

FOI – 896

I write in connection with your request for information dated 15th November 2016 concerning senior officer personal development plans.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, searches were conducted within the Office of the Police and Crime Commissioner.

Your request for information has now been considered and I am able to respond as follows:

You wrote:

QUESTION 1

Assuming the Police and Crime Commissioner of Wiltshire has responsibility of appraising the Chief Constable and you operate a similar appraisal system as described above; could you provide me with:

A copy of the actual blank form used to conduct the appraisal on:

(a) The Chief of Police (Chief Constable)

and

(b) Executive Police Officers (Assistant Chief Constables, Deputy Chief Constables) and other executive staff.

QUESTION 2

Can you provide me a copy of the Procedures and Policy regarding the process used to conduct the appraisal on:

(a) The Chief of Police (Chief Constable)

and

(b) Executive Police Officers (Assistant Chief Constables, Deputy Chief Constables) and other executive staff.

QUESTION 3

Can you provide me with any other Guidance Notes in relation to the process used to conduct the appraisal on:

(a) The Chief of Police (Chief Constable)

and

(b) Executive Police Officers (Assistant Chief Constables, Deputy Chief Constables) and other executive staff.

I believe the appraisal of Senior Police Officers (Superintendents and Chief Superintendents) and other equivalent support staff rests with the Chief Constable and not the Police and Crime Commissioner.

I look forward to receiving the response on behalf of the Police and Crime Commissioner.

Response

1. The Police and Crime Commissioner for Wiltshire has responsibility for the Chief Constable's Performance Development Plan (PDR). Please find attached a copy of the template form. Responsibility for the PDR of other senior officers falls to the Chief Constable, however the attached form can be used for all senior officers.
2. Information not held. Her Majesty's Inspectorate of Constabulary may be able to assist with regard to guidance. They can be contacted at contact@hmic.gsi.gov.uk
3. Information not held. Please see response to question 2.

I am satisfied that all the relevant information has been passed to me, and been considered in the light of your request, within the time constraints applicable under the legislation.

PERFORMANCE AND DEVELOPMENT REVIEW FORM FOR CHIEF POLICE OFFICERS

This form is designed to be used in the performance and development review (PDR) process for chief police officers in England and Wales`

The principal aim of the PDR scheme for chief officers is to foster and support the performance and further development of individual chief officers in the police service

PDRs must be carried out fairly and objectively for all chief officers, irrespective of gender, ethnicity, sexual orientation or any other irrelevant factor

A: PERSONAL DETAILS

Name			
Rank			
Force			
HMIC region			
Date started in current post			
Period of review	<i>from</i>		<i>to</i>

B: CURRENT DUTIES – INCLUDING RESOURCES

Chief officers may, if they wish, include a brief description of their post – to cover management span, budget responsibility and key accountabilities

Key Accountabilities:

C: PERSONAL OBJECTIVES

Record key personal objectives for this review period. These should take account of the chief officer's proposed contribution to the delivery of the policing objectives in the local policing plan (LPP). Objectives should wherever possible and relevant be SMARTER (specific, measurable, achievable, realistic, time limited, evaluated and reviewed). Objectives should also take account of the competencies for chief officers set out in the National Competency Framework (NCF) – the core competencies are given in section H

Chief constables should seek to agree their personal objectives with the HMI for the force concerned. The chief constable and the HMI should discuss any implications that the personal objectives may have for the running of the force and the delivery of the LPP with the chair of the police authority and other chief officers

DCCs and ACCs should discuss and agree their personal objectives with the chief constable, who should advise the chair of the police authority of them and discuss any implications that they may have for the running of the force and the delivery of the LPP

There should not normally be more than ten key personal objectives. All chief officers' objectives should include one diversity objective

Local

Partnership & Regional Collaboration

National

D: PERSONAL DEVELOPMENT PLAN

Record proposed actions for personal development plan for this review period. These should be linked to either the PDR for the previous review period or the personal objectives for this review period. There should normally be between three and five proposed actions per review period

The chief officer and the person responsible for agreeing his/ her personal objectives and development plan should sign here to indicate that they have agreed the objectives

Chief constables should retain their personal objectives and development plan. The HMI for the force concerned should retain a copy. One other copy should be sent to the chair of the police authority, to be held in strict confidence by the clerk to the authority

DCCs and ACCs should retain their personal objectives and development plan. The chief constable should retain a copy. One other copy should be sent to the HMI for the force concerned

		Date
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HMI		
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E: IN-YEAR REVIEW

Chief constables should have at least one in-year review with the HMI for the force concerned. The views of the chair of the police authority on the chief constable's contribution to the delivery of the LPP and to the relations between the force and the authority, and on any other factors which may seem relevant, should be reflected in the in-year review

DCCs and ACCs should have at least one in-year review with the chief constable. The chief constable may wish to take the views of the chair of the authority on the DCC or ACC's personal contribution to the delivery of the LPP, and on any other factors which may seem relevant, into account in the in-year review

A note of the in-year review should be written up and signed off by both the chief officer and the reviewer. Chief officers may, if they wish, detach this from their final PDR form.

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F: SELF-ASSESSMENT

All chief officers should write up and sign off a self-assessment of their performance against their personal objectives and development plan. Chief officers may include comments on relationships with other bodies and organisations

Personal objectives

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Development plan

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G: SELF-ASSESSMENT COMMENTARY

The HMI for the force concerned should write up and sign off a commentary on a chief constable's self-assessment. The HMI should ensure that the views of the chair of the police authority on the chief constable's personal contribution to the delivery of the LPP and to relations between the force and the authority, and on any other factors which may seem relevant, are reflected here; where the HMI disagrees with the chair of the authority, the HMI should set out the reasons for this. A record should also be kept, and where appropriate comment made on, any involvement in national duties and responsibilities

The chief constable should write up a commentary on a DCC or ACC's self-assessment. The chief constable should take into account any discussion with the chair of the authority of the DCC or ACC's personal contribution to the delivery of the LPP, and of any other factors which may seem relevant

Personal objectives

H: ACPO COMPETENCIES

Either the chief officer or the reviewer may wish to comment on the chief officer's growth in, and demonstration of, the core ACPO competencies set out in the NCF over the review period

Strategic perspective

Openness to change

Negotiating and influencing

Maximising potential

Respect for diversity

Team working

Community and customer focus

Effective communication

Problem solving

Planning and organisation

Personal responsibility

Resilience

I: CHIEF OFFICER'S COMMENTS

All chief officers should sign to indicate that they have read and agree the content of the PDR form

		Date
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J: REVIEWER'S COMMENTS

The HMI for the force concerned or the chief constable should sign to indicate that they have read and agree the content of the PDR form

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Any additional comments

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Chief constables should retain their PDR forms. The HMI for the force concerned should retain a copy. One other copy should be sent to the chair of the police authority, to be held in strict confidence by the clerk to the authority

DCCs and ACCs should retain their PDR forms. The chief constable should retain a copy. One other copy should be sent to the HMI for the force concerned. The chief constable may also wish to send one other copy to the chair of the police authority, to be held in strict confidence by the clerk to the authority

HMI's will copy all PDR forms to the Senior Appointments Panel (SAP) Secretariat