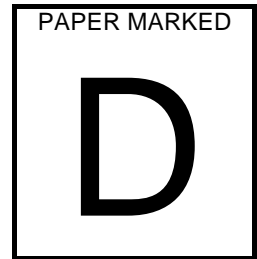


LEICESTERSHIRE POLICE AUTHORITY



Meeting **POLICE AUTHORITY**

Date **TUESDAY 3 NOVEMBER 2009 – 2.00 P.M.**

Report of **CHIEF EXECUTIVE**

Subject **MEMBER DEVELOPMENT INTERVIEWS**

Purpose of Report

1. This report provides an update for members on the Member Development Interview process and suggests a new approach for 2010.

Commentary

2. On 5 May 2009 the Chief Executive presented a report to the Police Authority suggesting that the Member Development Interview process be considered by the Standards Committee and brought back to the full Authority for any changes proposed.
3. Members may also be aware of an initiative by Derbyshire Police Authority in the region to undertake some work to identify the qualities and competencies needed by a Police Authority member. This work also incorporated looking at Member Development Interviews across the region. Mrs Martin and Mr Roper participated in the Derbyshire review on behalf of Leicestershire Police Authority.
4. A report was duly presented to the Standards Committee on 25 June 2009. The Standards Committee agreed that the process in Leicestershire should be more enquiring next time with members being asked for evidence of what they had done and how they would contribute to the bigger picture in the forthcoming year. It also supported the regional approach. At the meeting of the Standards Committee other representatives from the region were present and therefore a full discussion on the regional approach instigated by Derbyshire was possible.
5. Subsequently the Member Development Review form initiated in the region has been determined. It is found at Appendix 1 to this report. A copy of the self evaluation, based on the person specification for members, is found at Appendix 2 to this report.

Suggested Amendments

6. It is suggested that, with a couple of minor amendments, the regional document be adopted for Leicestershire Police Authority. Firstly, the instructions do not make clear that the Chairman should fill in his assessment of each member's performance against each of the criteria on the person specification in advance of the development interview. The idea discussed at Standards Committee was for both the member and the Chairman to approach the meeting with their own scores and then seek during the course of the meeting to agree the scoring.
7. Secondly, the regional model suggests that all of the interviews are undertaken by the Chairman together with the Chairman of the Standards Committee (with the Chief Executive sitting in). That makes for a heavy workload for the Chairman and it is suggested that the Chairman and Vice Chairman (with the Chief Executive sitting in) could share the workload in this respect, as happened last year.
8. Thirdly, the instructions provide for reviews to be carried out in April/May of each year when in Leicestershire the more convenient timescale is February and March of each year.
9. Members might also comment on whether the ranking criteria for Appendix 2 is satisfactory as drafted or whether a better approach would be to provide a sentence or two against each of the scores 0 to 5.

Recommendation

10. The Authority is invited to discuss the proposed new regime and to agree a process for the Member Development Interviews for 2010.

Implications

Financial: none. Legal: none. Diversity: none. Risk Management: none.

Background Papers

None.

Officer to Contact

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Personal and Confidential

MEMBERS' ANNUAL REVIEW
(Please Complete prior to Review)
(Period of Review)

Member:

Review conducted by:

Date:

The purpose of the Members' Annual Review is to provide each Member with an opportunity to discuss his / her contribution and to consider how the Authority can support Members to maximise their effectiveness and involvement in the work of the Authority.

Please complete this form before attending the Review meeting. Please read the guidance notes attached.

1. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS (please include APA Policy Group Membership)

-
2. Please outline the way in which you consider you have contributed to the work of the Police Authority over the last 12 months.
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3. Do you have any comments regarding attendance at meetings, such as time and frequency of the meetings (full Authority, Committees, Working Groups, Forums and any other Authority activity such as seminars and training events)?

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4. Please outline with examples how you consider you have met the key role(s) and responsibilities of an Authority member over the last 12 months.
-

5. Are you satisfied with the level of support you receive from the Authority Secretariat? If not please specify.

-
6. What would you like to achieve over the forthcoming 12 months? What do you see as the key challenges for the Authority over the next 12 months?

-
7. Please identify any training needs.
-

8. Would you see the benefit of a Mentor Scheme and how would you see this working? Do you feel that you have the knowledge and skills to mentor new Members?

TO BE COMPLETED DURING THE REVIEW MEETING

9. Agreed actions and objectives for the next 12 months, including training needs.

MEMBER

REVIEWER(s)

.....

Date.....

GUIDE FOR COMPLETION OF ANNUAL REVIEW FORM

The purpose of the Review system is to aid the development of individual members and the Authority as a whole.

Prior to the review meeting, Members by completing the review form will review their own progress. Review meetings will be conducted by the Chairman of the Authority and the Chairman of the Standards Committee. The Chairman of the Standards Committee will conduct the review of the Chairman of the Authority. The Chief Executive of the Authority will be present to record the discussion and note required actions.

The review system will be applied to all Members equally.

The primary purpose is to give Members an opportunity to identify training and other needs to assist them in carrying out the role and responsibilities of being a Police Authority Member.

All papers relating to the process and all discussions held will be kept strictly confidential.

PROCESS

- Member Reviews will be carried out during April / May each year.
- In advance of the meeting each member will receive:
 1. a blank form to complete
 2. confirmation of the date of the review meeting and who will be conducting the review and who else will be present
 3. a copy of their attendance record for the preceding 12 months
 4. a copy of the previous year's review (where applicable)
 5. a copy of the person specification.
- Prior to the review meeting Members are asked to complete sections 1 - 9 on the blank form, and column (c) of the person specification form; the Chief Executive can assist in completing the form as requested.
- At the meeting there will be an opportunity to discuss the contents and agree any action that may be required.
- At the conclusion of the meeting the form will be signed by the member and the Chairmen.
- The Chief Executive will be responsible for follow up action. The Member will be provided with a copy of the completed form.
- To assist the completion of the review form (Sections 4 and 5) please note the attached Key Requirements, Role and Responsibilities.

APPENDIX 2

SELF EVALUATION - COMPETENCIES OF A POLICE AUTHORITY MEMBER

Please score yourself on a scale of 0 to 5 for each of the following competencies, where 0 = Poor and 5 = Excellent. The competencies derive from an APA list which forms the basis for Person Specifications when recruiting Independent Members

Serial (a)	Skills and Personal Qualities (b)	Your Score (c)	Chair's Score (d)	PDR Score (e)
1	Community engagement – engage actively and participate in local community activities			
2	Analytical ability – the ability to interpret and question complex written material, including financial data and be able to identify the salient points			
3	Respect for Others – the capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference			
4	Integrity – embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all			
5	Strategic thinking – to possess breadth of vision and the ability to rise above detail, to see problems and issues from a wider perspective and to make the appropriate linkages			
6	Ability to communicate effectively – to be able to explain issues clearly and to engage in constructive dialogue with local communities, the police and other key partners			
7	Team Working – play an effective role in committees and other partnerships through listening, persuading and showing respect for the views of others			
8	The ability to scrutinise and challenge – to be able to scrutinise rigorously and challenge constructively and to exercise effective oversight of all aspects of force performance			
9	Enthusiasm and drive – be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding			
10	Good judgement – to be able to take a balanced, open-minded and objective approach to issues and develop an understanding of the challenges officers face in their day-to-day work			
11	Self-Confidence – challenge accepted views constructively without becoming confrontational			
12	Effective time management – to be able to identify priorities and make the most productive use of own and others` time			