

7 December 2016		ITEM: 7
General Services Committee		
Chief Executive Performance Appraisal Procedure		
Wards and communities affected: All	Key Decision: No	
Report of: Jackie Hinchliffe, Director of HR, OD & Transformation		
Accountable Head of Service: N/A		
Accountable Director: Jackie Hinchliffe, Director of HR, OD & Transformation		
This report is: Public		

EXECUTIVE SUMMARY

Under Thurrock Council's constitution (Chapter 5, Part 5) the General Services Committee is responsible for the following:

- To deal with any of the functions of the Council in relation to the employment of staff that are not dealt with by officers under delegated powers.

This includes the performance appraisal of the Chief Executive in line with the performance appraisal procedure.

The General Services Committee meeting of 27 June requested the procedure be amended to incorporate an independent process to provide members with a deeper and richer assessment of performance.

This report proposes the changes to the procedure for approval by General Services Committee.

1. RECOMMENDATIONS:

- 1.1 Members are asked to agree the revised Performance Appraisal Procedure for the Chief Executive.**
- 1.2 Members to note the procedure will apply for the end of year appraisal 2016/17.**

2. INTRODUCTION AND BACKGROUND:

- 2.1 This report is being presented to General Services Committee to approve the revised Performance Appraisal Procedure for the Chief Executive.
- 2.2 The Performance Appraisal Procedure for the Chief Executive has been revised to reflect the additional requirements agreed by the General Services Committee on 27 June 2016.
- 2.3 The procedure now incorporates external stakeholder feedback to provide independent review and give members a diverse and deeper assessment of performance.

3. PROPOSED PROCEDURE

- 3.1 The current paragraph within the existing Performance Appraisal Procedure (Appendix 1) states:

To supplement this process, four members of the leadership group, including a direct report, will be asked to complete an assessment of the Chief Executive's performance (a different four officers should be chosen for each six month appraisal). The information they provide will be given to the Chief Executive and sub-committee members in advance of the interview. The identity of the four officers shall not be disclosed.

- 3.2 The proposed paragraph within the revised Performance Appraisal Procedure (Appendix 2) states:

To supplement the end of year appraisal process feedback from a range of stakeholders will be acquired to provide members of the committee with a richer and more diverse assessment of performance. This will include at least four members of the Leadership Group, including a direct report, and at least four key partners. The information provided will be given to the Chief Executive and committee/sub-committee members in advance of the interview. The identity of the contributors shall not be disclosed.

4. CONSULTATION (including Overview and Scrutiny, if applicable)

- 4.1 The Chief Executive and Leader have been consulted in preparing this report.

5. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT

- 5.1 The objectives and performance of the Chief Executive impacts on the whole organisation and the borough. External review of outcomes provides members with an independent assessment of the impact of performance.

6. IMPLICATIONS

6.1 Financial

There are no direct financial implications arising from this report.

Implications verified by: **Sean Clark**
Director of Finance and IT

6.2 Legal

There are no direct legal implications arising from this report.

Implications verified by: **David Lawson**
Monitoring Officer

6.3 Diversity and Equality

Wider feedback from stakeholders provides the opportunity for a more diverse Assessment of performance.

Implications verified by: **Natalie Warren**
**Community Development and Equalities
Manager**

6.4 Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental

None

7. CONCLUSION

- 7.1 Expanding the performance appraisal of the Chief Executive to incorporate external stakeholder feedback and independent assessment provides members with a greater understanding of the impact and outcomes in the wider community.

BACKGROUND PAPERS USED IN PREPARING THIS REPORT:

- Chief Executive – Performance Appraisal Procedure

APPENDICES TO THIS REPORT:

- Appendix 1 – current Performance Appraisal Procedure
- Appendix 2 – revised Performance Appraisal Procedure

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