



REPORT of LEADER OF THE COUNCIL

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
12 JUNE 2018**

CHIEF EXECUTIVE'S PERFORMANCE APPRAISAL

1. PURPOSE OF THE REPORT

1.1 To update Members on progress of the Chief Executive's performance appraisal.

2. RECOMMENDATION

Members are asked to note this report.

3. SUMMARY OF KEY ISSUES

- 3.1 This report is for Members' information only and brought to the Committee at the request of the Chairman of this Committee.
- 3.2 The Council meeting of 1 November 2012 **RESOLVED** that the Leader of the Council and Chairman of the Finance and Corporate Services Committee undertake the Chief Executive's annual appraisal after consultation with the Chairmen of Programme Committees and the Leader of the Opposition (Minute No. 540 refers). The report suggested that in future this would be reported to the Finance and Corporate Services Committee.
- 3.3 The Leader and Deputy Leader of the Council undertook the Chief Executive's appraisal on 29 January 2018 and it was agreed that the following objectives be set for 2018 / 19:
- (i) to deliver cost savings of £960,000;
 - (ii) to deliver a senior management and middle management review and staff restructure by 09/18;
 - (iii) to deliver all capital and revenue projects on time to budget; and
 - (iv) to deliver outcome based cost effective engagement with all stakeholders, partnerships and third parties.
- 3.4 The Leader has subsequently consulted with the Leader of the Opposition, and those Programme Committee Chairmen that had not been previously been consulted, to confirm that they are content with the proposed objectives. The Leader has consulted with the Chairman of the Finance and Corporate Services Committee to confirm that he is happy that the Deputy Leader attended the appraisal meeting in his place.

- 3.5 Dates for performance reviews have been set at 7 May 2018, 5 November 2018 and 4 March 2019. A summary of progress against objectives, as reported at 7 May review meeting, is attached at **APPENDIX 1**.
- 3.6 Regarding prior objectives, following consultation with the Leader of the Opposition and the Programme Committee Chairmen, the previous Leader of the Council and Vice Chairman of the Finance and Corporate Services Committee had undertaken the Chief Executive's appraisal on 6 April 2017. The appraisal process included a review of the previous year's performance and considered objectives for the forthcoming year. The following objectives were discussed:-
- (i) Define what a positive corporate culture looks like in this organisation.
 - (ii) Increasing the awareness of the role of elected members amongst officers.
 - (iii) Continuing to embed and deliver Corporate Goals
 - (iv) Leading the Council into a financially sustainable position.
 - (v) Undertake a member and officer review of the SMR of 2013/14.
- 3.7 The Chief Executive shared those objectives with the incoming leadership on 15 May 17, soon after they took up their position. Due to the transition in leadership, the objectives were not then finalised until the most recent appraisal which took place on 29 January 2018, hence were not reported to the Finance and Corporate Services Committee in accordance with procedure.
- 3.8 There has been a breakdown in procedure in a number of areas, primarily due to the lack of clear procedural guidance on the process and the delay brought about by the change of leadership. It is proposed that the Council's procedure rules be updated to set out the requirements as follows:-
- a. The Leader of the Council and Chairman of the Finance and Corporate Services Committee undertake the annual Chief Executive's appraisal after consultation with the Chairmen of Programme Committees and the Leader of the Opposition.
 - b. The appraisal process will set objectives in accordance with the Joint Negotiating Committee for Local Authority Chief Executives National Salary Framework Conditions of Service Handbook, paragraph 4 which states that "*The process of setting objectives should be by agreement and the result should be to identify objectives which are relevant and challenging but achievable*".
 - c. The appraisal will take place soon after the Statutory Annual meeting of the Council.
 - d. The agreed objectives will be reported to the next meeting of the Finance and Corporate Services Committee.
 - e. Performance reviews against the agreed objectives will be undertaken at least every four months.

4. CONCLUSION

- 4.1 Clear arrangements for the Chief Executive's performance appraisal are required to provide clarity for all those concerned in the process.

5. IMPACT ON CORPORATE GOALS

- 5.1 The Chief Executive plays a key role in the corporate leadership of the Council and will contribute to the delivery of all corporate goals.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (Financial)** – None.
- (v) **Impact on Resources (Human)** – Implementation of an annual performance development appraisal is good practice in managing the performance of all staff, including the Chief Executive and allows continuing development needs to be assessed and training and mentoring arrangements to be put in place, where required.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

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