

**Appraisal Sub-Committee**

<b>Final Decision-Maker</b>	Policy and Resources Committee
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Ryan O'Connell, Democratic and Electoral Services Manager.
<b>Classification</b>	Public
<b>Wards affected</b>	All

**Executive Summary**

This report sets up the Appraisal Sub-Committee to carry out the annual appraisal for the Chief Executive and Directors.

**Purpose of Report**

Decision

**This report makes the following recommendations to this Committee:**

1. That the Appraisal Sub-Committee be appointed to carry out the Annual Appraisal process for the Chief Executive and Directors; and
2. That the Sub-Committee's membership be politically balanced with the membership in accordance with the wishes of Group Leaders

**Timetable**

<b>Meeting</b>	<b>Date</b>
Policy and Resources Committee	9 February 2022

# Appraisal Sub-Committee

## 1. INTRODUCTION AND BACKGROUND

1.1 The constitution sets out that Policy and Resources Committee has responsibility for the following function:

*To review annually the performance of the Chief Executive and Directors, to agree targets for the coming financial year, and agree any corrective action which may be required relating to the previous financial year*

And that this will be discharged through a Sub-Committee of 5 Councillors.

1.2 The political balance for a Sub-Committee of 5 Members is 3 Conservative Group Members, 1 Liberal Democrat Group Member and 1 Member from either the Maidstone Group or the Independent Group. It has been agreed with the relevant Group Leaders that the Maidstone Group would have the seat.

1.3 Group Leaders have confirmed their current wishes as follows:

### Members

Conservative	Liberal Democrat	Maidstone Group
Burton	English	Cox
Parfitt-Reid		
Perry		

1.4 Substitute members will be the relevant group members of P&R who are not already appointed as members of the sub-committee.

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## 2. AVAILABLE OPTIONS

2.1 The Committee need to appoint a Sub-Committee in order to discharge the responsibility set out in the Constitution. Available options are limited, though in addition to the recommendation set out the Committee could agree that a Sub-Committee that isn't politically balanced is preferable. However, one Member voting against that proposal would see it fall.

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## 3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 The preferred option is to appoint a politically balanced 5 Member Sub-Committee in accordance with Group Leader's wishes.

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## 4. RISK

4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the

Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy. Risks include those arising from an ineffective appraisal process for the Chief Executive and Directors.

## **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 Group Leaders were consulted on the membership and seats on the Sub-Committee. The outcomes are represented in the recommendations.

## **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 The next step will be to agree dates and times for the Sub-Committee to meet. The meetings will be held during the day as per previous years, as they are for the carrying out of appraisals and will be part II meetings.

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## **7. REPORT APPENDICES**

None

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## **8. BACKGROUND PAPERS**

None