

PERFORMANCE APPRAISAL SCHEME FOR THE CHIEF EXECUTIVE

1.0 SUMMARY

- 1.1 This report provides details of a proposed scheme for undertaking the Chief Executive's Performance Appraisal.

2.0 RECOMMENDATIONS

The Executive is invited to;

- 2.1 Approve the proposed approach as set out at section 3.2, including the appointment of three Senior Members to sit on the Appraisal Panel

3.0 DETAIL

3.1 Background

- 3.1.1 Within Argyll and Bute Council a Personal Development Review (PDR) programme is in place for employees to enable individuals to develop their full potential and carry out their work confidently and competently, as a means to improve organisational effectiveness and to assist in achieving the Council's overall aims and objectives, as well as Service objectives. PDR's are carried out for employees at all levels of the organisation, including Heads of Service (carried out by the appropriate Executive Director) and Executive Directors (carried out by the Chief Executive).

- 3.1.2 Under the terms of the agreement reached by the Joint Negotiating Committee (JNC) for Chief Officers it was agreed that Chief Executives should be subject to an appraisal process. This is incorporated within the conditions of service handbook;

"The Chief Executive's responsibilities should be set out in writing at the appointment stage. Subsequently, there should be an annual process of performance appraisal linked to those responsibilities and accountabilities".

3.2 Proposals

3.2.1 Membership of the Appraisal Panel

As per the guidance it is proposed that the political leadership of the Council will appraise the performance of the Chief Executive, the Appraisal Panel to consist of three Senior Members;

Leader of the Council
Depute Leader of the Council
Leader of the largest Opposition Group

Councillor Dick Walsh
Councillor Robert MacIntyre
Councillor Ellen Morton

3.2.2 Governance Arrangements

Support to the Chief Executive Appraisal Panel, including the scheduling of meetings and minute taking, will be provided in-house by the Executive Director of Customer Services.

It is proposed that the Appraisal Panel will convene on an annual basis to undertake a review of the Chief Executive's performance during the past 12 months, and to consider future objectives and personal development requirements. In line with the Council's PDR process, a 6 monthly interim review meeting should also be arranged to ensure that the targets set remain relevant.

3.2.3 Proposed Approach for Measuring the Chief Executive's Performance

The Council's overall performance is measured within Pyramid, the Council's Performance Management System, and on this basis it is proposed that the Chief Executive should be appraised against the Council's Scorecard. In addition, the Corporate Improvement Plan for 2010-11, which will be monitored through the Council Scorecard, should be used as a means of appraising the Chief Executive.

3.2.4 Personal Development Plan

As well as monitoring the Chief Executive's progress against the Council's key objectives, it is important that any personal/professional development requirements are identified and monitored. On this basis it is proposed that the existing Personal Development Plan, which was prepared by the Keil Centre in consultation with the Chief Executive, will be used for this purpose.

3.2.5 A further report will be submitted to the Executive to advise when the Performance Appraisal has taken place.

4.0 **CONCLUSION**

4.1 As part of the agreement reached by the Joint Negotiating Committee for Chief Officers, there is a requirement for Chief Executives to be subject to an annual appraisal process. It is proposed that an Appraisal Panel, consisting of the Leader of the Council, Depute Leader, and the Leader of the largest Opposition, is established to conduct the appraisal, which will be based on progress against the Council Scorecard and the Corporate Improvement Plan for 2010-11.

5.0 **IMPLICATIONS**

- 5.1. Policy - none
- 5.2. Finance - none
- 5.3. Legal - none
- 5.4. Equal Opportunities - none
- 5.5. HR - none

Sally Loudon
Chief executive

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