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## Cherwell District Council

### Joint Appraisal Sub Committee

Minutes of a meeting of the Joint Appraisal Sub Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 23 January 2012 at 7.00 pm

Present: Councillor Rosie Herring (Chairman)  
Councillor Ken Atack (Vice-Chairman)

Councillor Caryl Billingham  
Councillor Rebecca Breese  
Councillor Victoria Irvine  
Councillor Leslie F Sibley

Also Present: Councillor Barry Wood (Leader of the Cherwell District Council)  
Sue Smith, Chief Executive

Apologies for absence: Councillor Mary Clarke (Leader of South Northamptonshire Council)

Officers: James Doble, Democratic and Elections Manager

#### 1 **Appointment of Chairman**

It was agreed unanimously that Councillor Rosie Herring be appointed Chairman for the remainder of the municipal year 2011/12.

#### 2 **Appointment of Vice-Chairman**

It was agreed unanimously that Councillor Ken Atack be appointed Vice-Chairman for the remainder of the municipal year 2011/12.

#### 3 **Declarations of Interest**

There were no declarations of interest.

#### 4 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5 **Urgent Business**

There was no urgent business.

6 **Exclusion of Public and Press**

**Resolved**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Schedule 12A of that Act.

7 **Chief Executive's Appraisal**

The Democratic and Elections Manager briefed the sub-committee on their role in carrying out the annual appraisal and six month review for the Chief Executive. In the course of the briefing he outlined that it was at the discretion of the panel together with the Chief Executive to consider and agree a future appraisal process to be adopted. There were various ways that this could be carried out and these could be explored and options produced for the next meeting. It was outlined that the Chief Executive did not currently have any agreed targets as she had joined the organisation mid year.

The Sub-Committee invited the Chief Executive to join the meeting. The Chief Executive outlined that since taking up employment her primary objective had been the implementation of the agreed business case for a shared management team. The Chief Executive outlined the key areas of work she had delivered since joining the Council and her proposed objectives for 2012/13.

The Sub-Committee noted the progress that had been made and thanked the Chief Executive for her work in achieving this. The Sub-Committee and Chief Executive agreed that it would be helpful for the appraisal process to be reviewed with a view to creating a more meaningful process that could provide evidence based constructive feedback and set clear SMART objectives. It was agreed that the objectives proposed by the Chief Executive should be agreed as interim objectives and that a further meeting be convened in June to consider appraisal system options in the future and the process for setting objectives beyond the interim period. In the course of discussion members noted that they were happy with the Chief Executive's performance.

**Resolved**

- 1) That the Chief Executive be thanked for the contribution she had made since taking up post and her achievements be noted (annex to the minutes, as set out in the minute book).

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- 2) That the interim objectives (annex to the minutes, as set out in the minute book) be agreed.
- 3) That a future meeting of the Sub-Committee be arranged for June to consider future appraisal arrangements and the process for setting objectives beyond the interim period.

The meeting ended at 8.50 pm

Chairman:

Date:

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# Minute Item 7

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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