

No.

Date

## **CHANGE BOARD**

MINUTES of a meeting held on 17<sup>th</sup> December, 2002.

Present: Councillor H.J.W. James (Chairman); Councillors G.J.M. Fletcher and G.C. Kemp.

(a) Apologies for absence -

These were received from Councillors N. Moore and A.J. Williams,

(b) Minutes of the meeting held on 3<sup>rd</sup> December, 2002 -

AGREED - T H A T the minutes of the meeting of the Board held on 3<sup>rd</sup> December, 2002 be approved as a correct record.

(c) Change Co-ordination Group – Update (CE) –

The establishment of the Change Co-ordination Group had been agreed as part of the Corporate Governance Action Plan. The broad remit of the Group was to take a strategic overview of the change programme, acting as a “critical friend” and concentrating on outcomes rather than the change process itself. The members of the Group were as follows:

John Maitland Evans, Sian Davies, Peter H. Evans, Huw Isaac (The Vale of Glamorgan Council); Ted Cantle, Peter Derbyshire, Stuart Dobson (IDeA); Paul Griffiths (District Audit) and Colin Everitt (Syniad).

AGREED - T H A T the notes of the meetings of the Change Co-ordination Group held on 2<sup>nd</sup> and 9<sup>th</sup> December, 2002 be noted.

(d) The Role of the Scrutiny Committee in the Appraisal Process (CE) –

The Scrutiny Committee (Corporate Resources) had requested that a representative of the appropriate Scrutiny Committee should be involved in each Director’s Appraisal.

SOLACE had advised that while it was wholly appropriate for the Chief Executive to be appraised by a cross party panel of members, Directors should be appraised by members of the administration/executive. Scrutiny had a legitimate role in examining the effectiveness of performance management arrangements across the Council including ensuring that a robust process of appraisal and personal development was in place.

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AGREED –

- (1) T H A T the report be noted.
- (2) T H A T a report be presented to apprise Cabinet and Scrutiny Committees of the outcomes of the appraisal process.

(e) Implementing the Change Programme – update on approach (CE) -

The Change Co-ordination Group and the Change Team had been established as mechanisms to take forward the agreed change agenda. In addition, Change Programme Working Groups had been established devoted to the following themes:

- Community Leadership
- People Management
- Systems and Processes
- Customer Focus
- Communications

Attached to the report was a diagram showing where the Working Groups fitted into the change process. The Working Groups were currently drawing up project plans which laid out how and when the agreed change programme would be implemented.

AGREED – T H A T the report and the diagram attached to the report be noted.

Reason for recommendation

To apprise the Change Board of developments in the approach to implementing the change programme.

(f) Item containing exempt information –

AGREED – T H A T it be noted that the following report contained “exempt information” as defined under Part I of Schedule 12A of the Local Government Act 1972, and should be treated as such by all members prior to and during any future consideration by the Change Board or by the Council.

(g) Chief Officer Appraisals – Facilitation Support (exempt information – paragraph 8) –

The Chief Executive and Directors had taken part in an Appraisal Process. A version of this process was now being extended to the Heads of Service. John Picking in his role at SOLACE, had facilitated the appraisals of the Chief Executive and Directors and had met with Directors and Heads of Service to facilitate the appraisals of the Heads of Service by explaining the different roles, purpose and procedure.

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John Picking had informed the Council that as at 9<sup>th</sup> December, 2002 he would be leaving SOLACE to set up his own company, and would not be available through SOLACE to carry on with his work at the Vale but was prepared to continue his facilitation role through his new company.

The report set out options as to who should facilitate the next stage of the appraisal process and included legal advice on the Council's relationship with SOLACE.

To build on the relationship, trust and experience that had been established, to ensure consistency, and to maintain the momentum of the project timetable, the option of continuing to use John Picking was preferred.

AGREED –

- (1) That a facilitation service be provided to the Directors on the basis of a Facilitator sitting in on one appraisal interview per Director and writing up the notes as an example of best practise.
- (2) That for reasons of consistency and timely implementation for the Service Heads process, the facilitator be the same as that for Directors.
- (3) That the Head of Human Resources and Equalities seek clarification of SOLACE's position as a priority and any relevant implications arising be assessed by the Chief Executive, Director of Finance, ICT and Property and the Head of Human Resources and Equalities prior to implementing 1 and 2.

#### Reasons for Recommendations

- (1) To facilitate the most effective Heads of Service appraisals.
- (2) To facilitate the successful conclusion of the first phase of the Director's appraisals.
- (3) To clarify and assess the contractual position.