

GUIDE FOR COMPLETION OF ANNUAL REVIEW FORM

Statement of Purpose for Review Scheme

The purpose of the Review System is two fold:

1. Development of Members and the Police Authority
2. Accountability mechanism – good practice within Corporate Governance
 - The basis of the system is that Members **will review their own progress**. There will be **no external assessment involved**. The Chair of the Standards Committee will hold an informal discussion about his or her completed form with each Member. This is in order to help the individual Member identify key issues for them personally and is **not** part of any assessment process.
 - The primary purpose of the scheme is to give individual Members the opportunity to identify training and other needs which they have and which the Authority can help with, so as to make sure that each Member can make the biggest possible contribution to the work of the Authority.
 - The Scheme will be applied to **all** Members equally. The Standards Committee of the Authority will monitor the operation of the Review Scheme in accordance with its terms of reference and will assist in the implementation of the process via the informal discussion with the Chair.
 - Breaches of standing orders, for example in relation to Member attendance, will be considered separately from this process and do not form part of it.
 - The Review Scheme is purely about identifying member training and development needs, enhancing member skills and expertise and enabling Members to make suggestions in an informal setting about how the Police Authority might improve its performance collectively. It is not about punitive sanctions and penalties being imposed for unsatisfactory performance.
 - All papers relating to the process and all discussions held will be kept **strictly confidential**.

Process

- It is intended that Member reviews will be carried during March/April in each year.
- In advance of the meeting each Member will receive;
 - i. A blank form in the form attached;
 - ii. A copy of their attendance record in the last twelve months

- iii. A copy of the current Member job description
- iv. The date of their review meeting with the Chair (or Vice Chair) of the Standards Committee.

- Members will be asked to complete the form in advance of the meeting date and return it to the Chief Executive.
- The Chief Executive to the Authority will assist Members with completing the form, if requested.
- At the meeting the Chair of the Standards Committee and the Members will discuss the contents and agree any action that may be required.
- Following the meeting the form will be typed up and signed by the Chair and the Member as a correct record.
- The Chief Executive will be provided with a copy and will be responsible for follow up action. The Member will also be provided with a copy.
- A further Review will take place in March or April of the following year when the same process will be followed. A copy of the preceding year's review will also be available for discussion at that meeting.

Attendance (Section 2)

A summary of attendance will be provided to the Member with this form. If there are any attendance issues these should be commented on by the Member in advance of, or at, the Review meeting. The expectation is that Members will attend all Committees and Panel meetings of which they are Members, and normally achieve a minimum attendance level of 90%.

Self Review (Section 3)

Each Member should complete Section 3 in advance of the meeting referring to their achievements during the last twelve months and any areas where they consider they can develop their performance. Members are particularly asked to complete this part of the form **as fully as possible**.

Training Needs (Section 4)

These will also be identified by the Member in advance and discussed at the Review meeting and will then form the basis of a training plan. In addition the Authority might have conducted a training needs analysis of each member and this section can help expand on this.

The Authority will endeavour to meet the training needs of the Members as soon as possible but this will be dependent on being able to identify suitable sources of training in specific areas.

Where a group of Members have similar training needs then the Authority will consider developing training or holding training sessions with external providers.

Authority Performance (Section 5)

Areas raised will be considered by the Chief Executive for action or incorporation within the Authority Performance Improvement Plan as appropriate.

Areas the Member can assist others (Section 6)

The assistance might be by way of mentoring new Members or by offering to provide other forms of assistance.

Any Other Issues (Section 7)

An opportunity to discuss any other relevant matters that the Member wishes to raise.

Agreed Actions and Timescales (Section 8)

This will be left blank in advance of the meeting with the Standards Committee Chair and completed at the meeting by the Chair and the Member.



HUMBERSIDE
POLICE AUTHORITY

MEMBERS' ANNUAL REVIEW
WITH THE CHAIR OF THE STANDARDS COMMITTEE

NOTE:

- Before completing this Form please read the guidance notes attached.
- This Form will be completed in advance of the meeting (with assistance from the Chief Executive if required) and form the basis of discussions with the Chair of the Standards Committee. It will be forwarded under confidential cover to the Chief Executive.

POLICE AUTHORITY MEMBER
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DATE OF REVIEW
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1. Membership of Committees/Panels

2. Any issues I want to raise regarding my attendance at meetings and any additional activities which I would like to highlight (Record of Attendance attached)

**3. What I have done well during the year and areas where I feel I could improve
(Job Description attached)**

4. My training needs for the next 12 months

5. My suggestions how the Authority can improve the way it does things in the future

6. What I could offer to help other Members

7. Any Other Issues

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8. Agreed Actions and Timescales

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MEMBER'S SIGNATURE

DATE

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CHAIR'S SIGNATURE

DATE

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