



Home Office

Her Majesty's Inspector of Constabulary and Inspector of Fire & Rescue Authorities in England

Recruitment Information Pack

July 2020



INVESTORS
IN PEOPLE

Bronze



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Foreword from HM Chief Inspector of Constabulary and Chief Fire & Rescue Inspector for England, Sir Thomas Winsor

Dear Applicant,

Thank you for your interest in being appointed one of Her Majesty's Inspectors in respect of policing and fire and rescue services.

It's a great job, and could be the pinnacle of your already distinguished career.

HMICFRS is an organisation with very old roots (back to 1856). What we do matters a very great deal. We're an inspectorate, not a regulator. Regulators have hard power: the power of intervention, direction and enforcement. Inspectorates have soft power: the power of their voices and their authority. That doesn't mean weak power; chief constables and chief fire officers, and the bodies to which they're accountable, take our reports very seriously. But it's different power, and it is power we exercise every day.

We make a real difference. Just look at our reports on, crimes against older people, child protection, crime recording, cyber-crime, leadership and so many others. What we say gets changes made, and they're changes for the better. No-one can count how many victims receive better treatment and justice as a result of what we do; nor can we count the people who don't become victims at all. But it's certain there are many of them. And that's why we come to work.

In 2017, HMICFRS grew much bigger. To our 164-year responsibilities to inspect and report on the efficiency and effectiveness of the police in England and Wales have been added the job of doing the same for the fire and rescue services in England. We are now inspecting fire and rescue services to the same high standard as we apply to all we do in policing.

As well as the core job of inspecting and reporting on efficiency and effectiveness, there's the policy, and relations with other pieces of government. The Home Office looms largest, but we work with four other central government departments as well as other policing and criminal justice institutions (such as the College of Policing, the IOPC, the NPCC, the NFCC, the Local Government Association, the APCC and others, as well as the inspectorates for prosecution, prisons and probation).

Each HMI is a member of the HMICFRS Board; it's a major part of the job. It's stimulating, hugely professionally satisfying and hard work. The inspectorate staff are people of diverse professional backgrounds with high skills and an unmatched commitment to public service in these, the most essential, safety-critical monopoly public services of all.

I urge you to read our recent reports, including the annual State of Policing and annual State of Fire and Rescue reports, and see in detail what we do. If they don't raise your heart rate, don't apply. If they do, I shall warmly welcome your application.

Sir Thomas Winsor
HM Chief Inspector of Constabulary and Chief Fire & Rescue Inspector for England

About Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services

In summer 2017, Her Majesty's Inspectorate of Constabulary (HMIC) was asked by the Home Secretary to also inspect the effectiveness and efficiency of England's fire & rescue services. The first fire inspection took place in Spring 2018. To reflect this new role, the Inspectorate's name changed to Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).

In preparing its reports, the Inspectorate asks the questions that citizens would ask, and publishes the answers in an accessible form, using its expertise to interpret the evidence and make recommendations for improvement.

The Inspectorate provides authoritative information to allow the public to compare the performance of their police force and fire & rescue service against others. The evidence gathered is used to drive improvements in the services they provide to the public.

"HMICFRS plays a vital role in holding police forces and fire & rescue services to account - ultimately preventing crime, protecting the public, and securing public trust. Her Majesty's Inspectors are central to this approach. If you are motivated to play a key role in helping HMICFRS achieve its mission, then please get in touch"

Patricia Hayes

Director General – Crime, Policing & Fire Group, Home Office

Independence

HMICFRS is independent of government, the police and fire & rescue authorities:

- HM Inspectors are appointed by the Crown. They are not employees of the police service, fire & rescue authorities or the Government.
- In their dual role of HM Chief Inspector of Constabulary and HM Chief Fire & Rescue Inspector for England, the Chief Inspector reports to the Home Secretary and Parliament on the efficiency and effectiveness of police services in England and Wales, and on the efficiency and effectiveness of fire & rescue authorities in England.
- HM Inspectors may be called to give evidence before committees of Parliament, and must also account for their actions to the public through the media. As is the case with all public bodies, HM Inspectors are also susceptible to judicial review.
- Although HMICFRS' budget is set by the Government, and the inspection programmes require the Home Secretary's approval, no Minister, police and crime commissioner, mayor or fire and rescue authority can interfere with the contents of an HMICFRS report or the judgment of HM Inspectors.

Public interest

Police inspections

HMICFRS' annual inspection programme for police forces in England and Wales is subject to the approval of the Home Secretary under the Police Act 1996.

