

**CHIEF OFFICER ANNUAL ASSESSMENT PROCESS (APD SCHEME)**
**APPENDIX 3**

<b>STAGE</b>	<b>WHAT</b>	<b>HOW</b>	<b>WHO</b>	<b>WHEN</b>
<b>STAGE 1:</b>  <b>GATHER CO PERFORMANCE INFORMATION &amp; PREPARE FOR APDS PLANNING MEETING</b>	<b>FIRST YEAR ONLY</b> Agree key objectives CO to be assessed against over past year.	<b>FIRST YEAR ONLY</b> Meet to agree what key objectives CO is to be assessed against (Key objectives from Corporate Plan and Service Plan )	CO Line Manager	Week 1
	Consider CO performance against key objectives	Independently consider CO performance over past year against each key objective	CO Line Manager	Weeks 2-4
	Assess CO against relevant CO competencies	Complete On-line 360 feedback process (Max 8 & self assessment)	CO Line Manager Direct Reports Peer COs Partners Relevant portfolio holders	Weeks 2-4
		Produce “Personal Development Report” for CO and issue to CO and line manager	HR	Week 4
<b>STAGE 2:</b>  <b>ASSESS CO PERFORMANCE TO DATE AND AGREE FUTURE ACTIONS</b>	Agree: <ul style="list-style-type: none"> <li>• Performance to date</li> <li>• Business priorities for next year</li> <li>• Personal Development Objectives</li> </ul>	Meet to discuss performance/achievement of key objectives and “Personal Development Report” and agree: <ul style="list-style-type: none"> <li>• Performance to date;</li> <li>• Priorities to be assessed against next year;</li> <li>• Areas for personal development.</li> </ul>	CO Line Manager	Week 6
		Write PDP containing key objectives for next year and personal development objectives	CO	Week 6-7
		Provide copy of PDP to Line Manager	CO	Week 7
<b>STAGE 3:</b>  <b>REVIEW PROGRESS AGAINST PDP</b>	Review progress against key and personal development objectives	Meet to review/discuss performance against business priorities and personal development objectives to ensure on target and review objectives/ targets if appropriate	CO Line Manager	Week 26