

This Report will be made public on 6 April 2022



Report Number **P/21/07**

To: Personnel Committee
Date: 14 April 2022
Status: Non-executive Decision
Chief Officer: Dr Susan Priest, Head of Paid Service

SUBJECT: PERFORMANCE FRAMEWORK FOR THE CHIEF EXECUTIVE AND CORPORATE LEADERSHIP TEAM

SUMMARY: This report proposes minor updates to the performance framework for the Chief Executive and members of the Corporate Leadership Team (CLT).

REASONS FOR RECOMMENDATIONS:

Personnel Committee is asked to consider the updated performance frameworks with a view to formally adopting the frameworks.

RECOMMENDATIONS:

1. To receive and note Report P/21/07.
2. To approve the updated performance framework for the Chief Executive from April 2022.
3. To approve the updated performance framework for members of the Corporate Leadership Team from April 2022.

1. INTRODUCTION

- 1.1 Following discussions and approval at Personnel Committee in September 2019, a performance framework for the Chief Executive and members of the Corporate Leadership Team (CLT) was introduced with effect from April 2020.

2. BACKGROUND

- 2.1 There is agreement at national level that councils should establish performance frameworks for their chief executives/senior teams. This is also considered to be good practice in public and private sector organisations.
- 2.2 The purpose of a performance framework includes, but is not limited to:
- Provide support and to ensure that the Chief Executive and members of CLT continuously improve their performance to achieve their full potential;
 - Identify and recognise achievements along with areas for further development; and to
 - Demonstrate the shared responsibility of both the Chief Executive and the Leader of the Council in setting relevant objectives and performance standards.
- 2.3 During the covid pandemic, given the unprecedented exceptional situation affecting the way in which we all adapted to working from home and the potential impact of the pandemic on council budgets, Personnel Committee agreed to a revised version of the framework for CLT members which enabled the Chief HR Officer to undertake the role of advisor to the Chief Executive and Leader of the Council (see report P/20/03).

3. PROPOSED AMENDMENT TO THE PERFORMANCE FRAMEWORK

- 3.1 The current framework has worked well over the last 18 months enabling the Chief Executive and members of CLT to have a performance review at the start of a financial year followed by a review approximately half way through the year.
- 3.1 The current performance frameworks have therefore been updated to enable the facilitator to the panel to *either* be an external facilitator *or* the Chief HR Officer as follows:
- Appendix A – updated performance framework for the Chief Executive
 - Appendix B – updated performance framework for other members of the Corporate Leadership Team (CLT).
- Appendices C and D show the previous versions of the performance framework with tracked changes so that it is clear where changes have been made.
- 3.2 Throughout the updated frameworks there is still reference to an external facilitator. The recommendation remains that South East Employers provide the external facilitator if it is requested by *either* the employer *or* employee.

4. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS

4.1 Legal Officer's Comments (NM)

There are no legal implications arising directly out of this report.

4.2 Finance Officer's Comments (TM)

The use of an external facilitator, if required, will be at a cost to the council therefore there will need to be approximately £2,000 per annum budget provision identified. It is likely that this will be met from the HR Central Costs budget and any in-year savings will be carried forward to subsequent years.

4.3 Diversities and Equalities Implications (ASm)

There are no specific Diversities and Equalities Implications arising from this report.

5. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith, Chief HR Officer
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The following background documents have been relied upon in the preparation of this report:

None

Appendices

Appendix A – updated performance framework for the Chief Executive
Appendix B – updated performance framework for other members of the Corporate Leadership Team (CLT)
Appendix C – previous performance framework for the Head of Paid Service with tracked changes
Appendix D – previous performance framework for the other members of the Corporate Leadership Team (CLT) with tracked changes