

## REPORT OF ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

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### SUBJECT: CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

#### Purpose of the report

1. To review the administrative arrangements associated with the Chief Executive's Performance Review Panel, and
2. To adopt the proposal set out in the report.

#### Context

At their meeting on the 1<sup>st</sup> February 2017 Members undertook a review of the Authority's Committee structure. Bearing in mind that the current arrangements for the Performance Review Panel have not been reviewed since 2010 it is deemed appropriate that these should also be considered at this time.

#### Introduction

On the 31<sup>st</sup> March 2010 the Authority established the Chief Executive's Performance Review Panel with a view to setting and reviewing the targets and objectives for the Chief Executive for the year ahead.

The Panel comprises three Members, selected annually from the following senior positions in turn until a 2:1 ratio of County Council to Welsh Government membership is achieved:

Chair and Deputy Chair of the Authority;  
Chair and Deputy Chair of the Audit and Corporate Services Committee;  
Chair and Deputy Chair of the Personnel Committee;  
Chair and Deputy Chair of the Development Management Committee

Two meetings are held each year; one at the start of the calendar year to set targets, with another approximately six months later to review progress.

#### Current Situation

The Panel is confirmed at a meeting of the Authority at the start of each calendar year and the same three Members sit on the Panel throughout the year – whether still in their respective positions or not – in order to provide consistency over the setting and reviewing of objectives for that year. However, because of the need to confirm Panel membership by the Authority, this has sometimes led to difficulties in arranging a meeting in a timely manner for targets to be set. Other difficulties have arisen when a Member has left the Authority in the interim, resulting in another Member having to be 'appointed' for the second meeting.

#### The future

In an effort to simplify the process, it is proposed that membership of the Panel:

1. comprises three Members as currently;
2. is established once all the Chairs and Deputy Chairs of the Authority and relevant Committees have been elected in any one year, and
3. that confirmation of the Panel membership is delegated to the Administration and Democratic Services Manager, in consultation with the Chairman of the Authority.

### **RECOMMENDATION**

**That Members adopt the proposal set out in the report.**

#### Background documents

Report No. 04/10 to National Park Authority meeting: 31<sup>st</sup> March 2010

Report No. 51/10 to National Park Authority meeting: 8<sup>th</sup> December 2010

Report No. 06/17 to National Park Authority meeting: 1<sup>st</sup> February 2017

*(For further information, please contact Janet Evans, Administration and Democratic Services Manager, on extension 4834, or by e-mailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

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