

## **KENT & MEDWAY FIRE & RESCUE AUTHORITY**

### **PROCEDURE FOR THE PERFORMANCE APPRAISAL OF THE CHIEF EXECUTIVE**

1. The Appraisal will consist of one to one meetings between the Chairman of the Senior Officer Appointment and Conditions Committee (or Vice Chairman), and the Chief Executive.
2. Arrangements will be made for the appraisal meeting to take place during April/May.
3. The Chief Executive will complete a self-assessment report which evaluates their own performance against the objectives set at the previous year's appraisal meeting. They will also propose objectives and a personal development plan for the year ahead.
4. An external adviser will be agreed with the Chairman in discussion with the Chief Executive. Prior to the appraisal meeting the external adviser will gather evidence of the Chief Executive's performance from sources agreed by the Chairman in consultation with the Chief Executive. This may include discussions with other Group Leaders and senior officers.
5. A copy of the Chief Executive's self-assessment report will be forwarded to the external adviser and Chairman at least 10 working days before the appraisal meeting.
6. Prior to the appraisal meeting the external adviser will spend a period of time with the Chairman. The purpose of this is to produce an agenda of issues to be discussed at the appraisal meeting.
7. It will be usual for the Chairman to share the proposed agenda with the other Group Leaders.
8. In any appraisal there is the potential for different views to be expressed with regard to performance and the aim of the process is to allow such issues to be considered as well as allowing them to be accommodated within the appraisal documentation.
9. The Chief Executive will produce a summary of the appraisal meeting and any revisions of the objectives/personal development plan. These will be provided to the Chairman and external adviser to ensure consistency with the evidence and that there are no issues of interpretation; any such issues must be discussed and resolved with the external adviser.
10. The Chief Executive and the Chairman of the Senior Officer Appointment and Conditions Committee will then formally sign these off.

June 2013