

CHESHIRE FIRE AUTHORITY

MEETING OF: BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE
DATE: 5th JUNE 2018
REPORT OF: DIRECTOR OF TRANSFORMATION
AUTHOR: ANDREA HARVEY

SUBJECT: APPRAISAL OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE (DESIGNATE)

Purpose of Report

1. To set the context for the appraisal of the Chief Fire Officer and Chief Executive (Designate).

Recommended That Members:

- [1] Carry out an initial performance appraisal discussion with the Chief Fire Officer and Chief Executive (Designate) in order to agree key objectives for 2018-19; and
- [2] Agree to carry out an interim appraisal discussion on 31st October 2018.

Background

2. Cheshire Fire and Rescue Service (CFRS) is committed to continuous improvement and effective performance management.
3. The Performance Appraisal and Development Scheme (PADS) enables CFRS to review an employee's performance against delivery of agreed priorities/objectives, grade the contribution and performance of each member of staff, identify individual and organisational development needs, and support succession planning.
4. The PADS scheme operates from top to bottom across the whole of CFRS and is particularly important at the top of the organisation, with Members agreeing objectives with the CFO, aimed at ensuring delivery of the Authority's Integrated Risk Management Plan (IRMP).

Introduction

5. The appraisal discussion to be carried out between Members of the Pay and Performance Committee and the CFO, provides a valuable opportunity for the CFO and Members to have a focused confidential discussion about priorities, performance and development.
6. The discussion should:-
 - Establish a shared understanding about what needs to be achieved;
 - Translate corporate goals into individual goals;
 - Provide an opportunity for the CFO to discuss development needs in line with the role and future career aspirations;
 - Allow the CFO to make suggestions for improvement; and
 - Enable Members to develop the CFO and in order to maximise potential.
7. The outcome of the discussion should be 3-5 SMART key objectives, which relate to the CFO's role and responsibilities and must link to the Authority's IRMP. Development needs should also be agreed for the forthcoming year.
8. An interim appraisal review meeting should take place mid year (scheduled for 31st October), when progress against the objectives agreed at this meeting are considered, and objectives and development plans are updated.
9. The cycle is completed in a year's time when the annual discussion enables a review of the CFO's performance against the agreed objectives providing constructive two way feedback. New objectives and development needs are also agreed.

CONTACT:

**JOANNE SMITH, FIRE SERVICE HQ, WINSFORD
TEL [01606] 868804**

BACKGROUND PAPERS: NONE