

Report of Head of Legal Services

9. Statutory Officers – Annual Appraisal Process

Purpose of report

1. To put a process in place for the annual appraisal of the Chief Fire Officer/Chief Executive, as highlighted in the annual governance review and to provide for member input in relation to the process of Individual Performance and Development Reviews of the Deputy Chief Fire Officer, Monitoring Officer and Treasurer.

Recommendation

It is recommended that the procedures for annual appraisal of the Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer, Treasurer and Monitoring Officer as set out in the appendix to the report, be approved.

Introduction and Background

2. Hereford & Worcester Fire Authority is committed to the on-going development of all its staff. Formal appraisal processes form an important part of this and to that end, all staff other than the Chief Fire Officer/Chief Executive receive an Individual Performance and Development Review (IPDR) annually.
3. The national terms and conditions of service applicable to Chief Fire Officers ('the Gold Book') provide that their performance should be formally assessed through a performance appraisal process. Despite this, there is currently no appraisal process in place for the Chief Fire Officer(CFO)/Chief Executive.
4. At the last meeting of Audit & Standards Committee, when considering the Action Plan for the Annual Governance Statement (minute 8 – 26.09.13), it was noted that it was intended to address arrangements for the appraisal of the Chief Fire Officer.

Chief Fire Officer/Chief Executive

5. The appendix to this report is based upon the model appraisal scheme contained within the 'Gold Book' terms and conditions but has been modified to meet the needs of this Authority. It details how the Authority's existing Individual Personal Development Review (IPDR) process will be applied in the case of the CFO/Chief Executive. It is suggested that appraisals should be conducted by the Chairman of the Authority and the Chairmen of Audit & Standards Committee and Policy & Resources Committee.

DCFO, Treasurer and Monitoring Officer

6. The CFO/Chief Executive is responsible for the IPDR appraisals of the Director of Finance & Assets and the Head of Legal Services. However, those postholders also have direct accountabilities to the the Authority in their capacities as Treasurer and Monitoring Officer respectively. The same is also true in respect of the the Deputy Chief Fire Officer (DCFO), which is a Member appointment. It is therefore considered that there should be an element of Member input into the IPDR process for those posts. This will be achieved through a process of formal consultation with the Chairman of the Authority and the two Chairmen of committees prior to the IPDR assessment.

Conclusion/Summary

7. The proposals in this report will help to improve the governance of the Authority by ensuring that the CFO/Chief Executive receives regular performance appraisals, in accordance with his terms & conditions of employment. It will also ensure an appropriate degree of member input to the appraisals of the other statutory officers who are responsible direct to members and the Deputy Chife Fire Officer (DCFO).

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Appropriate training will be required for Members involved in the appraisal process. This can be delivered within existing resources.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The recommendations will to strengthen the 'People' aspects of 'Our Strategy' by helping to ensure the proper development of senior officers
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None

Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable
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Supporting Information

Appendix 1 – Statutory Officers – Annual Appraisal Process

Background papers – Audit & Standards Committee 26.09.13 – Annual Governance Statement
 NJC Terms & Conditions for Brigade Managers of Fire and Rescue Services

Contact Officer

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