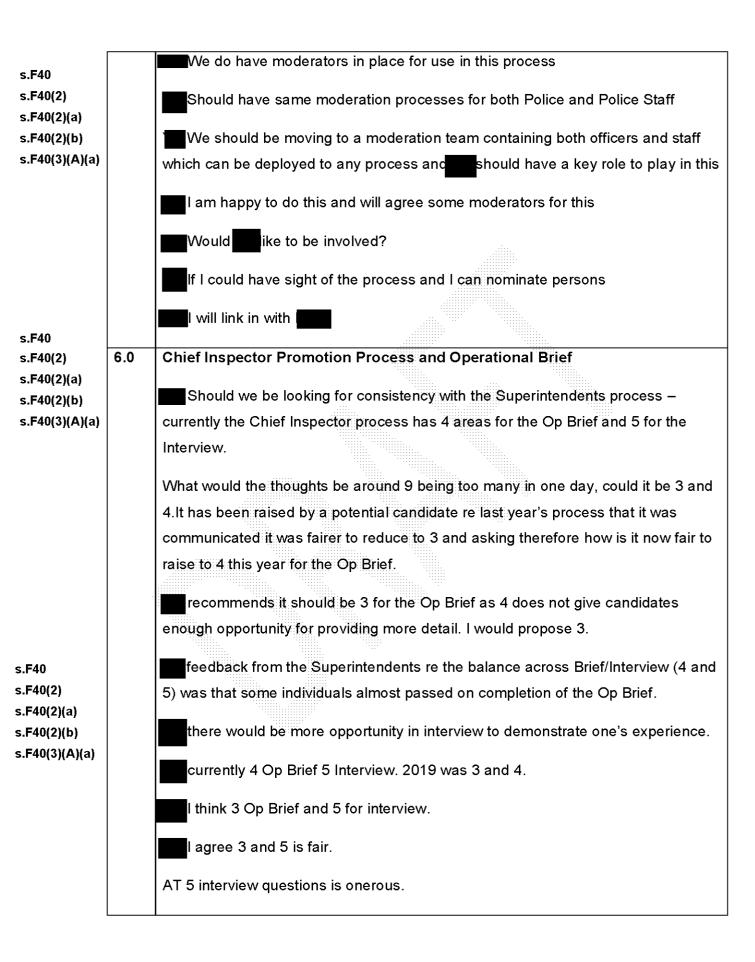
s.F40(2)(a)

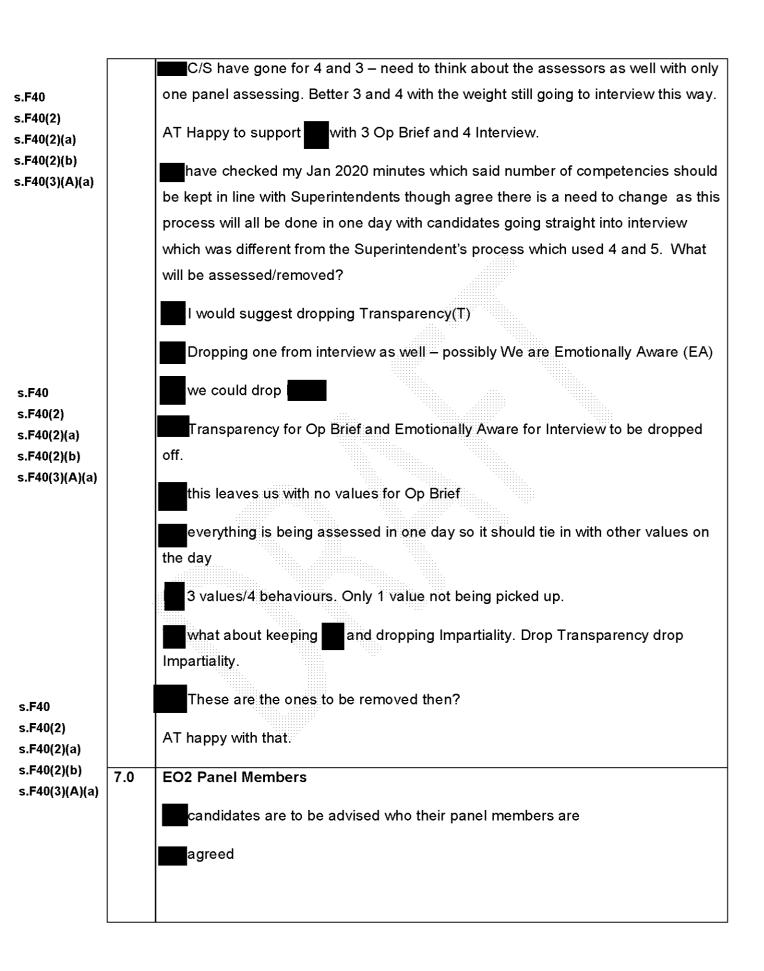
s.F40(2)(b)

