

NOTICE OF MEETING

A MEETING of the **CHIEF EXECUTIVE APPRAISAL PANEL** will be held as a Virtual Meeting by **MICROSOFT TEAMS** on **THURSDAY 2 SEPTEMBER 2021 at 2.00 pm**.

In accordance with Section 43 of the Local Government in Scotland Act 2003 the Chair has agreed that this meeting will be conducted in such a manner as to allow remote attendance by Elected Members.

This meeting is being held in private on public health grounds in accordance with Part 4 of Schedule 6 of the Coronavirus (Scotland) Act 2020; as it is likely that, if members of the public were present at a physical meeting, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

Please note that the meeting will be held via Microsoft Teams and a recording will be made publicly available on the Council's website following the meeting.

JULIA MCAFEE

Chief Officer – Governance

Clerk to the Council

27 August 2021

BUSINESS

1. **APPOINTMENT OF CHAIR**
2. **DECLARATIONS OF INTEREST**
3. **CHIEF EXECUTIVE – ANNUAL PERFORMANCE APPRAISAL** (Pages 1 – 6)

Exempt

It is anticipated (although this is not certain) that the meeting will resolve to exclude the press and public during consideration of the following items marked with the prefix E (not for publication in terms of Schedule 7A of the Local Government (Scotland) Act 1973).

Item No	Report Title	Schedule 7A para	Reason for Report being Exempt
E4	CHIEF EXECUTIVE ANNUAL OBJECTIVE SETTING	1	Contains information relating to a particular employee of the Council.

E5	CHIEF EXECUTIVE APPRAISAL	1	Contains information relating to a particular employee of the Council.
----	---------------------------	---	--

E4. CHIEF EXECUTIVE ANNUAL OBJECTIVE SETTING

Para 1

E5. CHIEF EXECUTIVE APPRAISAL

Para 1

(For further information contact Julia McAfee mcafeej@stirling.gov.uk)

Stirling Council

Agenda Item No. 3

Chief Executive Appraisal
PanelDate of
Meeting: 2 September 2021

Not Exempt

Chief Executive – Annual Performance Appraisal

Purpose & Summary

The Chief Executive Panel is requested to undertake the annual performance appraisal of the Chief Executive.

Recommendations

The Panel is requested:-

1. to agree the process attached at Appendix 1;
2. to resolve that under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for Items E4 and E5 of the Agenda on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as they contain information relating to a particular employee of the Council.

Resource Implications

There are no resource implications.

Legal & Risk Implications

The legal implications in relation to the exemption and compliance with the Council's governance requirements are addressed in the body of the report.

1. Background

- 1.1. In terms of the Council's Scheme of Delegation, the Chief Executive Appraisal Panel is required to undertake an annual performance appraisal of the Chief Executive.
- 1.2. The membership of the Panel comprises the Leader of the Council, the Depute Leader and the Leader of the Opposition.

2. Considerations

1. At its meeting on 2 April 2019, the Panel agreed the process attached at Appendix 1. Panel members agreed that this process remained appropriate via an email exchange in May 2021.
2. The Panel further agreed the Chief Executive's work objectives, which were reviewed at a subsequent meeting on 1 October 2019.
3. The 2020 review has been delayed due to the Covid pandemic and Members of the Panel are now asked to consider and appraise the 2021 objectives attached to this Agenda at items E4 and E5 and to agree that these items be held in private session.
4. In line with current arrangements, that part of the meeting held before any resolution to move to private session will be recorded and published on the Council's website.

3. Implications

Equalities Impact

- 3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this is a procedural report relating to an individual.

Fairer Scotland Duty

- 3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact

- 3.3 Not applicable.

Other Policy Implications

- 3.4 There are no policy implications.

Consultations

- 3.5 None.

4. Background Papers

- 4.1 None.

5. Appendices

- 5.1 Appendix 1 – Chief Executive Appraisal Process.

