



Home Office

# Her Majesty's Chief Inspector of Constabulary and Fire & Rescue Authorities

## Recruitment Information Pack

October 2021



## Contents

Background	3
Role description	5
Person specification	7
How to apply	7
Indicative timetable & selection process	8
Pre-Appointment Scrutiny	9
Terms of appointment	10
Complaints	12
Annex A – Seven Principles of Public Life	13

## Background

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

In 2017, Parliament passed legislation establishing a new inspection regime for fire and rescue authorities. The existing inspectors of constabulary were appointed inspectors of fire and rescue authorities in addition to their police appointments. To reflect this new role, the Inspectorate's name changed to Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).

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.

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.

### 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 the dual role of HM Chief Inspector of Constabulary and HM Chief Fire & Rescue Inspector for England, the Chief Inspector reports 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, chief constable, 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.

### 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 Fire and Rescue Services Act 2004 requires the Inspectorate to inspect and report on the efficiency and effectiveness of fire & rescue authorities in England. This is principally focused on the fire and rescue service that the authority oversees.

The programme is subject to the approval of the Home Secretary who may also require HMICFRS, at any time, to carry out further inspections of any or all fire & rescue authorities in England. A recent example of this was the vital January 2021 inspection into how fire and rescue authorities responded to the COVID-19 outbreak and the numerous challenges it presents.

## 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.

For more information on the work of the Inspectorate please visit the [HMICFRS website](#).

## Places for Growth

In May 2021, the Home Office announced plans to further improve Civil Service representation in communities by moving roles from London and the South East, to offices and towns across the UK, including Stoke-on-Trent, Darlington, Peterborough, Salford and Solihull. Having more people in regional areas will improve our collective understanding of regional priorities and challenges and will better support policy development, bringing a greater variety of voices and experiences into the Civil Service. For this reason, HMICFRS will be moving to a regional structure, so this role will not be London based.

## Role Description

- Job Title:** HM Chief Inspector of Constabulary (HMCIC)  
HM Chief Inspector of Fire & Rescue Authorities in England (CIFRAE)
- Commitment:** Full time public appointment.
- Remuneration:** £197,313 per annum
- Appointment:** This is a fixed term appointment for a period of up to five years.
- Location:** Flexible within England and Wales. However, in line with the Government's Places for Growth programme, HMICFRS will be moving to a regional structure so this role will not be London based.
- Reporting to:** The Home Secretary, who may delegate some responsibilities to the Permanent Secretary e.g. performance management.

### **Purpose:**

HM Chief Inspector (HMCI) is a role combining two separate Crown Appointments:

- Her Majesty's Chief Inspector of Constabulary; and
- Her Majesty's Chief Fire and Rescue Inspector for England.

Their purpose is to ensure the inspection of police forces and fire & rescue authorities, and report publicly on their efficiency and effectiveness.

### **Key responsibilities of the HMCI:**

HMCI is appointed under the Police Act 1996 and the Fire & Rescue Services Act 2004. The primary duties of the role include:

- Complying with the statutory duties of the HM Chief Inspector:
  - Prepare, and submit to the Secretary of State, an inspection programme and framework to facilitate the inspection of the efficiency and effectiveness of all police forces in England and Wales, all fire & rescue authorities in England, other bodies set out in legislation, and broader or thematic inspections;
  - Submit to the Secretary of State annual reports on the carrying out of inspections and lay the reports in Parliament;
  - Sit on disciplinary panels in respect of senior officers accused of misconduct or gross misconduct, or nominating another HMI to do so;
  - Discharge functions as the principal body considering and investigating super-complaints under the Police Reform Act 2002;
  - Discharge functions in respect of the compulsory retirement or removal of chief constables by local policing bodies, as required by section 38, Police Reform and Social Responsibility Act 2011;
  - Carry out other duties for the purpose of furthering efficiency and effectiveness of police forces and fire & rescue authorities as directed by the Secretary of State; and
  - Participating in other duties of an HM Inspector.

- Leading HMICFRS as its most senior appointee:
  - Lead HMICFRS in line with the Seven Principles of public life and the principles set out in the Cabinet Office Code of Conduct for Board Members of Public Bodies 2019;
  - Chairing the HMICFRS Board, the collective decision-making mechanism for the leadership of the Inspectorate;
  - Working in tandem with the Chief Operating Officer (COO) to oversee organisational governance, ensuring the Inspectorate is operating effectively, demonstrates best practice and with appropriate transparency;
  - Alongside the COO, lead HMICFRS organisational transformation;
  - Supporting the COO, who leads the day to day running of the organisation including the delegated finances, operational risks and overseeing HMICFRS's operational programme of inspections;
  - Implementing a future focussed approach to the organisation's work – identifying key trends and future likely risks to policing and fire & rescue services;
  - Undertaking cross-cutting work with the Criminal Justice Joint Inspection programme, to effect strategic and substantive change across the criminal justice landscape;
  - Raising the profile and media presence of HMICFRS to improve the public's understanding of the organisation and what they do;
  - Protecting the integrity and independence of HMICFRS, championing the Inspectorate with government (central and local), the forces and authorities being inspected, Parliament and others;
  - Sitting as a member of the National Policing Board;
  - Allocating to individual HMIs their regional responsibilities and the national and thematic inspections for which they will be responsible;
  - Undertaking the annual performance appraisals of the other Crown-appointed HM Inspectors and supporting their professional development; and
  - Supporting the COO in their own appraisal and professional development.
- Acting as the senior spokesperson and visible leader for HMICFRS:
  - Setting the strategic direction of the organisation, overseeing the publication of inspection reports and representing these reports publicly and in the media as required;
  - Being a credible independent voice, briefing Ministers, giving evidence to Parliamentary Select Committees and replying to policy and Parliamentary consultations as appropriate, drawing on evidence gathered during HMICFRS inspections;
  - Collaborating with external stakeholders, maintaining professional relationships with sector stakeholders including the NPCC, NFCC, IOPC, College of Policing and other inspectorates and regulators.

