



BEDFORDSHIRE POLICE AUTHORITY

Members' Annual Personal Development Review (PDR)

REFERENCE NUMBER	: 01a
RELATES TO PROCEDURE NO	: 01b
NEW or REVISED POLICY	: New
Revises Policy Titled	:
Revision History	:
POLICY OWNER (Dept)	: The Chief Executive-Treasurer/Members' Support Manager
POLICY AUTHOR (Job Title)	: Head of Strategic and Policy Development
IMPLEMENTATION DATE	: 1st April 2007 – Revised 2008
REVIEW DATE	: 1 st October 2010

POLICY OBJECTIVE

This policy establishes the Authority's objective that all Police Authority members, including the Chair and Vice-Chair, will participate in an Annual Performance and Development Review process (PDR).

POLICY

1. Purpose of PDR

- To ensure that all Members know the contribution expected of them in terms of the Police Authority achieving its' objectives and priorities and reaching its planned standards of performance;
- To give Members an opportunity to review their competence and their effectiveness in their role;
- To enable Members to plan and manage their own Police Authority objectives for the year;
- To identify skills development that will benefit Members in their current role;
- To identify and where practical address skills development for any future role;
- To enable the Police Authority to manage their succession planning.

2. Principles of PDR are:

- The PDR provides an opportunity for the Police Authority to further promote efficiency and effectiveness.***

The Authority should use the PDR to demonstrate its commitment to performance management and value for money.

- The PDR offers an opportunity for the Police Authority to provide support to its Members.***

The PDR provides an opportunity for the Chair/Vice Chair to discuss whether and how they can help Members' develop to their full potential, by improving knowledge, skills and abilities.

- The PDR should be open, honest and robust***

The PDR is open between the Member and Authority (i.e. Chair/Vice-Chair). Members should approach the self-assessment elements in an open and constructive way. Likewise, Members are entitled to see everything that is written, by others, about their performance. The Chair/Vice-Chair should display and

encourage honesty so that both the Chair and Member can say what they think in a constructive and positive manner without fear of ridicule or recrimination.

❑ ***The PDR should be fair***

Observations about Members' performance, or by Members on their own performance, must be objectively based on examples of their activities and behaviour. Judgements must be made on performance and NOT on personality. All Members, irrespective of gender, race, age, disability, sexual orientation, religion or belief, must be treated fairly.

❑ ***The PDR is an ongoing process***

The Police Authority will actively encourage performance improvement and support the personal development of each Member throughout the year. Every Member should aspire to achieve the standards set for their role and the objectives that have been agreed. Where the Member or the Authority identifies development needs, the Member should work to achieve the development plan agreed to meet those needs.

3. Application

- ❑ This policy applies to all Police Authority Members, including the Chair and Vice-Chair
- ❑ The format for the PDR is as follows:
 - ❑ All Members will complete a self-assessment form and participate in a one-to-one interview, based on that Self-Assessment, with the Chair or Vice-Chair;
 - ❑ Chairs of Committees/Panels will be able to choose whether to use a 360° feedback, in addition to completing a self-assessment form and undertake a one-to-one interview with the Chair/Vice-Chair;
 - ❑ The Chair and Vice Chair will use a 360° feedback, complete a self-assessment and in the case of the Chair undertake a one-to-one interview with The Chief Executive/Treasurer. The Vice-Chair will undertake a one-to-one interview with the Chair.
- ❑ The Chair/Vice-Chair will complete the PDRs during December, January and February. However, Members can request a one-to-one with the Chair/Vice-Chair at any time during the year
- ❑ In the case of Councillor Members the Police Authority (Chair/Chief Executive-Treasurer) will provide an annual report to the nominating organisation
- ❑ The Chair/Chief Executive-Treasurer will assess and prioritise training needs/organisational needs and affordability of training
- ❑ Identified training requirements will be linked to the Authority's strategic priorities and inform the Authority's business/value for money plan for the forthcoming year
- ❑ Each Member will have a personal development file
- ❑ Each Member will maintain a personal portfolio/diary throughout the reporting period
- ❑ The Chair/Chief Executive-Treasurer will manage the scheme in relation to succession planning
- ❑ Personal information will be covered by the Data Protection Act 1998

ASSOCIATED DOCUMENTATION/LEGISLATION

HMI/APA Self-Assessment Framework – Inspection process
Review of the Selection and Appointments Process of Independent Members of Police Authorities

EQUALITIES DUTIES – IMPACT ASSESSMENT

Assessed – No adverse impact

FREEDOM OF INFORMATION ACT ASSESSMENT

This policy is / is not suitable for access by the General Public

Paragraph:

Exemption:

Freedom of Information Officer Signature :

RATIFICATION BY POLICE AUTHORITY

Date : 24th October 2008 :