

WEST DUNBARTONSHIRE COUNCIL
Council Offices, Garshake Road, Dumbarton G82 3PU

26 March 2013

**MEETING: RECRUITMENT AND INDIVIDUAL PERFORMANCE
MANAGEMENT COMMITTEE
WEDNESDAY, 10 APRIL 2013
COMMITTEE ROOM 1
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a Meeting of the **Recruitment and Individual Performance Management Committee** to be held in **Committee Room 1, Council Offices, Garshake Road, Dumbarton** on **Wednesday, 10 April 2013 at 9.00 a.m.**

The business is as shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor Martin Rooney (Chair)
Councillor George Black
Councillor Gail Casey
Provost Douglas McAllister
Councillor David McBride (Vice Chair)
Councillor Jonathan McColl
Councillor Lawrence O'Neill
Councillor Kath Ryal

Councillor Michelle Stewart, Service Spokesperson for Educational Services –
(Executive Director of Educational Services – 10.30 a.m.)

All other Councillors for Information

Chief Executive
Head of People and Transformation

RECRUITMENT & INDIVIDUAL PERFORMANCE MANAGEMENT COMMITTEE

WEDNESDAY, 10 APRIL 2013

AGENDA

1. APOLOGIES

2. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to pass the following resolution:-

“That under Section 50A (4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following items of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act”.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record the Minutes of the Meeting of the Recruitment & Individual Performance Management Committee held on 10 October 2012.

4. PERFORMANCE MANAGEMENT AND APPRAISAL OF THE CHIEF EXECUTIVE *(Copy to follow)*

The Committee is requested to consider a report by the Head of People and Transformation on the performance management and appraisal of the Chief Executive.

In this connection, the Committee is requested:-

- (a) in conjunction with the Chief Executive, to discuss and agree the outcomes and assessment of the 2012/13 performance evaluation;
- (b) in conjunction with the Chief Executive, discuss and agree the annual performance objectives and targets for 2013/14; and
- (c) in conjunction with the Chief Executive, discuss and agree a personal development plan and associated financial costs for 2013/14; and
- (d) agree the key dates and timetable for the 2013/14 appraisal cycle.

5./

5. PERFORMANCE MANAGEMENT AND APPRAISAL OF THE EXECUTIVE DIRECTORS
(Copy to follow)

The Committee is requested to consider a report by the Chief Executive on the performance management and appraisal of each Executive Director.

In this connection and in conjunction with each Executive Director, the Committee is requested:-

- (a) to agree the recommended outcomes of the performance assessment undertaken by the Executive Director for 2012/13;
- (b) to discuss and note the annual performance objectives and targets for 2013/14.

Members are requested to note that the appointment times for the Chief Executive and the Executive Directors are as undernoted:-

9.15 a.m. Chief Executive

10.30 a.m. Executive Director of Educational Services

11.30 a.m. Director of Community Health & Care Partnership

For information on the above agenda please contact Nuala Borthwick, Committee Officer, Legal, Democratic and Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU Tel: (01389) 737594 email: nuala.borthwick@west-dunbarton.gov.uk