

Freedom of Information request reference number: 7131.1

Date of response: 01st January 2023

Request:

Reference the 2022 station commander promotion process. Under the freedom of information act can I request the following information. What was the agreed process for giving feedback to all candidates that requested it for the sift Interview?

What was the agreed process for giving feedback to all candidates that requested it for the ED&I assessment?

Was this in line with brigade policy?

Who was to give the feedback to Candidates and in what time scales?

What documentation was there for this?

Who agreed the process?

Was this communicated to all parties undertaking the assessments on the EDI and sift interviews?

Response:

*What was the agreed process for giving feedback to all candidates that requested it for the sift Interview? **Candidates who want to have feedback will need to contact the assessors to request and to agree a suitable date and time direct with them.***

*What was the agreed process for giving feedback to all candidates that requested it for the ED&I assessment? **Candidates who want to have feedback will need to contact the Assessment Centre team to request and requests will be sent to the Inclusion Team.***

*Was this in line with brigade policy? **Yes, we have attached a copy of the policy to this response.***

*Who was to give the feedback to Candidates and in what time scales? **As explained above. Feedback timescales will be agreed between assessors and candidates.***

*What documentation was there for this? **Assessors will have access to their notes and assessment paperwork.***

*Who agreed the process? **The policy was approved by the 'Assistant Director, Peoples Services and we have attached a copy of the policy to this response.***

Was this communicated to all parties undertaking the assessments on the EDI and sift interviews? Candidates received their assessment outcomes including information on how to request feedback.

We have dealt with your request under the Freedom of Information Act 2000. For more information about this process please see the guidance we publish about making a request on our website:

<https://www.london-fire.gov.uk/about-us/transparency/request-information-from-us/>

Assessment and development centre review process

New policy number: **497**
Old instruction number:
Issue date: **2 November 2009**
Reviewed as current: **15 October 2019**
Owner: **Assistant Director, Peoples Services**
Responsible work team: **Recruitment Section**

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1 Introduction

- 1.1 This policy provides information on the right of candidates (referred to as 'applicants' within this document) applying for or participating in an operational Assessment and Development Centre (ADC) for promotion, to have decisions relating to them reviewed. This policy covers uniformed operational personnel applying for or participating in a promotional ADC from leading firefighter - Supervisory Manager Assessment Centre (SuMAC) up to and including the role of Group Commander Assessment Centre (GCAC).

2 Scope of procedure

- 2.1 This procedure is only available to applicants who can provide evidence that there has been a failure to apply procedures in a fair and equitable way in the ADC process, as it applies to them. It will not be applied where an administrative error has occurred, but where corrective measures have been put in place. Nor does it not relate to seeking adjustment of scores awarded by an assessor unless this is due to a failure to apply procedures in a fair and equitable way.
- 2.2 An applicant will have recourse to the LFB's equality policies and procedures in the event that the applicant believes that they have experienced discrimination and/or harassment in the application of the process. In the circumstances, this will supersede the ADC review process. In all other instances the ADC review process will be applied instead of the LFB's grievance procedure.

3 Review stages

- 3.1 The review process will consist of up to two stages, namely, stage 1 - feedback and stage 2 - the review:

Stage 1: feedback

- 3.2 Applicants who wish to receive face to face feedback for the reasons outlined in paragraph 2 above or for issues associated with development, must advise the recruitment team in writing, giving reason(s), by emailing; recruitment@london-fire.gov.uk.
- 3.3 The recruitment team will inform the applicant of the assessors/verifiers who will be undertaking the relevant stages of the assessment process. Face to face feedback should be arranged by the assessors/verifier and the applicant, along with the necessary booking of the room. The recruitment team will make available all the necessary assessment paperwork in advance of the feedback meeting for the assessors/verifier to view at the Recruitment Team, 169 Union Street or at the Assessment Centre at Hammersmith.
- 3.4 Assessors/verifiers should hold the face to face feedback meeting with the applicant at the earliest opportunity. This meeting should be held at a mutually agreed time as soon as possible after the notification of the ADC outcome.

Stage 2: review

- 3.5 Applicants who remain dissatisfied with the assessment outcome following a face to face feedback meeting for the reasons outlined in paragraph 2 may request a review of the assessment process as it applied to them.
- 3.6 The review should be requested, by emailing recruitment@london-fire.gov.uk and must be made within 14 days of receiving the feedback and no more than three months after the applicant has received notification of the assessment centre outcome. Requests for a review received after three months will not be upheld.

- 3.7 The applicant must ensure that their request for review clearly identifies:
- (a) That the applicant received and understood the feedback provided by the assessor/s or verifier.
 - (b) Explicit reasons why the applicant believes their treatment within the process has been unfair in line with paragraph 2 and why the Stage 1 outcome has not addressed their concerns.
- 3.8 A representative from the Peoples Services Recruitment team and a deputy assistant commissioner (DAC), usually the DAC Cultural Change and Talent will consider the request and determine whether it meets the requirements of the review process (as outlined in paragraph 2.1). They will decide whether the request for a review can or cannot be upheld.
- 3.9 A decision reached between representatives from the Recruitment team and the DAC will be final and an applicant will have no recourse to an appeal against the decision. Where agreement is not reached between the representative from the Recruitment team and the DAC, information relating to the review will be passed to an assistant commissioner (AC), for a decision to be made.
- 3.10 In the main, the decision will indicate two possible outcomes:
- (a) Request for the review not to be upheld;
 - (b) Request for the review to be upheld with the appropriate follow up action to be implemented as necessary.
- 3.11 The decision will be conveyed in writing to the applicant, usually within one month of the date of the request for review (stage 2).
- 3.12 Where the review has been passed to the AC for their consideration (paragraph 3.9 refers), the decision that follows will be conveyed to the applicant usually within two weeks of the review being passed to them for decision. This decision will be final and the applicant will have no right of appeal against the outcome.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	25/08/2015	SDIA	25/08/2015	HSWIA	16/12/2016	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
2/1, 1.1	Roles covered by this policy added.	01/12/2010
2/2, 2.1	Wording added to clarify that the policy will not apply where there has been an administrative error but corrective measure have been put in place.	01/12/2010
2/3	Section 3 replaces section 3, 4, 5, and 6 of previous version. Review processes simplified and wording adjusted accordingly.	01/12/2010
3/4	Replaces section 7 in the previous version.	01/12/2010
Throughout	Human Resources updated to Human Resources and Development throughout in accordance with Top Management Review.	17/02/2011
Page 4	Subjects list and Freedom of Information Act exemptions tables updated.	28/01/2015
Para's 1.1 & 3.8	Updated Job Titles and Recruitment Process title.	02/09/2015
Page 3 Paragraph 3.8 & 3.9	Removed Client Group, as it no longer sits and EPT references as they do not contribute to the process.	01/12/2016
Throughout	Role to rank changes made to content. HRM changed to Peoples Services. Changed DAC Central Ops to DAC Cultural Change & Talent.	15/10/2019
Page 2, para 2.2	Reference to 'the Authority' changed to the LFB.	15/12/2021

Subject list

You can find this policy under the following subjects.

Assessment	Development
Professional development	Review process
Assessment and development centre	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification