



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

31 January 2019

To Councillors:

Desna Allen	Richard Bambury
Pete Bishop	Jenny Budgell
Teresa Hutton	Nick Murry
Andy Phillips	David Powell
Sandie Webb (Chairman)	

Meeting of the Human Resources Committee Thursday 07 February 2019

Dear Councillor,

You are summoned to attend a meeting of the Human Resources Committee to be held at the Town Hall, High Street, Chippenham on Thursday 07 February 2019 commencing at 4pm for the transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 4pm

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC
Chief Executive

All council meetings are open to the public and press.

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

4pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

Agenda

Human Resources Committee - 07 February 2019

	Wards affected	Page no.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive apologies for absence.		
2. <u>NOTIFICATION OF SUBSTITUTION</u>		
To receive any notification of substitution made to the Chief Executive.		
3. <u>DECLARATION OF INTEREST</u>		
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.		
Members are reminded to declare any dispensation granted in relation to any relevant matter.		
4. <u>MINUTES</u>		5
To approve as a correct record and to sign the draft minutes of the meeting held on Thursday 08 November 2018 (copy attached).		

- | | | | |
|-----|--|-----|----|
| 5. | <u>CHAIRMAN'S ANNOUNCEMENTS</u> | | |
| | To receive any announcements from the Chairman. | | |
| 6. | <u>UPDATE ON STAFF CHANGES</u> | All | |
| | To receive a verbal update from the Deputy Chief Executive updating Councillors on staff changes. | | |
| 7. | <u>NATIONAL SALARY AWARD 2019-20</u> | All | 9 |
| | To receive a report from the Deputy Chief Executive regarding new pay scale changes and the associated budget implications (copy attached). | | |
| 8. | <u>TRAINING AND DEVELOPMENT UPDATE</u> | All | 15 |
| | To receive a report from the Corporate Support Manager updating Councillors on training (copy attached). | | |
| 9. | <u>INTERVIEW PROTOCOL</u> | All | 17 |
| | To receive a report from the Chief Executive regarding interview protocol (copy attached). | | |
| 10. | <u>CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL</u> | All | 19 |
| | To receive and consider a report from the Chief Executive regarding a meeting of the Chief Executive's Performance Review Panel (copy attached). | | |
| 11. | <u>PRESS RELEASE</u> | | |
| | To consider, if necessary, the issue of a press release arising from the meeting. | | |
| 12. | <u>DATE OF NEXT MEETING</u> | | |
| | The next meeting of the Human Resources Committee will take place on Thursday 06 June 2019. | | |
| 13. | <u>EXCLUSION OF THE PUBLIC AND PRESS</u> | | |
| | To pass, if considered necessary, the following resolution: | | |

		Wards affected	Page no.
	“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.		
14.	<u>STANLEY PARK SPORTS GROUND - REVIEW OF STAFF POSITION</u>	All	21
	To receive and consider report from the Deputy Chief Executive regarding a mini proposal for Stanley Park Sports Ground (copy attached).		
15.	<u>UPDATE ON ORGANISATIONAL REVIEW</u>	All	24
	To receive a report from the Chief Executive updating Councillors on the organisational review (copy attached).		

CHIPPENHAM TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
held at the Town Hall, High Street, Chippenham at 4pm on Thursday 8 November 2018

Councillors: Desna Allen (Vice) Richard Bambury
Pete Bishop Jenny Budgell
David Powell Sandie Webb (Chairman)

Officers Present: Mark Smith (Chief Executive)
Adrian Jones (Deputy Chief Executive) (to item 44)
Charlotte Starkie (Head of Finance & Administration) (to item 44)

Public and Press: None in attendance and no public questions.

31. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor Teresa Hutton, Nick Murry and Andy Phillips.

32. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

33. DECLARATION OF INTEREST

No declarations of interest were received.

34. MINUTES

To approve as a correct record and to sign the minutes of the Human Resources Committee meeting held on Thursday 6 September 2018.

RESOLVED that

The minutes were approved as a correct record and signed by the Chairman.

35. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

36. SICKNESS AND WELLBEING UPDATE

The Head of Finance & Administration presented the report to update Councillors on the current sickness absence status.

RESOLVED that

The report be noted.

37. TRAINING AND DEVELOPMENT UPDATE

The Head of Finance & Administration presented the report on training and development of staff and Councillors.

RESOLVED that

The report be noted.

38. STAFF RECRUITMENT UPDATE

The Head of Finance & Administration presented the report on recent recruitment activities.

RESOLVED that

The report be noted.

39. CHRISTMAS EVE

The Deputy Chief Executive presented the report for Councillors to consider whether Town Council services and facilities remain open on Christmas Eve.

RESOLVED that

The Town Council closes its facilities on Christmas Eve and that all staff are awarded a discretionary day of annual leave.

40. H R POLICIES (FAMILY FRIENDLY)

The Head of Finance & Administration presented the report to update the Human Resources Committee with regard to the process and to continue to review the adoption of the Council's suite of Human Resource policies facilitating that Councillors receive the third tranche of policies and agree their adoption.

RESOLVED that

That the 17 policies outlined in Appendix A were agreed and adopted:-

- Adoption
- Anti-Fraud, Bribery & Corruption (Refreshed)
- Capability & Performance Improvement
- Eye Tests
- Flexible Working (plus Application Form)
- Health & Safety
- Job Evaluation
- Lone Working
- Maternity
- Parental Leave
- Paternity
- Pension
- PPE
- Salary & Grading
- Shared Parental Leave
- Stress

- Training & Development

That the policies relating to Adoption, Maternity, Paternity and Parental Leave are merged into one document for ease.

41. APPRENTICE / CHANGE OF GROUND STAFF JD / TECHNICIAN

The Deputy Chief Executive presented the report proposing changes to the Employment Establishment.

RESOLVED that

- i) The designation and Terms & Conditions of one of the Street Cleaner posts be changed to that of Grounds Person.
- ii) From 1 April 2019, a new post of Apprentice Grounds Person is created.
- iii) From 1 December 2018, the Terms & Conditions of the post of Technician (Duty Officer) are amended from part-time to full-time.
- iv) The cost of the above amendments as detailed in paragraph 5.0 of the report are included in the draft budget for 2019/20.

42. STAFF REMUNERATION BUDGET PROPOSAL FOR 2019/20

The Head of Finance & Administration presented the report to inform Councillors of the budget required for staff remunerations (to include gross pay, NI contributions, employer pension contributions, overtime, holiday pay and some allowances / expenses).

RESOLVED that

A recommendation is made to the Strategy & Resources Committee that the following should be included in the proposed budget for 2019/20:

“A staffing budget of £1,522,000 based on the assumption of a 2% pay award and the agreement to the content of the report prepared by the Deputy Chief Executive”.

43. PRESS RELEASE

No press releases were requested by Councillors, other than in relation to the Apprentice, for April 2019.

44. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 7 February 2019.

45. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.

(Officers left the meeting)

46. ORGANISATIONAL REVIEW

The Chief Executive presented the report on an organisational review.

RESOLVED that:

Councillors agreed to the proposed organisation structure as outlined in Chief Executive's report, with effect from 1 April 2019.

The meeting closed at 6.00pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date

DRAFT



Agenda Item 7

Meeting	Human Resources Committee
Date	7 February 2019
Report Title	The National Joint Council for Local Government - National Salary Award 2019-2020
Author	Adrian Jones, Deputy Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 To advise Council on the agreed National Salary Award 2019 - 2020 and the implications on the 2019/20 salary budget.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Following the introduction of the National Living Wage, the National Joint Council for Local government Services, which is the body that agrees on pay and conditions for employers applying national terms, has introduced a new pay spine effective from 1st April 2019.
- 2.2 All staff employed by the Town Council are engaged on NJC pay scales. In December 2018 the new NJC pay scales for 2019/20 were agreed and are to be implemented from 1st April 2019. A copy of these new NJC pay scales - together with a comparison of the current pay scales from 1st April 2018 to 31st March 2019 - are included at APPENDIX A to this report.
- 2.3 The attached Annex shows the pay scales for Town Council employees applicable from April 2019. There is a contractual obligation to meet these pay scales, as detailed in paragraph 6.0.
- 2.4 When Officers built the proposed Council budget for 2019/20 the pay award/settlement had not been announced. As a consequence and as previously reported to Council a 2% increase was built into the budget. The HR Committee at its meeting on 8th November 2018 agreed to assume a 2% national pay award to staff for 2019/20. At the meeting the following was resolved:

