

PERSONNEL COMMITTEE – 3RD OCTOBER 2018

Report of the Head of Strategic Support

Part A

ITEM 7 CHIEF EXECUTIVE'S PERFORMANCE AND DEVELOPMENT REVIEW

Purpose of Report

To clarify the process by which the Chief Executive's Performance and Development Reviews are undertaken.

Recommendation

That the Democratic Services Manager be asked to arrange Panel meetings to undertake the Chief Executive's PDR covering the appraisal for the 2017/18 municipal year and the target setting for the 2018/19 municipal year as soon as convenient.

Reason

To ensure that the process relating to the Chief Executive's PDR is followed in respect of these municipal years.

Policy Justification and Previous Decisions

The responsibilities of the Personnel Committee include the appointment of a Panel for undertaking the Chief Executive's Performance and Development Review.

Report Implications

The following implications have been identified for this report:

Financial Implications

None identified.

Risk Management

There are no specific risks associated with this decision.

Background Papers: Personnel Committee Report dated 3 August 2009: Chief Executive's Personal Development Review (PDR) - Panel And Process

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Part B

Background

1. The process by which the Performance Development Review (PDR) of the Chief Executive is carried out was originally set out in a report to the Personnel Committee of 3rd August 2009 (link below).

[http://info.charnwood.local/sites/Personnel_Committee/20090803/Published%20Items/PC%20Urgent%20Item%203rd%20August%202009%20\(CX%20PDR\)%20\(Final\).pdf](http://info.charnwood.local/sites/Personnel_Committee/20090803/Published%20Items/PC%20Urgent%20Item%203rd%20August%202009%20(CX%20PDR)%20(Final).pdf)

2. The process set out in that report is as follows:

Step 1: Chief Executive supplies a statement of performance against targets to Panel members using the standard PDR form¹ used by all Charnwood employees.

Step 2: Panel members supply the Leader with comments for inclusion in feedback to the Chief Executive.

Step 3: Leader provides feedback to Chief Executive.

Chief Executive sends suggestions for inclusion in Action Plan objectives/targets to the Leader.

Step 4:

Part 1 – Appraisal interview with Panel

Part 2 – Target setting interview with the Leader or another Panel member selected by the Panel – to be arranged as soon as convenient after any post interview Panel discussion.

3. The Panel referred to in the process above were five members appointed by the Personnel Committee (as originally agreed by that Committee on 12th May 2009). This procedure has been codified and the terms of reference for the Personnel Committee within the Constitution include responsibility for undertaking the Chief Executive's Performance and Development Review. This is one of the functions which are sub-delegated to a politically balanced Panel of five members of the Committee who are appointed annually.
4. The Chief Executive's PDR covering the appraisal for the 2017/18 municipal year and the target setting for the 2018/19 municipal year has not yet been completed. This may be attributed to the change in Leader in 2017 which was not subsequently reflected in changes to the composition of the Panel that would undertake the PDR.
5. Responsibility for organising the Panel meeting to undertake the Chief Executive's PDR originally fell to the Acting Director of Programmes and Resources (a role now deleted from the establishment). It is therefore recommended that the Democratic Services Manager be asked to arrange

¹ This form is no longer extant

Panel meetings to undertake the Chief Executive's PDR covering the appraisal for the 2017/18 municipal year and the target setting for the 2018/19 municipal year as soon as convenient.

6. Arrangements will be put into place to regularise this situation in the next municipal year.