

## **APPRAISAL OF CHIEF EXECUTIVE**

This process will apply to the Chief Executive's Appraisal and also to the 6-monthly review

The purpose of the Appraisal is to identify how well the Chief Executive is carrying out his roles and responsibilities. It should not be seen as an opportunity to deal with problems, matters such as this should be dealt with on a regular basis as they arise.

### Composition of the Appraisal Panel

Appraisal Panel should be a cross-party group of no more than 3 or 4 Members, which will include the Leaders of all political groups.

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. Though every effort will be made to ensure paperwork will be kept to a minimum, there will be some pre and post appraisal records that will be completed.

Views of all Members will be sought before completing the paperwork.

The paperwork will be prepared in advance by the Head of Human Resources, to include the targets identified at the previous year's appraisal (or as amended at the 6-monthly review).

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

The Head of Human Resources will seek the views of the Deputy Chief Executive Officers and collate them for the Appraisal Panel.

Appraisals will be annually with a 6-month review.

### Roles & Responsibilities

The Appraisal Panel will nominate a chair who will take responsibility for the management of the appraisal process on the day.

Political Group Leaders will be responsible for ensuring that all Members have an opportunity to contribute their views.

The Panel will:

- (a) review the targets set at the previous appraisal/6-monthly review
- (b) consider the Corporate Plan and any major issues currently affecting the Council

- (c) agree outcomes and set targets related to the Corporate Plan and major issues
- (d) agree the date of the next meeting and pass this to the Head of Human Resources for organisation
- (e) pass any notes made at the meeting to the Head of Human Resources for filing in the Chief Executive's personal file

The Independent Person will:

- (a) take notes at the meeting
- (b) produce a copy of the notes for checking by the Chairman of the Appraisal Panel and the Chief Executive

The Chief Executive will:

- (a) carry out a self-appraisal prior to the appraisal meeting
- (b) participate fully in the process on the day, agreeing outcomes and targets
- (c) check the notes of the meeting and pass a final copy to the Head of Human Resources for filing on his personal file

The Head of Human Resources will:

- (a) ensure that all arrangements necessary to enable the appraisal are made
- (b) ensure that all appraisal records are dealt with in a confidential manner and filed appropriately.

The Panel, Independent Person, Chief Executive and Head of Human Resources will not:

- (a) publish details of the appraisal other than those agreed
- (b) discuss outside of the appraisal anything other than what was agreed