

PERSONNEL PANEL

MINUTES OF MEETING HELD ON 19 DECEMBER 2005.

Present: Councillors Mrs CA Giel (Chairman); Miss E Woodburn, Mrs Y R T Clarkson; K Hitchen; G Scurrah; N Williams.

Apologies for absence were received from Councillor M Ashbrook

Officers: H Mitchell, Head of Policy and Performance; L Gleed, Human Resources Manager;

Mr V Hewitt, Chief Executive, North West Employers Organisation

PER 21 Minutes

The minutes of the meeting held on 29 November 2005 were signed by the Chairman as a correct record.

PER 22 Exclusion of Press and Public

RESOLVED - That pursuant to Section 100(A)(4) of the Local Government Act, 1972, as amended, the press and public be excluded from the meeting for the following items of business on the grounds of likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

PER 22 Performance Appraisal Scheme

Mr V Hewitt of the North West Employers Organisation (NWEO) attended the meeting to describe a scheme of performance appraisal that NWEO had devised and introduced at more than 20 local authorities in the North West. The scheme required the individual and manager to agree key accountabilities for the individual from corporate and service plans and associated performance measures at the beginning of a year. The employee then had an opportunity to review and be measured against the targets set. The scheme could be applied to all employees, including chief executives and senior managers. In some other local authorities in the north west Mr Hewitt facilitated Chief Executive appraisals with the involvement of key Members.

There was some discussion of how the scheme might operate at Copeland: how it could cascade throughout the Council, how to measure core accountabilities, when to undertake appraisals, what to do in case of poor performance, and what links there might be from appraisal to salary progression.

RESOLVED – that a paper be produced to propose a performance appraisal scheme for Copeland Borough Council based on the NWEO

scheme, to be used initially with the Chief Executive and Corporate Team. The Personnel Panel would meet on 19 January 2006 to receive the paper, to take a decision before candidates for the Chief Executive vacancy were seen.

PER 23 Recruitment of Chief Executive

A progress update was provided for the Panel, and as part of it budget projections were given which showed that the budget allowed would be sufficient for the project. However further checks were needed to ensure that unknown costs were all accounted for.

RESOLVED – That officers continue to monitor costs against the budget provided for recruitment of the Chief Executive

PER 24 Employee Code of Conduct

The Panel considered a draft Employee Code of Conduct compiled by the Human Resources Manager.

RESOLVED – that the Personnel Panel agrees the draft Employee Code of Conduct subject to minor amendments that might be proposed by consultees.

The meeting closed at 4.15 pm

Chairman