s.F40(3)(A)(a)

processes.

confirmed that moving forward we will be providing panel member names s.F40 before day of interview. s.F40(2) s.F40(2)(a) raised the point re the post it notes in that these would be awkward to make s.F40(2)(b) notes on and would cards possibly be better. s.F40(3)(A)(a) advised the post its query arose around whether candidates should be provided with full question written down on a card. Post- it's were to just jot down some key words. AT In fairness this was discussed before and people read/process information in different ways. Began as possibly providing a copy of question which has moved to post its. This board sits to make decisions for the panel to execute, why have we made a decision to use post its 2 days before the process starts – tweaking towards the end. There is possible confusion here as we have discussed previously re the use of s.F40 post its. s.F40(2) s.F40(2)(a) AT – The challenge to us is to ensure timely communications moving forward. s.F40(2)(b) s.F40(3)(A)(a) There was discussion re providing the full question and was thought that this could be more distracting. If gueries come up again so close to a process these should not be included in the process. 5.0 **EO2 Promotion Process** There will be a 2 person panel with interviews held at Similar s.F40 measures will be in place as for Superintendents process and it will progress as s.F40(2) s.F40(2)(a) scheduled in September. s.F40(2)(b) In regard to Moderation is there a separate moderator for this process as he s.F40(3)(A)(a) has not been involved in non-police promotion processes before.





8.0

Study Guide

s.F40 s.F40(2)

I will have a more comprehensive update after an upcoming meeting with the College. Option would be exam on same day or if we don't get a technical solution we may need to bring back spreading exams over 3-4 days, and would support latter at this stage.

s.F40(2)(a)

has submitted a proposal re a podcast concerning exam material –

s.F40(2)(b) s.F40(3)(A)(a)

thinks useful.

I can send the full proposal if required. Question is to see if SPEB are supportive.

AT could we have some views around the direction of travel in regard to the exams first - how to be conducted.

s.F40 s.F40(2) advised quite a bit of work has been done with the College and Police Scotland.

s.F40(2)(a)

COP exams will take place after our exams. I would say probably look at running over multiple venues with more than 1 sitting – support thoughts.

s.F40(2)(b)

s.F40(3)(A)(a)

AT we should set out workings for the planning team re pencil paper/social distancing etc. Should consider morning/afternoon on Fri/Sat/Sun which would remove any issues re integrity. What we decide will help the planning team in moving forward.

we have been looking at this and it is tending more towards using Police

Establishments as can't get Colleges currently. Inspector's exam should be less of an issue however there may be a problem with Sergeants exam and getting

enough accommodation within Police Establishments.

AT possible option would be 3 sessions a day, give student officers a Friday off so

could use Fri/Sat and Sunday.

we could possibly bring students in the following weekend to catch up.

I will start looking at Fri/Sat/Sun and take this forward.

