

# PEOPLE AND OD COMMITTEE

## Chief Executive Appraisal Process Thursday 13<sup>th</sup> July 2023

### Report of Chief Officer – People and Policy

#### PURPOSE OF REPORT

To update People and OD Committee on the process for the performance management of the Chief Executive and to enable Committee to appoint a sub-committee panel.

**This report is public.**

#### RECOMMENDATION

- (1) **The Committee is asked to appoint a panel of three from the Committee, including at least one Cabinet member, to act as an appraisal panel for the Chief Executive.**

#### 1.0 Introduction

- 1.1 The constitution (People and OD Committee Terms of Reference at 4.2 section e) states that People and OD Committee will appoint a Panel of (usually of three) from the Committee, including at least one Cabinet member, assisted by one independent adviser, to act as an appraisal panel for the Chief Executive.
- 1.2 This process is required by the JNC Conditions of Service for Chief Executives.
- 1.3 Appraisals should take place on a pre-determined date annually, with monitoring meetings throughout the year, and a mid-year review.

#### 2.0 Overview

- 2.1 In June 2022 an appraisal panel was appointed by the then Personnel Committee to appraise the Chief Executive. Due to this timing, it was agreed that the appraisal process would run from June 2022 to June 2023.
- 2.2 The appraisal was held on 25<sup>th</sup> July 2022, with a mid-year review held in February 2023. North West Employers facilitated the appraisal meeting.
- 2.3 It is proposed that, once appointed, the appraisal panel conducts an end of year appraisal review and set objectives for 2023/2024. This is normal practice.
- 2.4 Appointed sub-committee Members carrying out the appraisal should draw on information from their group and feed back to them, so that they draw on and

inform the wider views of Members. It is advisable for the Leader to form part of the three-person Member panel.

- 2.5 As per the Pay Policy statement, grade 18 is limited to one spinal column point and therefore has no incremental progression attached to it.

### **3.0 Recommendation**

- 3.1 It is recommended that Committee agrees on a minimum of three People and OD Committee Members to join a sub-committee responsible for appraising the Chief Executive.

### **4.0 Conclusion**

- 4.1 The Committee is asked to approve the recommendation.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>
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N/A

<b>LEGAL IMPLICATIONS</b>
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The responsibility for appraising the Chief Executive lies with senior elected members. It is a contractual obligation on the part of both the Chief Executive and the employing council to engage in a regular process of appraisal.

<b>FINANCIAL IMPLICATIONS</b>
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The general fund revenue budget includes budgetary provision for the Chief Executive on grade 18 within the Council's pay and grading structure.

<b>OTHER RESOURCE IMPLICATIONS</b>
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**Human Resources:**

None.

**Information Services:**

None.

**Property:**

None.

**Open Spaces:**

None.

<b>SECTION 151 OFFICER'S COMMENTS</b>
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The section 151 officer has no further comments to add to this report.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has no further comments to add to this report.

**BACKGROUND PAPERS**

Lancaster City Council constitution  
Pay Policy Statement 23/24

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