

## Performance Management Panel

### Membership

- The Mayor and the Party Group Leaders (who are the voting members)
- The Chief Executive and their trade union or professional association representative
- Two representatives of the Local Government Association and the Service Director HR (or nominee)

### Terms of Reference

#### Overview

At least annually to appraise the performance of the Chief Executive and to determine what if any level of performance-related pay should be awarded to the postholder. Bearing in mind that the Chief Executive is required to serve the whole Council (ie, the Elected Mayor and all councillors), to clarify what the Chief Executive is expected to achieve and to identify any continuing professional development needs which, if met, would maintain a high level of performance. This process does not prevent the review of progress and performance or the application of capability/conduct procedures as necessary.

#### Functions

The Full Council has delegated the following functions to the Panel:

- (a) To agree what the Chief Executive should personally achieve and identify required standards of performance in order to deliver the Council's key objectives, priorities and targets, and appropriate timescales for their achievement. Objectives should be agreed with the Chief Executive and should be relevant, challenging and achievable.
- (b) To identify positive achievements over the previous period.
- (c) To identify and where possible resolve factors preventing the achievement of agreed goals.
- (d) To identify the professional development necessary to equip the Chief Executive with the requisite skills to meet the Council's objectives and changing priorities.
- (e) Having considered the available evidence and the views of the Local Government Association representative and other parties, to determine what if any level of performance-related pay should be awarded to the Chief Executive.
- (f) To hold regular monitoring meetings at which targets can be reviewed as necessary.