AT consecutive weekends may cause problems re integrity. We can agree

s.F40 s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(A)(a)

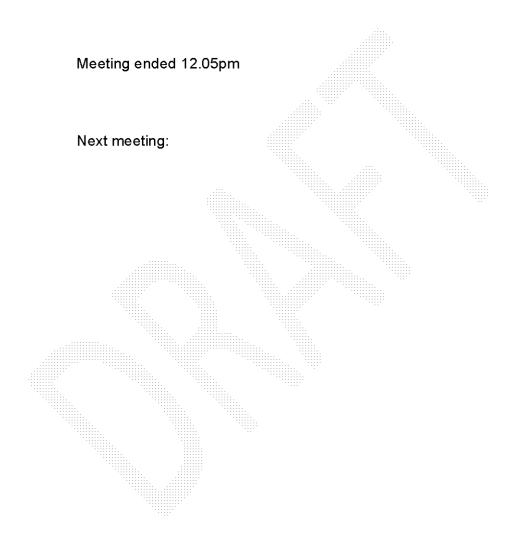
	parameters here re over 1 weekend and possibly the Friday.
s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)	I agree with this.
	we will link in with re a more condensed approach.
	can we discuss the podcast?
	AT How do we see the benefits of a podcast?
	people learn in different ways and to support these people and those who
	would have less time - doing other things and listening to podcast at the same time
s.F40	may be the answer. thought it was a good idea.
s.F40(2)	The study guide is what we have published. We would need a level of
s.F40(2)(a) s.F40(2)(b)	
s.F40(3)(A)(a)	assurance around what would be put on the podcast – some people could possibly
o 10(0)() 1)(u)	be listening to it and saying '1,2,3,4 are wrong'.
	AT time investment – a significant amount of work would be involved. Getting to
	final space would require more research and not sure would get across the ground
	quickly enough.
	I would raise the point about new ideas coming across with limited time to carry
s.F40	them out. It would need further explored through governance to ensure was a
s.F40(2)	corporate product. s team could link in with to ensure it was standardised
s.F40(2)(a)	but not for this process. Could say to we are not convinced it would be
s.F40(2)(b)	available for the current process but would certainly look at his with his help for
s.F40(3)(A)(a)	future processes.
	AT happy to support that There is likely to be a high level of work required
	behind the scenes. From personal experience, these things require a lot of time
	commitment, both of the organisation and of personal time. Flag this as something
	we would seek to do in the future.
s.F40	accept support and build for the future. Thoughts?
s.F40(2)	accept support and build for the future. Thoughts:
s.F40(2)(a) s.F40(2)(b)	all content.
s.F40(3)(A)(a)	I will update and he can link in for the future.

s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)

9.0 AOB

hothing for this. Does everyone agree nothing for AOB?

AT nothing from me. Thanks to the team for their work on this.





Keeping People Safe

MINUTES OF MEETING

NAME OF COMMITTEE: Strategic Promotions & Examinations Board (SPE

DATE: 23rd November 2020

TIME: 11.00am

LOCATION: Dial in Conference

CHAIRPERSONS: ACC Alan Todd &

MEMBERS:

s.F40(3)(A)(a)

s.F40

s.F40(2)

s.F40(2)(a) s.F40(2)(b)



OTHER ATTENDEES.

Note Taker

s.F40 s.F40(2) s.F40(2)(a)

s.F40(2)(b) s.F40(3)(A)(a) **Apologies**

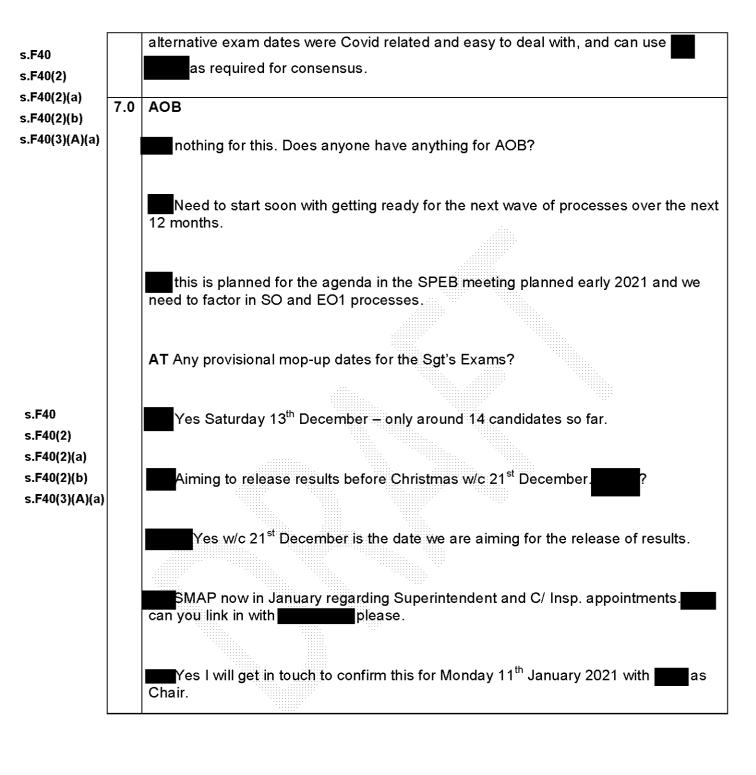
1.0 Introduction, apologies noted.

