

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee – 21 January, 2019

REPORT AUTHOR: Scrutiny Manager and Head of Democratic Services

SUBJECT: Appraisal of Committee Chairs' Effectiveness – pilot

REPORT FOR: Decision

1. Summary.

1.1 This report has been prepared as a result of a recommendation by the Scrutiny Development Board which met on 9th January, 2019.

2. Background.

2.1 The Scrutiny Development Board has been meeting since October 2018 discussing a revision to the Scrutiny Committee structure. The Board has also been developing guidance to assist Members in the operation of scrutiny.

2.2 As part of the discussions at the last meeting consideration was given to how an appraisal of the effectiveness of a committee Chair could be undertaken. It was suggested that a feedback form be developed which could be sent to Members following each Committee meeting and any comments relating to the operation of the Committee, the facilitation of the debate and the outcomes achieved at the meeting. The Scrutiny Manager could then discuss the feedback with the Chair. It was suggested that the appraisal process be trialled with the new scrutiny committees that the Council was being asked to establish at the meeting on 24th January, 2019, for 12 months and then reviewed by the Democratic Services Committee. Subject to that review the process could then be rolled out to all Council committees.

2.3 Scrutiny Committee and other Members in receipt of a Senior salary are subject to a two years Personal Development Review (PDR) to assess any individual development. Any process that is developed by the Committee will have to tie in with the PDR process.

2.4 The Democratic Services Committee is asked to consider and comment on the following principles:

- Who should undertake the appraisal – internal or external;
- What information should be gathered as the basis for discussion;
- Who should be asked to provide that information – Members only / officers;
- Against what criteria is the information to be judged, i.e. what is viewed as good practice e.g. Member and Chair Roles as set out in the Constitution / Characteristics of a Good Scrutiny Chair (Appendix 1);
- What would be the expected outcome of an appraisal;
- How often should an appraisal take place;

- How will outcomes be monitored and how often will they be reviewed;
- If outcomes are not achieved, what would be the consequence and how would this happen;
- Should the appraisal of the Chair include an appraisal of the performance of the whole committee.

2.5 Following receipt of this information the Scrutiny Manager and Head of Democratic Services is asked to prepare a scheme for consideration by the Committee.

3. Recommendation.

Recommendation:	Reason for Recommendation:
(i) that the Committee comment on the principles set out in Paragraph 2.3 above. (ii) that following receipt of the information set out in paragraph 2.3 the Scrutiny Manager and Head of Democratic Services be asked to prepare a scheme for consideration by the Committee.	to consider a process to improve the effectiveness of a Committee Chair to be piloted for 12 months by Scrutiny Committees.

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	
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Person(s) To Implement Decision:	Wyn Richards
Date By When Decision To Be Implemented:	January 2019

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Background Papers used to prepare Report: