

Chief Executive and Chair's 2020 Mid-Year Reviews

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Type of business	<i>To Note - by correspondence</i>
Issue	This paper sets out the arrangements for regular performance reviews for the Chair and Chief Executive
Recommendation	The Council is asked to note the finalised objectives for the Chair and Chief Executive and the arrangements for regular review of performance against them.

1. 2020 Objectives

- 1.1 For 2020, the objectives for the Chair and Chief Executive have been simplified to reflect the 2020-22 Corporate Strategy and Costed Corporate Plan delivery.
- 1.2 The Chair's objectives are set as follows:
 - a. Oversee the implementation of the Board Effectiveness review and the delivery of Deloitte's recommendations.
 - b. Ensure the Council is well-supported and operates effectively.
 - c. Ensure that the organisation continues to develop the policies and processes that will ensure it becomes a high-performing transparent regulator, which protects the public and is fair and is seen to be fair to registrants.
 - d. Ensure the organisation is well managed.
- 1.3 The Chief Executive's objectives have been agreed as follows These objectives need to be contextualised by the operating environment that has prevailed during Covid-19 and the additional challenges that this has presented.
 - a. To lead effectively and professionally the Council's management and staff, exemplifying open and accessible leadership Ensure that the organisation is fit for purpose; that the organisational design supports agility and effective working; and that the executive is appropriately skilled and operates in the most effective manner to support delivery of this objective and the wider strategic objectives in the strategy document.
 - b. Ensure the organisation has the information to manage performance regularly, that areas of under-performance are identified, and effective action is taken by management.
 - c. Ensure the organisation has clarity regarding its strategic objectives, is financially secure, and provides the best possible value for money in delivering its mission and the Council's strategic priorities.

- d. Ensure that the executive works effectively with stakeholders and partners to support delivery of this objective and the wider strategic objectives in Right Place Right Time Right Touch.
- e. Ensure that the organisation shows steady improvement in the number of PSA targets obtained, securing all possible standards by the close of 2020.

2. Arrangement for reviewing performance against objectives

- 2.1 Both the Chair and the Chief Executive have defined activities, measures and timelines which underpin these objectives and will be reviewed throughout the year.
- 2.2 Historically, performance reviews had taken place at two fixed points.
- 2.3 In practice this will happen during frequent and regular one to one conversations rather than taking place in a separate event.
- 2.4 Covid-19 has brought about an increased focus on the need for agility and responsiveness in performance at all levels of the organisation. Coupled with this, we have introduced regular progress check ins with staff as a mechanism for more timely and effective management of performance. This happens on a regular basis of no more than monthly intervals.
- 2.5 This practice is being adopted at all levels of the organisation including for the Chief Executive and Chair. This replaces the need for a mid-year review as performance is part of regular conversations rather than only twice per year. We will retain an annual formal performance meeting, and this will be documented.
- 2.6 Additionally, the CEO will seek to incorporate an element around the provision of feedback on the advisory function of the AO as part of the annual appraisal.

3. Legal, policy and national considerations

- 3.1 No implications.

4. Equality, diversity and privacy considerations

- 4.1 The individuals have given consent for personal performance information to be included in this paper.

5. Risk considerations

- 5.1 Not relevant.

6. Resource considerations and CCP

- 6.1 Not applicable.

7. Monitoring and review

- 7.1 There will be a formal end of year review of performance against these objectives.

Appendices

- a. None

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