Review of Previous Minutes: 2.0

Highlighted correction in relation to previous minutes – 3.0 New

		Superintendents Promotion Process: 'Same respective projected pool'
s.F40 s.F40(2)		Apologies where not noted in previous meetings minutes.
s.F40(2)(a) s.F40(2)(b)	3.0	Sergeant Examination Plans and Essential Travel
s.F40(3)(A)(a)		
		No requirement to change any plans in place at the moment. Health and Safety
		are happy with the set-up of current exam centres. will assess the
s.F31		remaining exam locations that haven't yet been assessed those being
s.F31(1)		
s.F31(1)	(a)	Any other Health & Safety considerations?
s.F31(1)	(b)	
s.F40 s.F40(2)		AT Concerns as we haven't got the new regulations as yet. Working assumption is
s.F40(2)		they will remain a direct lift of stay at home piece where possible and no further travel
s.F40(2)	(b)	restrictions so can progress.
s.F40(3)	(A)(a)	
s.F40		is there a date confirmed for the release of new regulations?
s.F40(2)		
s.F40(2)(a)		AT Likely to be Thursday/Friday, come into force midnight Friday.
s.F40(2)(b) s.F40(3)(A)(a)		
o 10(0)(11)(u)		We should plan as if we are going ahead and review again once the forthcoming
		regulations are released. and AT can take back to SET as necessary and link
		with for advice.
		Useful to circulate communications to let all relevant parties know that the exams
		are to be going ahead as planned. We should plan on the basis that we are
		proceeding as normal.
s.F40		We will feature in the Covid update.
s.F40 s.F40(2)		
s.F40(2)(a)		Risk Assessment will be carried out at other locations – is everyone happy with
s.F40(2)(b)		this?
s.F40(3)(A)(a)		

s.F40 s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)		AT No issues or concerns from the Inspectors Process? No there were no track and trace issues advised.
	4.0	Superintendent Promotion Process gave an overview of the Superintendent's promotion process and asked if there were any queries about the forthcoming Superintendent Promotions Process? No queries raised.
s.F40 s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)	5.0	Chief Inspector and Inspector Debrief & Results asked if there were any concerns regarding the dates that we plan to proceed with the panel de-brief and the issuing of result to candidates on the 7 th of December. also updated that Inspector Exam mop-ups were held on Saturday 21 st November – all went very smoothly without any issues. AT advised to proceed and he would put out an updated communication covering all ranks. No other queries raised.
s.F40 s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)	6.0	Requests for Alternative Exam/ Interview Dates For the Inspectors and Sergeants exams and have been jointly reviewing alternative dates for candidates who aren't able to attend exams. Is everyone happy for attended authority to approve alternative dates? and AT agreed they were content with delegated authority for these alternative dates to be issued by and only refer to AT and in extreme circumstances. It was agreed the process should be reviewed after the Covid period ends as will not always hold exceptional boards. Happy with the current arrangements — vast majority of issues relating to





MINUTES OF MEETING

NAME OF COMMITTEE: Strategic Promotions & Examinations Board (SPEB)