*A recommendation is made to the Strategy & Resources Committee that the following should be included in the proposed budget for 2019/20:
"A staffing budget of £1,522,000 based on the assumption of a 2% pay award and the agreement to the content of the report prepared by the Deputy Chief Executive".
(Minute 42/08.11.19 refers).*

- 2.5 Following agreement at this HR Committee, the national NJC 2019 salary award has clearly been finalised. In some salary bands (or Spinal Column Points) there has been an increase greater than the 2% built into the Council 2019/20 budget.

For example, if a member of staff is paid at SCP 20, the current salary is £19,819 and this will increase from April to £20,344. This represents a 2.6% increase.

The consequential effect on the Councils budget for 2019/20 from what was initially estimated and agreed at the HR Committee - i.e. a 2% pay award - to the actual and final NJC new pay scales, is detailed in paragraph 5.0.

- 2.6 In addition to the above, Councillors will note that the new NJC 2019/20 pay scales have removed some of the previous lower Spinal Column Points. Thus SCP's 1 to 5 have been removed, and the previous SCP's 6 and 7 become a new consolidated SCP 1 from April. Please refer to the second page of APPENDIX A for further information. This is due to the introduction of the National Living Wage.

APPENDIX A translates the Spinal Column Points and scale ranges used at present, to the new scales applicable from April 2019.

- 2.7 As a result of the above and to protect the Council from any future potential claims from an employees, it is recommended that before 1st April 2019 when the new pay scales and SCP's take effect, all staff are issued with a letter - i.e. this will constitute a formal Variation to Contract of Employment - to explain the new NJC pay scales 2019/20 and how this affects their Spinal Column Points.

For example, a Council grounds-person is currently graded SCP 16 to 20 (i.e. £18,319 to £19,819). The letter will explain that this will change to SCP 6 to 9 (i.e. £19,171 to £20,344).

3.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 3.1 A fit for purpose organisational structure with national agreed pay scales impacts on the Council's ability to deliver all five of the Council's corporate priorities.

- Provide facilities and services which support a well-connected town, which promotes health and wellbeing
- An active role in the future development of Chippenham through collaboration with partners and key stakeholders
- Maintain and enhance opportunities to create a green, clean and safe environment
- To promote Chippenham as a destination market town based on our rich heritage, history and culture
- Effective and efficient use of resources

4.0 STAFFING IMPLICATIONS

- 4.1 The staffing implications are contained in this report.

- 4.2 All employees are engaged on NJC pay scales and are therefore entitled to the new salary (i.e. SCP) payments that have been nationally agreed to take effect from April 2019.

4.3 It is recommended that all staff are written to prior to April 2019 to explain the new NJC pay scales and the introduction of a new pay spine.

5.0 FINANCIAL IMPLICATIONS

5.1 As stated in paragraph 2.4 Council agreed to set a staffing budget for 2019/20 of £1,522,000 based on a 2% pay increase. This was prior to the NJC National Salary Award for 2019-20 being agreed in December 2018.

5.2 Officers have calculated the actual effect on the staff budget using the new NJC pay scales and a budget shortfall of £15,331 has been predicted. Officers will use 'best endeavours' to ensure that this shortfall will be met from the agreed 2019/20 budget.

6.0 LEGAL IMPLICATIONS

6.1 There is a contractual requirement for the Council to apply the new NJC pay scales to all staff, with effect from 1st April 2019.

6.2 As stated in paragraphs 2.5 and 4.3 it is recommended that all staff are written to prior to April 2019 to explain the NJC salary scales and the appropriate changes.

7.0 RECOMMENDATION that:

7.1 Councillors are asked to note the National Joint Council for Local Government Services (NJC) new pay scales for 2019-2020 and that Council is contractually obliged to implement them from April 2019

7.2 All staff are written to regarding the new NJC pay- scales that will apply from April 2019.



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

14 DECEMBER 2018

EMPLOYMENT BRIEFING E02-18 | 2019-2020 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	LC1 (5-6) (below substantive range)
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		
23	£21,693	14	£22,462	£11.67	23	LC1 (13-17) (above substantive range)
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		
26	£23,866	19	£24,799	£12.89	26	LC2 (18-23) (below substantive range)
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	
30	£27,358	24	£27,905	£14.50	30	LC2 (24-28) (substantive benchmark range)
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	
35	£31,401	29	£32,029	£16.65	35	LC2 (29-32) (above substantive benchmark range)
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
39	£35,229	33	£35,934	£18.68	39	LC3 (33-36) (below substantive range)
40	£36,153	34	£36,876	£19.17	40	
41	£37,107	35	£37,849	£19.67	41	
42	£38,052	36	£38,813	£20.17	42	
43	£39,002	37	£39,782	£20.68	43	LC3 (37-41) (substantive benchmark range)
44	£39,961	38	£40,760	£21.19	44	
45	£40,858	39	£41,675	£21.66	45	
46	£41,846	40	£42,683	£22.18	46	
47	£42,806	41	£43,662	£22.69	47	
48	£43,757	42	£44,632	£23.20	48	LC3 (42-45) (above substantive benchmark range)
49	£44,697	43	£45,591	£23.70	49	
50	£45,816	44	£46,732	£24.29	50	
51	£46,957	45	£47,896	£24.89	51	
52	£48,138	46	£49,101	£25.52	52	LC4 (46-49) (below substantive range)
53	£49,331	47	£50,318	£26.15	53	
54	£50,421	48	£51,429	£26.73	54	
55	£51,832	49	£52,869	£27.48	55	
56	£53,131	50	£54,194	£28.17	56	LC4 (50-54) (substantive benchmark range)
57	£54,455	51	£55,544	£28.87	57	
58	£56,272	52	£57,397	£29.83	58	
59	£58,082	53	£59,244	£30.79	59	
60	£59,901	54	£61,099	£31.76	60	
61	£61,732	55	£62,967	£32.73	61	LC4 (55-62) (above substantive benchmark range)
62	£63,541	56	£64,812	£33.69	62	
63	£65,372	57	£66,679	£34.66	63	
64	£67,167	58	£68,510	£35.61	64	
65	£68,869	59	£70,246	£36.51	65	
66	£70,607	60	£72,019	£37.43	66	
67	£72,387	61	£73,835	£38.38	67	
68	£74,217	62	£75,701	£39.35	68	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours



Agenda Item 8

Meeting	Human Resources Committee
Date	7 February 2019
Report Title	Training & Development Update
Author	Daryl Jones, Corporate Support Manager

1.0 PURPOSE OF REPORT

- 1.1 To update Councillors of the training and development activities that have been undertaken by staff and councillors at Chippenham Town Council in the last 3 months.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Staff are encouraged to develop their professional and technical knowledge and attend training and seminars that have a benefit to the work place.

3.0 TRAINING UNDERTAKEN SINCE NOVEMBER 2018

- 3.1 For Councillors to note that the following training courses have been undertaken or will be undertaken in the next month by various staff and councillors:-

- CILCA Registration (2 people, over 12 month period)
- Emergency First Aid at Work -Level 3 (4 people, 1 day)
- Equality & Diversity Training (28 people, ½ day)
- Facilitating Community Development (1 person, 1 day)
- Fire Safety & Fire Marshal (2 people, 2 days)
- Glysophate Guidance (1 person, 1 day)
- Google Analytics (2 people, 1 day)
- Grant Finder Webinar (1 person, 1 hour)
- Great West Way Discovery Programme (2 people, ½ day)
- ILCA Registration (5 people, over 12 month period)
- Intermediate Apprentice in Business (1 person, over 12 month period)
- Learning & Engagement on a Shoestring (2 people, 1 day)
- Managing a Museum Shop (2 people, 1 day)
- Maximising Donations Workshop (1 person, 1 day)
- Safe & Successful Community Events (3 people, 1 day)
- Visitor & Customer Care (2 people, 1 day)

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Staff training links to priority 5 of the Corporate Plan: Effective and efficient use of resources:

- a) Invest in our staff and councillors, providing training opportunities where appropriate.
- b) Ensure that we operate within legislation, regulation, ethical guidelines and best practice.

