

CORPORATE TEAM APPRAISAL- PROPOSED SCHEME

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| EXECUTIVE MEMBER: | Norman Williams |
| LEAD OFFICER: | Hilary Mitchell, Head of Policy & Performance |
| REPORT AUTHORS: | Hilary Mitchell, Head of Policy & Performance |
| Summary: | To propose a scheme to appraise the performance of the Corporate Team. |

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| Recommendation: | 1) That members of the Personnel Panel approve the attached scheme for appraising the Corporate Team; and 2) That the Personnel Panel agrees to engaging NWE0 to facilitate the 360 degree assessment part of the appraisal |
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| Impact on delivering corporate objectives | Corporate Team members are responsible for delivering on many of the Corporate Plan objectives |
| Impact on other statutory objectives (eg Crime and Disorder and LA21) | Among the corporate objectives are several with links to statutory objectives |
| Financial and human resource implications | Resources required include time to participate in the appraisal scheme and £2,000 if it is decided to engage NWE0 in facilitating the 360 degree assessment. The benefits of adopting the scheme include opportunities for individual development and ensuring that the Council's priorities are taken forward through individuals' plans. |
| Project and Risk Management | A timescale is included as part of the proposed scheme |
| Key Decision Status | No |
| Financial | No |
| Ward | No |
| Other ward implications? | No |

1. BACKGROUND

1. At the last meeting of the Personnel Panel on 21 June 2006 it was agreed that a

draft scheme for the appraisal of members of the Corporate Team would be prepared for future submission to the Panel's approval. The intention was to develop a scheme which would allow review of progress, identification of development needs and setting of targets for improvement, so that appraisal is a key part of performance management.

2. A scheme has been drawn up, and is attached to this report. The ethos behind the scheme is based on the existing Employee Development Scheme, with the addition of some key elements:
 - Use of 360 degree feedback
 - involvement of Members in the appraisal and objective-setting process
 - key objective identification for :
 - Competency Development (from 360 degree survey)
 - Corporate Team Effectiveness (joint objectives to be agreed collectively -could be expected behaviours, team development, organisation)
 - Corporate Plan Delivery (objectives for which responsible – target to be 75% delivered on time)
 - Service Improvement – could be sickness levels, customer satisfaction, key performance areas, efficiency gains,
 - Corporate Management – sickness absence management, outstanding audit recommendations, budget management, risk management,
 - Member Support – targets set from Portfolio-holder and non-Executive member feedback
3. The process and timescales for this proposal are set out on page 1 of the proposed scheme. Adding elements to the existing EDI process will necessitate a longer lead-in time and preparation. However the output from the proposed scheme will be more focussed on targets for improvement and give clearer information to both appraisee and appraiser on which the discussion will take place.
3. As stated in their letters of appointment, Corporate Team members are to be consulted about the development of the scheme for their appraisal. Accordingly the scheme has been circulated for comment. It is proposed that the new scheme, subject to Personnel Panel approval, should be introduced with effect from 1 September, to allow an initial appraisal to take place during September, and a review of progress against targets in March 2007.

Consultees: Chair of Personnel Panel, Leader, Corporate Team