The Home Secretary may also require HMICFRS to carry out further inspections of police forces, beyond the terms of the annual inspection programme. Police and crime commissioners may also commission HMICFRS to do inspections in their force areas, although HMICFRS is not required to accept any such commission.

HMICFRS may also carry out inspections of police forces on its own initiative if it considers that the performance or circumstances of a force merit it.

In devising its policing inspection programme for the Home Secretary's approval, HMICFRS considers the risks to the public, service quality, public concerns, the operating environment, the effect which inspection may have on a force, and the benefits to the public of improvements which may follow inspection.

Fire & rescue authority inspections

The Policing and Crime Act 2017 requires the Inspectorate to inspect and report on the efficiency and effectiveness of fire & rescue authorities in England.

HMICFRS' inspection programme for fire & rescue authorities in England is subject to the approval of the Home Secretary.

The Home Secretary may also require HMICFRS, at any time, to carry out further inspections of any or all fire & rescue authorities in England.

Powers

HMICFRS is an inspectorate, not a regulator. Regulators have powers of intervention, direction and enforcement. Inspectorates have powers to secure information, but no powers to give orders for change. Recommendations are not orders.

It is for chief constables (whose operational independence is a cornerstone of British policing), police and crime commissioners and fire & rescue authorities (both with powers to set local priorities and budgets) and, in extreme cases, the Home Secretary (who has ultimate democratic responsibility for policing and fire & rescue) to take action as a result of HMICFRS' recommendations.

Police and crime commissioners are required to publish their comments on each HMICFRS report within 56 days of its publication, and must include an explanation of the steps to be taken in response to each HMICFRS recommendation or an explanation of why no action has been or is to be taken in that respect. Similarly, the revised Fire & Rescue National Framework for England requires fire and rescue authorities to give due regard to reports and recommendations

made by HMICFRS and – if needed – prepare, update and regularly publish an action plan detailing how the recommendations are being actioned.

Role Description

- Job Titles:** Her Majesty’s Inspector of Constabulary (HMI)
Inspector of Fire & Rescue Authorities in England (IFRAE)
- Commitment:** Full time public appointment
- Remuneration:** £175,000 per annum
- Appointment:** This is a fixed term appointment for a period of up to five years.
- Location:** Flexible within England and Wales, primarily the north of England.
- Reporting to:** Sir Thomas Winsor, HM Chief Inspector of Constabulary / Chief Fire & Rescue Inspector for England.

Purpose

HMI and IFRAE are simultaneous appointments made by Her Majesty the Queen on the recommendation of the Home Secretary.

Their purpose is to inspect police forces and fire & rescue authorities, and report publicly on their efficiency and effectiveness.

Key Responsibilities:

- Inspect a number of the 43 police forces in England and Wales, and a number of 45 fire & rescue authorities in England, as determined by the Chief Inspector. This will include:
 - Monitoring inspected organisations’ performance;
 - Forming a professional assessment of inspected organisation’s performance;
 - Identifying problems and challenging inspected organisations and their governing bodies so that the public are not exposed to avoidable risk or harm and can be assured that policing and fire & rescue services are effective and efficient;
 - Preparing inspection reports to established and consistent high corporate standards and presenting findings to the public in a lucid and accessible manner; and
 - Promoting good practice.
- The Chief Inspector may also require post holders to inspect other organisations, and carry out such other duties for the purpose of furthering efficiency and effectiveness of inspected bodies as they may specify.
- Lead one or more of HMICFRS’s thematic policing and / or fire & rescue service programmes and take a leading role in the annual all-force PEEL inspection programme.

- Lead – if required – any additional HMICFRS inspections not included in the inspection programme.
- When called upon, participate in chief officer misconduct hearings and chief officer appeal panels.
- Operate in the public interest and demonstrate the highest levels of personal integrity at all times, in line with the [Nolan Principles](#).
- Along with other HMICFRS Board members, contribute to the corporate leadership of the organisation to make sure that HMICFRS is a great place to work for all.
- Build and lead high-performing inspection teams.
- Develop strong relations with the senior leadership teams of inspected organisations and their governing bodies.

Person Specification

It is important in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One** only of the person specification, in so far as you are able. These responses will be further developed and explored with you if invited for interview, together with the other criteria listed in **Part Two**.

