

CHIEF OFFICERS APPRAISAL SCHEME

Purpose

Chief Officers' performance is key to ensuring that the Organisation delivers on its Corporate Objectives in the Business Plan and elsewhere.

Chief Officers must ensure that staff in their Departments are appraised on a regular basis in line with the Corporate requirements.

Background

In April 2015 Cabinet agreed to revisions to the Chief Officer and Chief Executive pay scales meaning that there was no automatic incremental progression through the pay scales but instead will be subject to new criteria requiring exceptional achievement over and above stretching objectives. The intention being that only very infrequently will a pay increment be made to a Chief Officer/Executive.

Objectives

On an annual basis each Chief Officer will be appraised, the intention of which is fivefold;

- 1 Looking back over the past year to ascertain performance outcomes against agreed objectives
- 2 Looking back over the past year to assess behaviours against competencies
- 3 Setting SMART objectives for the forthcoming twelve months
- 4 Clearly establishing if exceptional achievement over and above stretching objectives is evident and in turn attracting a case for progression through the pay scale
- 5 Identifying areas for personal learning and development and associated solutions with succession planning in mind

The Process

- 1 The Corporate PDA form and guidance will be used by all parties to capture the outcomes of what was discussed and agreed.
- 2 The process of appraising Chief Officers aside from any pay increases mirrors the Council's guidance on PDAs for all employees contained on the intranet.
- 3 Appraisals will be conducted by a Chief Officer's line manager. The Executive Director/Chief Executive will consult with elected Members as appropriate. Regular dialogue will take place to capture feedback and will form part of the ongoing performance management process. The Chief Executive will appraised by The Leader.
- 4 Appraisals for Chief Officers should take place prior to those of their teams. These ought to be completed by mid-April.
- 5 Best practice is that Grandparent reviews take place on a face to face basis and are documented, but as a minimum are documented on the corporate PDA form and entered onto iHounslow.
- 6 If a progression in pay is considered appropriate, cases will need to be made on form 'Exceptional Achievement Pay Increase' and approved by the Chief Executive (for Chief Officers) and the Leader (for the Chief Executive) within the agreed Spinal Column Points.

EXCEPTIONAL ACHIEVEMENT PAY INCREASE REQUEST

| | |
|--|--|
| Name of Manager Proposing Pay Increase | |
| Name of Chief Officer being nominated for pay increase | |
| State which PDA year this request relates to | |

Confirmation that you have personally ensured that the employee has:

✓/x

- Fully achieved the objectives set in last year’s PDA round

| OBJECTIVE | OUTCOME |
|-----------|---------|
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| | |

- Achieved the Corporate objectives set in last year's PDA (eg agency usage, sick absence targets) & any Directorate specific targets

- Completed and recorded their Direct reports PDA

TO BE COMPLETED BY THE EXECUTIVE DIRECTOR/CHIEF EXECUTIVE

State what exceptional achievement over and above the already stretching targets that the Chief Officer has achieved to attract a pay increase.

Please include facts, figures and dates in the submission which will be considered by The Chief Executive. Details about how this goes beyond the normal duties expected for that role need to be explicit.

SIGNED: _____ DATE: _____

Chief Executive decision to approve/decline request

Approve/Decline

Comments

SIGNED:

DATED: