

# EPPING FOREST DISTRICT COUNCIL

**LEADER DECISION**

**Ref No: 7/2012/13**

**Subject: Chief Executive Appraisal Panel (CEAP)**

**Decision:**

- (1) That a CEAP be established;
- (2) That the CEAP be led by the Leader of the Council who shall be responsible for the following:
  - (a) agreeing 6-8 clear, measurable and challenging personal objectives for the Chief Executive for discussion with the CEAP;
  - (b) ensuring that each objective reflects the personal impact on the Chief Executive's broad accountabilities and challenges and is accompanied by performance measures and timescales;
  - (c) conducting an annual appraisal in an appropriate format with the assistance of an external facilitator and two members of CEAP;
- (3) That the membership of CEAP be as set out below:

Chairman: Leader of the Council

Members: Deputy Leader (Councillor S Stavrou)  
Councillor R Bassett (Portfolio Holder and Chairman of the Joint Consultative Committee)  
Councillor A Grigg (Portfolio Holder)  
Councillor A Lion

Adviser: GatenbySanderson
- (4) That the terms of reference for the CEAP be as follows:
  - (a) to consider the draft personal objectives of the Chief Executive and to give advice to the Leader of Council on the final version of those objectives;
  - (b) to receive reports (at a frequency to be determined) from the Leader of the Council and the Chief Executive on progress with the achievement of the latter's personal objectives and on any developmental requirements identified; and
- (5) That, in conducting the annual appraisal of the Chief Executive, the Leader of the Council be accompanied by the Deputy Leader and the Chairman of the Joint Consultative Committee, plus an external facilitator.

**Explanatory Note:**

1. At the Council meeting on 18 June 2012 (Minute 19(3)(c)), the Leader of Council was required to carry out regular review meetings with the Chief Executive at a frequency which meets the best interests of the Council, together with an annual appraisal.

2. Pursuant to the Council's decision and to the requirements of the Chief Executive's contract of employment for clear and measurable performance management and supervision, the Leader of the Council has put in place the following:

(a) the appointment of a CEAP to assist and support him in the formulation of the Chief Executive's personal objectives and monitoring of progress in achieving them;

(b) arrangements for an annual appraisal meeting (in a format to be agreed) with the Chief Executive including support from two members of the CEAP and an external facilitator.

3. The Leader of the Council has appointed four Councillors as members of the CEAP to assist in this process, including the Deputy Leader and the Chairman of the Joint Consultative Committee.

**Legal and constitutional powers:** Local Government and Housing Act 1989 (Section 4)  
Local Government Act 1972 (Section 112).

**Signed:** \_\_\_\_\_  
**Chris Whitbread, Leader of the Council,  
Epping Forest District Council**

**Date:** \_\_\_\_\_

PU/IW