Author(s)

Name	Designation	Telephone Number/E-mail
Sheila McLean	Governance Officer	mcleans2@stirling.gov.uk

Approved by

Name	Designation	Date
Julia McAfee	Chief Officer – Governance	27 August 2021

Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:	N/A
--	-----

Wards affected:	All
Key Priorities:	N/A
Key Priority Considerations:	N/A
Stirling Plan Priority Outcomes: (Local Outcomes Improvement Plan)	Achieving - People are skilled and supported to make a positive contribution to our communities



Chief Executive Appraisal Process

1 Introduction

1.1 The Chief Executive Appraisal is an annual, shared communication and feedback process aimed at building mutual trust and respect involving the Chief Executive, the Leader of the Council, Depute Leader and Leader of the Opposition who make up the Appraisal Panel to;

- Allows the Chief Executive to self-assess;
- Review and record performance;
- Is forward looking;
- Agrees objectives connected to the Council's goals and strategic priorities; and
- Identifies development, training and other support needs.

2 Core Principles

2.1 The Chief Executive Appraisal is based on a number of core principles, in common with the Council's Personal Review and Development Framework. These define the rules and standards;

- Is about honest and constructive two-way discussion and feedback between the Chief Executive and the Appraisal Panel that is supported by examples and evidence.
- Is underpinned by the Council's Values, Codes of Conduct and Our Shared Behaviours.
- Agrees work objectives that are to be set and measured; objectives are not just about 'what' you do but 'how' you do it; and should develop and remain up to date. Objectives are based on outcomes (where 'outcome' is something that follows from an action or situation; result or consequence).
- Ensures development needs and training opportunities as well as other support are sought out and identified.

3 Confidentiality

3.1 The Chief Executive Appraisal is a confidential process. In practice this means that the sharing or viewing of any information that arises from the process is restricted to individuals who have an active interest and a legitimate right to know this information.

4 Chief Executive Appraisal Meetings

4.1 The Appraisal Panel members will be the Leader and Depute Leader of the Council and Leader of the Opposition.

4.2 The Appraisal Panel will meet with the Chief Executive to agree future work objectives and in the case of a new appointment, this will occur within 4 weeks of taking up post and the probationary period review meeting will be held at 6 months.

STIRLING COUNCIL

During this period the Chief Executive will meet with the members of the panel on a 1to1 basis.

- 4.3 The Council's Shared Behaviours are discussed to ensure these are demonstrated as they are important to the Chief Executive's role;
- Is Customer Focused,
 - Communicates Effectively,
 - Is Forward Thinking,
 - Leads and Engages,
 - Works with Others,
 - Manages own Performance

Feedback on behaviours will be part of the annual review.

- 4.4 At the Appraisal Panel Meeting, the Chief Executive will provide information for discussion on progress in relation to previous objectives, these will be assessed by the Appraisal Panel with reference to the criteria in para 4.6 and 4.7. Future objectives will be confirmed by the Appraisal Panel. As part of this discussion, CMT performance review information may be discussed.
- 4.5 Objectives should be SMARTER (Specific, Measurable, Achievable, Realistic, Time Bound, Evaluated, Reviewed). 'How' relates to the Shared Behaviours, which have been developed by employees for employees.
- 4.6 The Leader of the Council, Depute Leader and Chief Executive will meet on an interim basis to review progress.
- 4.7 At the annual review the Chief Executive and Appraisal Panel will measure to what extent objectives have been achieved, and determine progression on the 3 point salary incremental scale (progression is after 24 months in line with terms and conditions);

Exceeded

Met

Met in Part

Not Met

- 4.8 Shared Behaviours are assessed using the following descriptors;

Exceeded –goes beyond what could reasonably be expected

Met–consistently demonstrates this behaviour

Developing –sometimes demonstrates this behaviour

Development Needed –rarely if ever demonstrates this behaviour

Chief HR Officer
2 April 2019