

# CHIEF EXECUTIVE ANNUAL ASSESSMENT PROCESS

# APPENDIX 1

STAGE	WHAT	HOW	WHO	WHEN
<b>STAGE 1:</b>  <b>GATHER CE PERFORMANCE INFORMATION</b>	<b>FIRST YEAR ONLY</b> Agree key objectives CE to be assessed against over past year	<b>FIRST YEAR ONLY</b> Meet to discuss what key objectives CE is to be assessed against (Key objectives from SOA, Strategic Community Plan and Corporate Plan)  Meet to agree the key objectives CE is to be assessed against	Independent Adviser CE Independent Adviser CE Assessment Panel	Week 1
	Assess CE against key objectives	Write “Performance Report” showing summary of progress against each key objective and provide evidence  Provide copy of “Performance Report” to assessment panel members & Independent Adviser  Hold 1-1 meetings with assessment panel members to discuss “Performance Report” and obtain views/feedback  Prepare “Summary of Performance Report” incorporating CE and panel members’ views.	CE  CE  Independent Adviser Assessment Panel  Independent Adviser	Weeks 1 -2  Week 2  Week 3  Week 4
	Assess CE against CE competencies	Complete On-line 360 feedback process (Max 8 & self assessment)     Produce “Personal Development Report”	CE Leader Leader of Opposition Provost Direct Reports Peer/partner (s)  Independent Adviser	Weeks 1 – 3      Week 4
<b>STAGE 2:</b>  <b>PROVIDE CE FEEDBACK</b>	Provide Feedback on performance to CE	Provide CE with “Summary of Performance Report” plus “Personal Development Report”	Independent Adviser	Week 4
		Meet to discuss findings of both reports	Independent Adviser CE	Week 5
<b>STAGE 3:</b>  <b>ASSESS CE 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 “Summary of Performance Report” 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>	Independent Adviser CE Assessment Panel	Week 6
		Write PDP containing business priorities for next year and personal development objectives	CE	Week 6-7
		Provide copy of PDP to panel members	CE	Week 7
<b>STAGE 4:</b>  <b>REVIEW PROGRESS AGAINST PDP</b>	Review progress against business 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	Independent Adviser? CE Assessment Panel	Week 26

**ASSESSMENT PANEL: Leader of the Council, Leader of Opposition, Provost**