

PERSONNEL COMMITTEE

Chief Executive Appraisal Process Tuesday 14th June

Report of Head of HR

PURPOSE OF REPORT

To update Personnel 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 (Personnel Committee Terms of Reference at 4.2 section e) states that Personnel 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 The current Chief Executive came to post on 1st April 2022. It is proposed that the appraisal process runs from June to June, with the panel and the Chief Executive agreeing performance objectives based on the Chief Executive job description and the Council's four strategic priorities and twenty-four outcomes.
- 2.2 The Head of HR has made contact with North West employers who will provide an independent adviser to the panel. There is no additional charge for this service. The Head of HR will advise the panel on process.
- 2.3 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.

- 2.4 As per the Pay Policy statement, grade 18 is limited to one spinal column point and therefore has no incremental progression attached to it. Any amendments to the structure will need to be considered by Personnel Committee and subsequently approved by Council as it would be considered outside of the budget framework.

3.0 Recommendation

- 3.1 It is recommended that Committee agrees on three Personnel Committee Member to join a sub-committee responsible for appraising the Chief Executive.

4.0 Conclusion

- 4.1 The Committee is asked to approve the recommendation.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

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.

FINANCIAL IMPLICATIONS

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

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

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 v1.6](#)
[Pay Policy Statement 22/23](#)

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