



Ministry of Defence Police

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Date: 28 October 2014

Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000. MINISTRY OF DEFENCE POLICE:
PROMOTION PROCESS.**

I acknowledge receipt of your e-mail of 17 October 2014, which we are treating as request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your e-mail of 17 October 2014, you requested the following information:

"Under the terms of The Freedom of Information Act 2000, I'd be grateful if you could provide me with answers to the following questions which relate to the conduct and process of Promotion Interviews for MDP Officers seeking promotion from the rank of Sergeant to Inspector:

- 1. On completion of the formal interview, other than the Assessing Officers and a representative of the MDP Workforce Planning Team (WPT); who else is notified of the marks attained by candidates prior to the candidates themselves being told?*
- 2. If anyone other than the Assessors and representatives of the WPT are notified of the results prior to the Candidates being told, what records are kept of that notification process and for what reason(s) might they be notified?*
- 3. Would it be normal procedure for an Officer of ACPO rank (substantive or otherwise), to be directly involved in any aspect of the process on completion of the Formal Interview stage prior to a declaration of the results being made?*
- 4. Is any MDP Officer of ACPO rank (substantive or otherwise) currently qualified and competent to assess the results of an MDP Formal Promotion Interview at which they weren't present?*

5. Is there any formal procedure within the MDP by which a Senior Officer (of any rank - substantive or otherwise) can challenge the results of the interview process and if so, what is the process for such a challenge to be made?

6. What formal records are kept of an MDP Promotion Interview and who has legitimate access to those records prior to the candidates being notified of the results?"

A search for information has now been completed and I can confirm that information in scope of your request is held:

1. On completion of the formal interview, other than the Assessing Officers and a representative of the MDP Workforce Planning Team (WPT); who else is notified of the marks attained by candidates prior to the candidates themselves being told?

The current interim arrangements (known as the Interim Vacancy and Promotion arrangements – available on the WPT web pages) cover lateral moves and promotion opportunity posts. The following process is followed for each:

(a) Results of any Promotions are shared with T/ACC CO – who has been the 1* senior Management Board delegated Promotion ratification authority. The Chair of any Promotion Panel makes contact by phone with all the candidates to inform them of the results.

(b) Results on lateral development vacancies do not need formal ratification and are therefore not shared with senior staff side the Workforce Planning Team. Results are shared in the first instance with the Candidates and then Divisions/Departments are notified.

2. If anyone other than the Assessors and representatives of the WPT are notified of the results prior to the Candidates being told, what records are kept of that notification process and for what reason(s) might they be notified?

For Promotions – a typed Scoring Sheet is produced by WPT and authorised via email by T/ACC CO prior to release to the officers. Formal ratification and the results sheet are kept by the WPT in the audit file.

For Lateral moves – see answer to question 1.

3. Would it be normal procedure for an Officer of ACPO rank (substantive or otherwise), to be directly involved in any aspect of the process on completion of the Formal Interview stage prior to a declaration of the results being made?

For Promotions only – Yes. See answer to question 1(a).

For Lateral moves – No. See answer to question 1(b).

4. Is any MDP Officer of ACPO rank (substantive or otherwise) currently qualified and competent to assess the results of an MDP Formal Promotion Interview at which they weren't present?

T/ACC CO, as the delegated Promotion ratification authority for the Force does not 'assess' the final results. Their role is as the 'ratification officer' on behalf of the Chief Constable. However, I can confirm that the current T/ACC CO is a trained assessor.

5. Is there any formal procedure within the MDP by which a Senior Officer (of any rank - substantive or otherwise) can challenge the results of the interview process and if so, what is the process for such a challenge to be made?

A senior officer of the MDP **cannot** challenge the results of any interview process. Management Board and DPF have agreed the use of the current vacancy and promotion handling arrangements with trained Assessors and a Panel Secretary from the WPT ensuring that due process is followed. An appeal process does exist for officers who believe the process has not been followed.

6. What formal records are kept of an MDP Promotion Interview and who has legitimate access to those records prior to the candidates being notified of the results?

The WPT keep all feedback notes of candidates performance. No one else has access to these notes prior to the candidate being provided with their feedback. As part of the quality assurance process T/ACC CO has asked to view the feedback of poor scoring candidates (after the conclusion of any process) to consider if there any wider training or development needs around the Force.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Team, 1st Floor, MOD Main Building, Whitehall, London SW1A 2HB (email CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate the case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website (<http://www.ico.gov.uk>).

Yours sincerely