DATE: 30th September 2020

TIME: 15.00pm

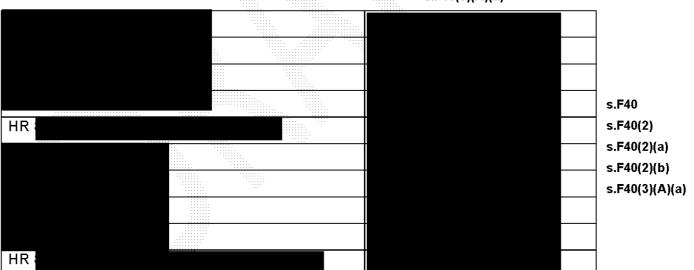
LOCATION: Dial in Conference

CHAIRPERSONS: ACC Alan Todd & s.F40 s.F40(2)

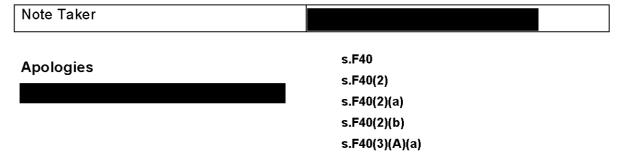
s.F40(2)(a)

MEMBERS: s.F40(2)(b)

s.F40(3)(A)(a)



OTHER ATTENDEES:



Item	
No	
1.0	Introduction, apologies noted.
2.0	Review of Previous Minutes – approved.
3.0	Temporary Superintendent Promotion Process
	advised that had updated her after SET earlier today. Process would be
	initially an expression of interest and competencies and values for process would
	then be chosen.
	said that the staffing requirement for 8 or 9 Superintendents was too many not
	to do anything and the first decision was to either run a substantive or temporary
	process. It was decided that a temporary process would be best as substantive
	pool would not be any larger than recent process.
	Next decision was for generic or individualised process and was thought the best
	way forward was to set out details for each individual post to meet business
	requirement.
	was content with this approach.
	advised what was to happen with colleagues already in Temporary Promotion
	posts to Superintendent and as of Monday those currently in post which will not be
	filled from existing list will remain in post until these posts are filled. Colleagues in
	posts which will be filled on Monday 5 th October will revert back to Chief Inspector.
	asked if we would be using paper sift.
	advised that expression of interest should be issued 1 st October with return date
	close of play Tuesday 6th October. On the back of this we will decide on the

s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)

s.F40 s.F40(2)

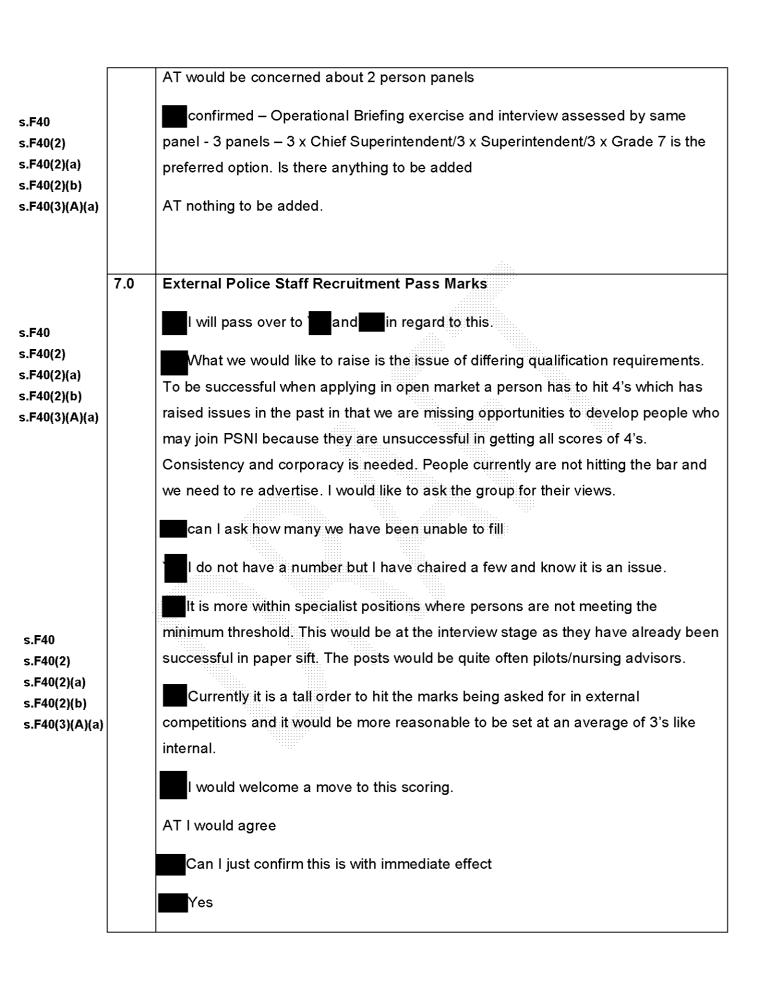
s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(A)(a)

