



City and County of Swansea

Minutes of the Chief Executive's Appraisal & Remuneration Committee

Remotely via Microsoft Teams

Thursday, 4 November 2021 at 2.00 pm

Present:

Councillor(s)

M C Child
C A Holley
R C Stewart

Councillor(s)

E W Fitzgerald
D H Hopkins

Councillor(s)

L S Gibbard
A S Lewis

Officer(s)

Huw Evans
Tracey Meredith
Phil Roberts
Adam Hill
Adrian Chard

Head of Democratic Services
Chief Legal Officer / Monitoring Officer
Chief Executive
Deputy Chief Executive / Director of Resources
Strategic Human Resources and Organisational
Development Manager

Apologies for Absence

Councillor(s): L R Jones

1 Election of Chair for the 2021 / 2022 Municipal Year.

Resolved that Councillor R C Stewart be elected Chair for the 2021-2022 Municipal Year.

Councillor R C Stewart (Chair) presiding

2 Election of Vice Chair for the 2021 / 2022 Municipal Year.

Resolved that Councillor A S Lewis be elected Vice Chair for the 2021-2022 Municipal Year.

3 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

4 Minutes.

Resolved that the Minutes of the Chief Executive's Appraisal and Remuneration Committee held on 13 October 2020 be approved and signed as a correct record.

5 Exclusion of the Public.

The Committee was requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the exclusion paragraphs 12 and 13 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, relevant to the item of business as set out in the report.

The Committee considered the public interest test in deciding whether to exclude the public from the meeting for the items of business where the public interest test is relevant as set out in the report.

Resolved that the public be excluded.

(Closed Session)

6 Chief Executive's Performance Annual Review.

The Chief Executive submitted a report that outlined his performance against the October 2020 – September 2021 objectives agreed by the Chief Executive's Appraisal & Remuneration Committee on 13 October 2020.

The objectives were themed in the following areas: Reputation, Local Government Reorganisation / Collaboration, City Regeneration, Transformation Programme, Budget, Corporate Priorities & Covid-19 Response.

The Chief Executive identified and proposed objectives be set for 2021-2022.

The Committee considered his performance during 2020-2021 and his proposed objectives for 2021-2022 and asked a number of questions regarding the various objectives, topic areas and performance.

The Committee set the Chief Executive's objectives 2021-2022 under the following themes: Reputation, Local Government Reorganisation / Collaboration, City Regeneration, Transformation Programme, Budget, Corporate Priorities and Covid-19 Response.

Resolved that:

- 1) The Committee were satisfied with the Chief Executive's performance against the 2020-2021 Objectives.
- 2) The Committee agreed the Chief Executive's objectives for 2021-2022.

7 Meeting Adjourned

The meeting was adjourned at 3.03pm.

The meeting shall reconvene at 3.00pm on Monday, 15 November 2021.

8 Reconvened Meeting - 3.00pm on Monday, 15 November 2021

The Meeting reconvened with the same Councillors and Officers present. Adam Hill, Deputy Chief Executive was also present.

An apology for absence was received from Councillor L R Jones.

9 Deputy Chief Executive's Performance Annual Review.

The Deputy Chief Executive submitted a report that outlined his objectives and achievements for October 2020 – September 2021.

The objectives and achievements 2020-2021 were themed in the following areas: Corporate Priorities, Partnership Working, Transformation Programme, Reputation, Key Services, Track and Trace & Covid 19 Pandemic Response, Budget, Providing Formal Cover for the Chief Executive and Portfolio of Services.

The Deputy Chief Executive identified and proposed objectives for 2021-2022.

The Committee considered his performance during 2020-2021 and his proposed objectives for 2021-2022 and asked a number of questions regarding the various objectives, topic areas and performance.

The Committee set the Deputy Chief Executive's objectives 2021-2022 under the following themes: Budget, Track and Trace & Covid 19 Pandemic Response, Restructure and Refocus Resources, Transformation and Change Programme – Achieving Better Together, Reputation, Partnership Working, Regionalisation – Regional Working and Corporate Oversight.

Resolved that:

- 1) The Committee were satisfied with the Deputy Chief Executive's performance against the 2020-2021 Objectives.
- 2) The Committee agreed the Deputy Chief Executive's objectives for 2021-2022.

The meeting ended at 3.33 pm

Chair