5.0 STAFFING IMPLICATIONS

5.1 Staff submit a request in advance of the training for approval by their line manager. Staff cascade any information they have acquired to the appropriate people within the organisation for greater benefit.

6.0 FINANCIAL IMPLICATIONS

6.1 There is an agreed training budget for staff and councillors, the training detailed in this report will be funded from the budget of £15,500 for the year 2018-2019.

7.0 RECOMMENDATIONS

7.1 For Councillors to note the contents of this report.



Agenda Item 9

Meeting	Human Resources Committee
Date	7 February 2019
Report Title	Protocol for the involvement of Councillors in the interview process for Officer Positions
Author	Mark Smith, Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 To update the protocol for the involvement of Councillors in the interview process for the recruitment of officer positions following the organisational review and change in officer roles and titles in the council.

2.0 BACKGROUND INFORMATION

- 2.1 At the Personnel Sub Committee on 8 June 2017, Councillors adopted a clear procedure for the recruitment of staff at Chippenham Town Council.
- 2.2 At this current time, no procedural changes are being proposed, only the actual job titles following the organisational review agreed by the Human Resources Committee on 8 November 2018.

3.0 UPDATED INTERVIEW PROTOCOL

- 3.1 Please see the administrative changes as outlined in bold below:-

Position	Member involvement	Chair of the interview panel & the interview panel	Decision ratified by Full Council
Chief Executive Tier 1	Yes	Leader of the Council The Human Resources Committee + external adviser if required	Yes
Deputy Chief Executive / Director of Resources Tier 2	Yes	Chief Executive Leader of the Council, + 2 Councillors from the Human Resources Committee + external adviser if required	No
Section Head Tier 3	Yes	Chief Executive and either Deputy Chief Executive or Director of Resources + 2 Councillors from the Human Resources Committee	No
Posts below Section Head	No	Either Deputy Chief Executive or Director of Resources + Section Head as appropriate	No

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The interview protocol links to priority 5 of the Corporate Strategic Plan; effective and efficient use of resources:-

‘Provide strong, clear and consistent leadership at Councillor and officer level’.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications to consider.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications to consider.

7.0 RECOMMENDATIONS

7.1 Councillors are requested to consider the administrative changes and adopt the updated interview protocol as outlined above in section 3, and also agree a future review date of May 2021.



Agenda Item 10

Meeting	Human Resources Committee
Date	7 February 2019
Report Title	Chief Executive Performance Review Panel
Author	Mark Smith, Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 To agree to convene a meeting of the Chief Executive's Performance Review Panel for the purpose of reviewing progress on the objectives set for 2018/2019 and to set new objectives for 2019/2020.

2.0 BACKGROUND INFORMATION

- 2.1 The Chief Executive was set six objectives during his annual performance review meeting in May 2018. The Human Resources Committee agreed a panel of three councillors to form the Chief Executive's Performance Review Panel at the meeting on the 6th September 2018. The Councillors on the Performance Panel are Councillors Webb, Budgell and Bambury.

3.0 PROPOSAL

- 3.1 This year the Chief Executive would like to commence the annual appraisal process for town council staff in early April this year to align objectives with the fiscal year, therefore it would be sensible to commence this process with the Chief Executive's Performance review during March 2019.

3.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

The annual performance review of the Chief Executive links to priority 5 of the Corporate Strategic Plan; effective and efficient use of resources:-

'Provide strong, clear and consistent leadership at Councillor and officer level'.

4.0 STAFFING IMPLICATIONS

- 4.1 There are no direct staffing implications to consider, other than those indicated at section 2 and 3 above.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications to consider.

6.0 LEGAL IMPLICATIONS

6.1 There are no legal implications to consider.

7.0 RECOMMENDATION that:

7.1 The Human Resources Committee are requested to convene a meeting(s) of the Chief Executive's Performance Review Panel at a date(s) to be agreed during March 2019.