methodology to be applied and issue further communication. Does anyone have anything further to add? AT nothing to add. DPC is a good case study – 3 posts incorporating all the same competencies – people should pitch for the job that they are prepared to do. asked if persons could apply for as many roles as they are qualified to do s.F40 s.F40(2) s.F40(2)(a) AT content that yes this will be the proposals we will adopt. s.F40(2)(b) s.F40(3)(A)(a) Who decides what posts people will be allocated if they are successful in several - organisation or the individual. AT SMAP principles will guide. 4.0 **Superintendent Promotion Process and Feedback** advised feedback questionnaires had been returned and asked would the s.F40 report be forwarded to AT and Two key issues from the questionnaire were s.F40(2) s.F40(2)(a) post-its - generally negative - distracting and 7 minutes for each question s.F40(2)(b) generally positive - allowed time to expand. Some replies also stated the s.F40(3)(A)(a) Operational Brief was not overly relevant to the role of Superintendent. happy that the report shared with AT and AT happy with this. 5.0 **EO2 Promotion Process - Update** s.F40 advised the process was all completed and final interview was on 29th s.F40(2) September which means we can now release merit details. Anything from s.F40(2)(a) s.F40(2)(b) everyone was content with the information already released. s.F40(3)(A)(a)

Chief Inspector Promotion Process - Panels 6.0 could we have thoughts on the best option to proceed with. What would his s.F40 thoughts be as to how these have worked in previous processes s.F40(2) s.F40(2)(a) advised that he had noted problems when Operational Brief and Interview were s.F40(2)(b) split as the separate marking of these creates problems in regard to possibility of s.F40(3)(A)(a) having already been unsuccessful on the completion of the first part. One panel could sit and do the process all at once. Challenge would be obtaining people for the panels. would be in favour of 1 panel dealing with the person in totality as recent processes which highlighted the benefits of one panel. we would be talking about a maximum of 4 candidates per day and is there any preference regarding 3 panels for 2 weeks or 2 panels for 3 weeks. What would be the projected pool? s.F40 s.F40(2) in the region of 100 plus. s.F40(2)(a) s.F40(2)(b) more panels would get through the process quicker and I would favour 3 panels s.F40(3)(A)(a) for 2 weeks with the panel carrying out both aspects of the process. stated that the challenge with more panels would be moderation and consistency but we could work through this. I would prefer 3 rooms as we need consistency throughout the process. helped before re obtaining panel members. Could you assist again? happy to have a chat. s.F40 to confirm are we happy with 3 panels with 3 panel members or would we s.F40(2) s.F40(2)(a) consider 2 person panels. s.F40(2)(b) 2 panel members may be an option. s.F40(3)(A)(a) 2 on the panel running both the brief and interview would put more pressure on the panel.



AT Just check on any current candidate instructions.

8.0 Inspector and Sergeant Exams and Communication

We had difficulty in obtaining venues but these have now been secured and hopefully things will not change. Sergeant Exam will be over 1 weekend of 28/29th November. The Chief Constable has asked if communication could go out about the exams proceeding and I am happy to draft a communication for SPEB. Can I ask if we could include that candidates must notify us of withdrawal 4 weeks before the exam to assist us with the managing of numbers.

AT I am sympathetic with the desire to have this included however we need to remember the pandemic and people may need to isolate at short notice, we would also need to have a sanction in that if persons didn't withdraw within 4 weeks then they could not apply next year. I am not sure about the practicalities.

