

## APPRAISAL OF CHIEF EXECUTIVE

The following was agreed at the meeting of the Appointments Committee on 20 September 2005:

### Composition of the Appraisal Panel

Appraisal Panel should be a cross-party group made up of 2 Liberal Democrats and 2 Conservatives.

The Regional Assembly will provide an Independent Person to act as scribe and to provide advice to the Appraisal Panel.

### Standard Appraisal Procedure

Appraisal process should be straightforward.

The Appraisal Panel will seek the views of all Members before completing the paperwork.

The paperwork will be prepared in advance by the Human Resources Team Leader, with the targets identified at the previous year's appraisal.

The Appraisal Panel will be supplied with a matrix outlining the agreed competencies as a reference when completing the paperwork.

The Human Resources Team Leader will seek the views of the Strategic Managers and collate them for the Appraisal Panel.

Appraisals will be annually with a 6-month review.

### Process for First Year

Appraisals will be quarterly with the first quarterly review to take place January/February 2006.

The first annual appraisal to take place in November 2006.

At the first quarterly appraisal the Panel will consider the following targets:

- (i) Carry out an assessment of the following areas:
  - CPA and the potential to achieve an improved CPA rating in the next round of assessments
  - E-Government and the delivery of the priority outcomes
  - Use of resources assessment
  - Mandatory services
  - Value for money
  - Corporate priority on Customer Focus and the potential to deliver improved customer service
  - Budget control, process and timetable

- (ii) Consider a report from the Chief Executive on all of the above, the report to include a risk assessment and identification of priorities.
- (iii) Agree with the Chief Executive the priority actions for delivery

At the second quarterly appraisal the Panel will:

- (i) Review with the Chief Executive his action plan for delivery of the priority actions.

How will the Appraisal Panel achieve the above?

- (a) Review the Confidential report of the Chief Executive to determine whether he has met the targets set.
- (b) Agree the outcomes from the report
- (c) Agree which outcomes the Chief Executive will take forward
- (d) Agree whether these outcomes should be published
- (e) Agree the date of the next meeting, at which the Chief Executive will present his action plan to achieve the agreed outcomes

What wont the Appraisal Panel do?

- (a) Publish the Confidential report
- (b) Discuss outside of the Appraisal meeting anything other than what has been agreed in (d) above
- (c) Keep any notes of the meeting, these should be given to the Human Resources and Payroll Team Leader for filing with the Chief Executives personal file.
- (d) Not go into the detail of how the priority outcomes will be achieved.

**Process for subsequent years will follow the Standard Appraisal Procedure**