

**Committee:** Joint Personnel Committee  
**Date:** Thursday 4 October 2012  
**Time:** 7.00 pm  
**Venue:** Bodicote House, Bodicote, Banbury, Oxfordshire  
OX15 4AA

### **Membership**

<b>Councillor Ken Atack</b>	<b>Councillor Caryl Billingham</b>
<b>Councillor Rebecca Breese</b>	<b>Councillor Mary Clarke</b>
<b>Councillor Rupert Fordham</b>	<b>Councillor Rosie Herring</b>
<b>Councillor Lynn Pratt</b>	<b>Councillor G A Reynolds</b>
<b>Councillor Leslie F Sibley</b>	<b>Councillor Barry Wood</b>

### **Substitutes**

<b>Councillor Ann Addison</b>	<b>Councillor Norman Bolster</b>
<b>Councillor Stephen Clarke</b>	<b>Councillor George Parish</b>
<b>Councillor Blake Stimpson</b>	<b>Councillor Lawrie Stratford</b>

## **AGENDA**

- 1. Apologies for Absence and Notification of Substitute Members**
- 2. Appointment of Chairman for the Municipal Year 2012/13**
- 3. Appointment of Vice-Chairman for the Municipal Year 2012/13**

#### **4. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

#### **5. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

#### **6. Urgent Business**

The Chairman to advise whether they have agreed to any item or urgent business being admitted to the agenda.

#### **7. Minutes (Pages 1 - 6)**

To confirm as a correct record the Minutes of the meeting held on 3 April 2012.

#### **8. Joint Chief Executive Appraisal Framework (Pages 7 - 36)**

Report of Head of Transformation

##### **Summary**

To consider and approve the proposed appraisal framework for the post of Joint Chief Executive following the implementation of joint working arrangements between South Northamptonshire Council and Cherwell District Council.

##### **Recommendations**

The Joint Personnel Committee is recommended to:

- (1) Approve the proposed appraisal framework for the post of Joint Chief Executive.
- (2) Delegate responsibility for implementing the Joint Chief Executive appraisal framework to the Joint Appraisal Sub Committee.
- (3) Agree that with immediate effect, the appraisal of the Joint Chief Executive be supported by an external facilitator.
- (4) Agree that an external facilitator be commissioned by use of appropriate procurement procedures, and in consultation with the Joint Chief Executive and the Leaders of each Council, for a four yearly term, to provide continuity and consistency to the process.
- (5) Agree that the costs of an external facilitator be split equally between both Councils.
- (6) Agree that the Joint Appraisal Sub Committee be made up of a total of 8 members (including the Leaders from each Council), drawn from the Joint Personnel Committee.
- (7) Agree that the Opposition Group Leaders be fully consulted upon the performance of the Joint Chief Executive as part of the appraisal process.

- (8) Agree that all members of the Joint Appraisal Sub Committee are required to have been trained in conducting appraisals prior to any involvement in the formal Joint Appraisal Sub Committee meetings.
- (9) Agree that once this appraisal framework is approved, a Joint Appraisal Sub Committee meeting be set up as soon as possible to enable a 6 month review to take place for the Joint Chief Executive for the current year.

## **Information about this Meeting**

The agenda, reports and associated documents for the above meeting are available at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA or at [www.cherwell.gov.uk](http://www.cherwell.gov.uk)

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221587 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests and conflicts at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Evacuation Procedure**

When the alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the assembly point as directed by Democratic Services staff and await further instructions.

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### **Queries Regarding this Agenda**

Please contact James Doble, Democratic and Elections  
[james.doble@cherwellandsouthnorthants.gov.uk](mailto:james.doble@cherwellandsouthnorthants.gov.uk), 01295 221587

**Sue Smith**  
**Chief Executive**

Published on Wednesday 26 September 2012