

HR & OD POLICIES

human resources and organisational development



Chief Officer Appraisal Procedure

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1. PURPOSE

The Chief Officer Appraisal is intended to be a meaningful job focused conversation between a chief officer and the Chief Executive (or designated line manager) to review work performance over the past year, agree priorities for the year ahead and identify the leadership capabilities that need to be developed. Please see the Resource Pack for the [Chief Officer Appraisal Form](#).

2. SCOPE

The Appraisal applies to all chief officers of Aberdeenshire Council.

3. PROCEDURE

Please find the [Chief Officer Appraisal Process Flowchart](#) in the Resource Pack.

Before The Review

A date for the Appraisal meeting should be agreed at least a month in advance. It is the responsibility of both parties to prepare for the meeting by reviewing last year's papers. In addition the reviewee should reflect on their performance over the past year using the Review form and the Leadership Competencies Assessment Form and prepare their top five outcomes with reference to strategic and service priorities and the "Top Performing Council" matrix, and identify any personal development they wish to pursue in the coming year.

Part 1

At least 10 working days before the Appraisal meeting the reviewer will write to the Council Leader/Policy Chair & Vice Chair/Area Chair as appropriate to seek their views on the individual's leadership competencies (with reference to the Leadership Competencies Assessment Form and strategic priorities for the year ahead). Responses will be shared with the reviewee prior to the Appraisal meeting.

Part 2

DISCUSSION WITH THE CHIEF EXECUTIVE (OR DESIGNATED OFFICER)

The following tasks should be completed as part of the discussion:

- Appraise work performance over the last year
- Assess Leadership Competencies
- Recognise and celebrate achievements
- Agree a shared understanding of priorities and developments for the coming year covering:
 - Strategic management and service outcomes
 - The 'way we work'
 - Leadership and Personal Development
 - Progress review arrangements
- Identify the knowledge, skills and behaviours needed to do the job effectively
- Plan the learning and support that will help develop the capabilities needed and support any career aspirations.

AFTER THE MEETING

Complete a letter recording the outcome of the meeting and forward a copy of the Personal Development Plan (as appropriate) to the Service's EAR Co-ordinator.

For further advice and guidance on any of the above please contact [askHR](#).

Chief Officer Appraisal

Index of Documents

Procedure

Revision Date	Previous Revision Date	Summary of Changes
10-06-2011	-	Creation of all Documents
29-06-2015	10-06-2011	Format update
02-09-2022	29-06-2015	Updated link