# Person Specification

## Part One: Essential Skills and Experience

- Successful track record of strategic leadership of a large, complex, delivery organisation;
- Experience of working in or with the most senior levels of government or public sector services;
- Experience of successfully leading an organisation through a period of significant transformation and redevelopment of organisational structures;
- Strong analytical skills, predominantly with a reliance on evidence-based practice, and the capability to carry out rigorous inspections informed by robust big data analytics;
- A first-class communicator – orally and in writing – 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 constructive relationships and effectively challenge and influence stakeholders, while maintaining impartiality and independence; and
- The flexibility and personal resilience to adapt to rapidly changing circumstances in an environment of regular scrutiny by the media, public and others.

## Part Two: Desirable Skills and Experience

- Experience of media handling;
- Knowledge of policing and/or fire and rescue services;
- Previous inspectorate or regulatory experience; and
- Previous Chair or Non-Executive Board Member experience.

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

**Media assessments:** as part of the selection process, short-listed candidates will undergo a media assessment exercise. Further details will be provided in the event that you are short-listed.

*We value and promote diversity and are committed to equality of opportunity for all. Appointment will be made on merit following an open, fair and transparent competition.*

## How to apply

To apply please visit <https://micro.green-park.co.uk/home-office-hmci/> and follow the instructions in the 'How to Apply' section. **The closing date for applications is 23:00, Monday 1 November 2021.**

## Indicative Timetable & Selection Process

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

Advert Closing Date	23:00, Monday 1 November 2021
Green Park preliminary interviews	Expected w/c 22 & 29 November 2021
Short List Meeting	Expected w/c 6 December 2021
Final Panel Interviews	Expected w/c 17 January 2022
Meeting with Home Secretary (if required)	Expected post interview

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016), 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 (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 this recruitment will be independently chaired by Colleen Harris MVO. 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 Matthew Rycroft CBE, Home Office Permanent Secretary, and Michael Fuller QPM (Non-Executive Director, Home Office).

Green Park will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting, the Panel will assess each application against the essential criteria and decide whom to invite for final interview. Shortlisted candidates will also undergo a media assessment as part of the recruitment process. 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.

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 whom to recommend for appointment. The Home Secretary will then seek the Prime Minister's agreement before approaching HM the Queen to agree and issue the Royal Warrants for the appointments. 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. This appointment is 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.

## Pre-appointment scrutiny

This role is subject to pre-appointment scrutiny by the Home Affairs Select Committee. Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest;
- what you see as the priorities and key risks for the organisation; and
- questions about how you would lead the Inspectorate and work with stakeholders, your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing to answer questions relating to their suitability to the role. You would not be expected to have an in depth technical knowledge of how the Inspectorate works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the Inspectorate and what your role in its future would be.

The proposed date for a pre-appointment hearing for this role will be confirmed in due course.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the [Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees](#).

The Liaison Committee also publishes guidelines to select committees for pre-appointment. You may also find it helpful to review the [Code of Conduct for board members of public bodies](#) which sets out the expectations which the Government places on non-executive members of public bodies.

## 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:** £197,313 per annum.

**Time Commitment:** Full time public appointment.

**Location:** Flexible within England and Wales. However, in line with the Government's Places for Growth programme, HMICFRS will be moving to a regional structure so this role will not be London based.

**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 HMCI, provided you a) 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 HMCI, your pension will be administered and payable by the relevant police force on behalf of the Home Office. HMCI is included in Schedule A of the 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 HMCI.

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](http://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](http://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.

**Availability:** The successful candidates will be encouraged to take up their appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

**Security clearance:** The successful candidate will be required to have / obtain Security Check (SC) level security clearance and police vetting in order to take up post. He or she must also be willing to obtain security clearance to Developed Vetting (DV) once in post. 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 the 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 during 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 3 months or more in the last 5 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; 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](mailto: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 15).

**Registration of interests:** The purpose of these provisions is to avoid any danger of a public appointee 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 as the HMCI in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

**Political activity:** You will need to show political impartiality during your time as the HMCI and must declare any significant party-political activity you undertake in the period of your

appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointment is 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.

**Disability Confident:** The Home Office is an accredited user of the Government's "Disability Confident" disability 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. 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 Disability Confident scheme 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.

**Equal Opportunities Monitoring:** The Home Office is committed to providing equal opportunities for all, irrespective of, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. 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 in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of 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](mailto: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](mailto: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.