

# REPORT TO COUNCIL

Report No. 10

<b>Date of Meeting</b>	<b>26 June 2007</b>			
<b>Title of Report</b>	<b>Chief Executive's Appraisal Report</b>			
Link to Corporate Priorities	This report links to our Corporate Aims: <ol style="list-style-type: none"><li>1. <b>To create a customer service culture by investing in and empowering those who serve the public.</b></li><li>2. <b>To ensure high quality, cost effective services.</b></li><li>3. <b>To enable the provision of responsive, accessible and fair services delivered with courtesy and care.</b></li><li>4. <b>To safeguard and enhance the assets and resources of North Wiltshire and the wider community.</b></li></ol>			
Public Report	Yes			
<b>Summary of Report</b> <b>To seek agreement from Council on the make-up of the Chief Executive's Appraisal Panel and the associated process.</b>				
<b>Officer Recommendations</b>  It is recommended that: <ul style="list-style-type: none"><li>• the Chief Executive's Appraisal Panel is made up as described in paragraph 4.1;</li><li>• that Group Leaders are responsible for ensuring that all Members are able to contribute their views;</li><li>• appraisals are conducted annually with 6-monthly reviews; and</li><li>• the process outlined in Appendix 1 is followed.</li></ul>				
Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.				
Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
None	Yes	None	Yes	Yes
<b>Contact Officer</b>				
Elaine Orchard, Human Resources Team Leader, 01249 706338, <a href="mailto:eorchard@northwilts.gov.uk">eorchard@northwilts.gov.uk</a>				

## **1. Introduction**

- 1.1 The purpose of this report is to provide Council with the information necessary to decide on the make-up of the Chief Executive's Appraisal Panel and the process that Panel will follow. Following a change in political administration there is a need to amend the existing process and to provide a process that will be ongoing.

## **2. Options and Options Appraisal**

- 2.1 Option 1: To accept the recommended Appraisal Panel make-up and process
- 2.2 Option 2: Not to accept the recommended Appraisal Panel make-up and process

## **3. Background Information**

- 3.1 Following the appointment of the current Chief Executive the Appointments Committee agreed an interim process for the Appraisal of the Chief Executive, see Appendix 1. This process reflected the Council as it was in 2005, this principal has been followed in the revised process, see Appendix 2.
- 3.2 It is essential that the Council has a process for appraising the Chief Executive, in the same way that all other employees are appraised. However, though the process need not be identical, it must reflect legal, human resources and equality principles.
- 3.3 Appraisals have taken place in accordance with the timetable set out in Appendix 1. In addition the Chief Executive's annual appraisal took place in March 2007, this will be followed by a 6-monthly review sometime September.

## **4. Proposed Way Forward**

- 4.1 The Panel should be politically balanced and include the Group Leaders from each political group.
- 4.2 The Group Leaders will be responsible for ensuring that all Members of their political group have an opportunity to contribute to the appraisal.

## **5. Legal, Human Resources and Equality Implications**

- 5.1 The process will provide a record of the Chief Executive's performance against agreed outcomes and targets. Therefore it may be used by either party should there be a future issue related to the Chief Executive's performance. The process as designed, if applied, will provide both parties with the necessary evidence.
- 5.2 The process has been designed to ensure equity of treatment.

## **6. Risk Analysis**

- 6.1 Failure to have a process in place and to apply that process will place the Council in a difficult position if a dispute should arise in the future. The Council will also not be able to identify the way forward without a suitable process.

<b>Appendices:</b>	<ul style="list-style-type: none"><li>• <b>Appendix 1 – appraisal process from 2005</b></li><li>• <b>Appendix 2 – appraisal process as amended in June 2007</b></li></ul>
	<ul style="list-style-type: none"><li>• <b>None</b></li></ul>

<b>Background Documents Used in the Preparation of this Report:</b>	
---	--

**Previous Decisions Connected with this Report**

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
None		