Part One - Essential Skills and Experience

- Successful track record of strategic leadership of a large organisation concerned with the provision of services to the public or institutional or commercial consumers with commensurate management skills and the ability to contribute effectively as a co-operative member of the senior team.
- Ability to take an outcome-focused approach to enhance public accountability of the police service and the fire and rescue service.
- Strong analytical skills, predominantly with a reliance on evidence-based practice, and the capability to carry out rigorous inspections.
- Proven performance, resource management and business skills.
- A first-class communicator with the confidence, authority and interpersonal skills to secure and retain the confidence of a wide range of stakeholder groups.
- Strong relationship management skills, including the ability to build strong relationships and effectively challenge and influence stakeholders.
- A track record of implementing significant change.
- The flexibility and personal resilience to adapt to rapidly changing circumstances in an environment of regular scrutiny by the media, public and others.
- Experience of operational policing at a senior level.

Part Two - Desirable Skills and Experience

- Experience of media handling.

Additional Information

- The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level and police vetting.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on short-listed candidates.

Response Instructions

The closing date for applications is 11pm Monday 17 August 2020.

Please submit the following 4 documents, clearly labelled, by email to:

publicappointments@homeoffice.gov.uk

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in Part One of the person specification.
3. Please complete and return via email the **forms at Annex B** (attached separately), relating to referees, conflicts of interest and nationality.
4. In addition please complete the Diversity Form at **Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading (HMICFRS) in the subject box.

Please submit your application documents as 4 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Michael Gilligan on 0300 072 6254 or at

Michael.Gilligan1@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: publicappointments@homeoffice.gov.uk

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Closing Date	23:00, Monday 17 August 2020
Short-list Meeting	Expected w/c 24 August 2020
Candidate Interviews	Expected w/c 21 September 2020
Meeting with Home Secretary or Minister (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel ("the Panel") will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The Panel for the HMI recruitment will be independently chaired by Olivia Grant OBE. The Chair's role will be to ensure that the appointment is made in accordance with the Governance Code. In addition, the panel will comprise of Rachel Watson (Policing Director, Crime, Policing and Fire Group, Home Office), Sir Thomas Winsor (HM Chief Inspector of Constabulary and Chief Fire & Rescue Inspector for England) and Michael Fuller QPM.

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for final interview. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with her, before she makes a final decision on who to recommend for appointment. She will then seek the Prime Minister's agreement before approaching HM The Queen to agree and issue a Royal Warrant for the appointment. As a result there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. Appointments to the HMICFRS are regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or HMICFRS. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment will be for a period of up to five years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration and Time Commitment:

- This is a full time position. Basic hours of work will be 37 hours per week, excluding lunch breaks.
- Remuneration will be £175,000 per annum, which is taxable through the HMICFRS payroll.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.

Location: The role is flexible within England and Wales. You may also be expected to travel as necessary to other locations within the UK, or overseas in order to carry out your duties effectively.

Annual leave: You will be entitled to take 30 annual leave days per year. In addition you will receive eight days Bank and Public Holidays and one privilege day for the Queen's Birthday, to be taken at specific times of the year.

Pension: If you are currently a serving police officer, your current pension arrangements under the Police Pensions Regulations will continue for the duration of your appointment as an HMI, provided a) you elect to transfer from your current police force to HMICFRS and do not retire, and b) do not elect to opt out of the Police Pension Scheme. As an HMI your pension will be administered and payable by the Metropolitan Police Service on behalf of the Home Office. HMI roles are included in Schedule A of the Police Pension Regulations as a "member of a police force" for the purposes of abatement. If you are a retired officer currently in receipt of a police pension, or should you choose to retire from the police service on appointment, under Section K4 of the Regulations the relevant authority may, in their discretion, withdraw the whole or any part of your pension for the duration of your appointment as an HMI.

Alternatively, the successful candidate will be eligible to join the Civil Service pension scheme. Full details can be found on the Civil Service Pensions website at: www.civilservice.gov.uk/my-civil-service/pensions.

Please note:

- If you previously worked for an employer who participated in the Civil Service Pension Scheme, different conditions may apply, as may your benefits if you left the Civil Service

with an early retirement, severance, or redundancy package. Additional details can be found on the website: www.civilservice-pensions.gov.uk.

- Abatement of pension may apply if you are in receipt of a public service pension. In addition, civil servants who have been granted early retirement (under the terms of the Compulsory Early Retirement, Compulsory Early Severance, Flexible Early Retirement or Flexible Early Severance schemes) may be required to repay all or part of their lump sum compensation payments if their re-employment commences during the period represented by the compensation payment.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level and police vetting. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 16). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of HMICFRS Inspectors being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the HMICFRS in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: Members will need to show political impartiality during their time on the Board and must declare any significant party political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident: The Home Office is an accredited user of the government's "Disability Confident" symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

We will reply to your complaint within 20 days.

If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.