

CHIEF OFFICERS APPOINTMENTS PANEL

MEETING, 11TH OCTOBER, 2006

Present – Councillors Critchley, Hayes, Morris, Mrs. Ronson, Rushton and Mrs. Thomas.

Also in Attendance

Mr. B. Knight	Chief Executive
Mr. S. Arnfield	Director of Corporate Resources
Mr. D. Winstanley	Assistant Chief Executive
Ms. C. Hyams	
Mr. A. Jennings	Democratic Services Manager

1. APPOINTMENT OF CHAIRMAN

Resolved – That Councillor Morris be appointed Chairman for the 2006/2007 Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

Resolved – That Councillor Rushton be appointed Vice-Chairman for the 2006/2007 Municipal Year.

Councillor Morris here took the Chair

3. MINUTES

The minutes of the meetings held on 24th and 30th January, 2006 were submitted and signed as a correct record.

4. CHIEF OFFICER APPRAISAL

The Chief Executive submitted a report which reminded members that the Panel had requested the Chief Executive to prepare a report regarding Chief Officer appraisal.

It had previously been agreed that the Scheme would not be related to pay and would not be an alternative to the capability procedures already contained within Chief Officers Terms and Conditions.

Contact had been made with other Councils to identify good practice and it was recognised that any appraisal scheme would need to complement the Council's established business planning process and feed into or replace Personal Development Plans. It was also recognised that any scheme should not be unduly demanding on the time of members and officers.

The scheme had been discussed with the Chief Officers Group which had agreed the scheme.

The purpose of the performance appraisal was to provide a platform for discussion about individual and service performance, with a view to providing feedback to further improve performance and to identify development needs.

Members would be included in the process in two ways, firstly by providing commentary on the achievement of agreed priorities which would form part of the discussion with the relevant Chief Officer. The second involvement of members would be at the end of the process and would involve members meeting with the relevant chief officer and the relevant line manager in order to agree both the review of the previous year, the priorities for the coming year and a Personal Development Plan. The members to be involved would be the Leader of the Council and opposition Leaders, the Executive Members and opposition spokespersons.

It was emphasised that the introduction of the scheme would be an important change to the terms and conditions of Chief Officers and would be a significant addition to current management arrangements. Consequently, it would be necessary for those members involved to go through an appropriate training programme.

It was proposed that the process would be trialed for 2006/2007 for Directors, subject to review and update based on any feedback, with a roll out for all Chief Officers in 2007/2008 were the process would be managed by the relevant Director.

The Leader indicated that he wished to discuss the scheme with his Executive Members and invited the opposition groups to undertake discussions with their spokespersons.

Resolved – (i) That the Chief Officers Appraisal Scheme be approved and introduced at Director level as a pilot basis, subject to discussions by the three groups with their relevant members and that the scheme proceed if such discussions are satisfactory.

(ii) That an appropriate training scheme be drawn up for those members involved in the Scheme.

5. EXCLUSION OF PRESS AND PUBLIC

Resolved - That, in view of the nature of the business to be transacted or the nature of the proceedings, it is likely that if members of the press and public were present during the following item of business there would be disclosure to them of exempt information as defined in paragraph 1 of Schedule 12A to the Local Government Act 1972 and that, in pursuance of Section 100A(4) of such Act, members of the press and public be now excluded from the meeting.

6. CHIEF OFFICER APPOINTMENTS – UPDATE

The Panel reflected on the process used in the recent appointment of the Director of Children's Services and the contributions made by the advisor from Proventure Ltd.

The Chief Executive submitted a formal request for voluntary early retirement and after some discussion and advice from the Director of Corporate Resources the Panel agreed the following:-

Resolved – (i) That the Chief Executive be allowed to take voluntary early retirement under the provisions of the Local Government Pension Scheme with effect from 8th April, 2007.

(ii) That Proventure Ltd be retained to assist in the process of selection of a new Chief Executive.