- it may assist if people do actually withdraw at the last minute as this would assist with seating arrangements and spacing.
- may have a detrimental effect on females who may need to withdraw at short notice re childcare arrangements.
- this would lead into a possible mop up date regarding anyone isolating as per COVID-19. Do we need to have in place a mop up date for 2 weeks after the date of exams?

AT I would be concerned about advertising it.

we would need to set strict parameters. Would be looked at on a case by case basis.

AT we will need to have this as a contingency plan. We understand we are in the middle of a pandemic and will carry out a post exam review to address any issues.

this would be our response to any issues raised – post exam review

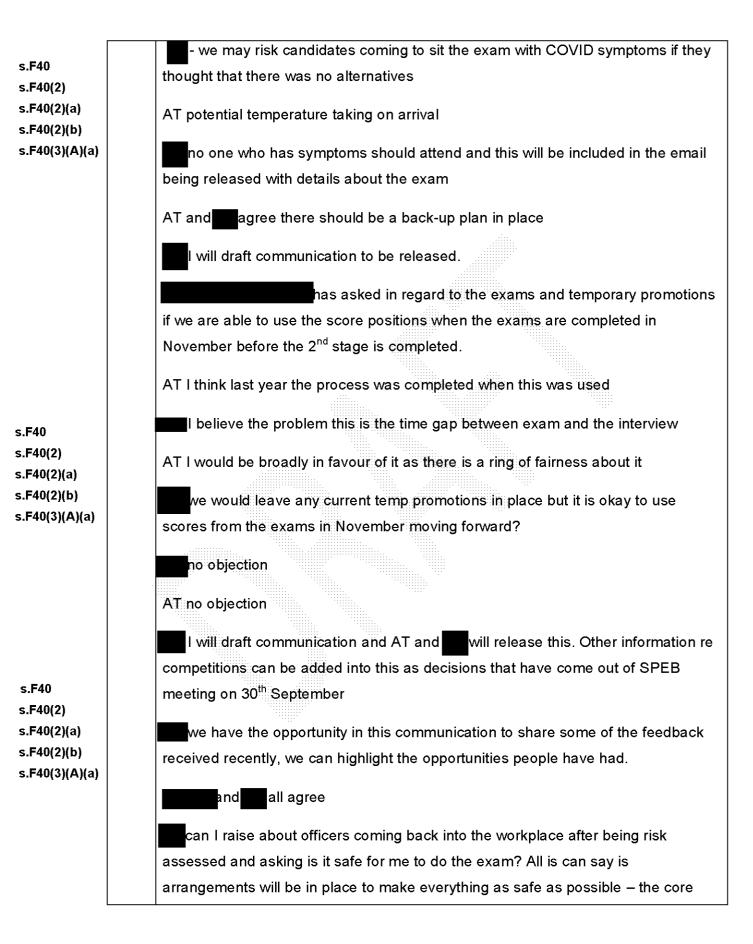
AT there are people every year who are unable to do the exam. There is no right to be able to sit the exam.

s.F40 s.F40(2) s.F40(2)(a) s.F40(2)(b) s.F40(3)(A)(a)

- s.F40 s.F40(2) s.F40(2)(a)
- s.F40(2)(b) s.F40(3)(A)(a)

s.F40(2) s.F40(2)(a) s.F40(2)(b)

s.F40(3)(A)(a)



role is as a Police officer as opposed to doing an exam. if there was someone who fell into that bracket would they be able to come in to s.F40 do the exam - we previously went out to houses for persons who were shielding s.F40(2) s.F40(2)(a) and couldn't leave - we could consider this. Procedures we have in place for s.F40(2)(b) exams would cover people as they would have been risk assessed in that they s.F40(3)(A)(a) could now attend the workplace. AT temperature devices for the exams may be useful, also act as a deterrent for anyone deciding to attend with possible symptoms we can certainly look into this for procedures for the day. We asked for masks to be worn to previous exams and there were no issues with everyone complying fairly well. s.F40 s.F40(2) s.F40(2)(a) s.F40(2)(b) 9.0 **AOB** s.F40(3)(A)(a) nothing for this. Does everyone agree nothing for AOB? AT nothing from me.

Meeting ended 15.45pm

Next meeting: