

# NWIFCA Quarterly Meeting

## 16<sup>th</sup> September 2016: 11 a.m.

**AGENDA  
ITEM NO.  
7**

### **MEMBER PERFORMANCE ASSESSMENT PROCEDURE**

**Purpose of Report:** To create a process for performance assessments (assessments) of general members

#### **Recommendations:**

1. **An assessor or assessors are appointed to carry out NWIFCA assessments;**
2. **Assessment criteria as in the guidance are agreed;**
3. **The assessment process below is considered and adopted subject to agreed amendments;**
4. **Annual assessments are undertaken in line with the agreed process.**
5. **Consider if assessments should be remitted to the Chairman's committee to oversee (without Officer involvement).**

#### **Introduction**

1. In 2015, MMO and Defra announced that following Cabinet Office guidance on public appointments MMO appointees should be subject to assessments. This is not a statutory requirement as IFCA are not agencies included in the list of organisations regulated by the Commissioner for public appointments.
2. Nevertheless the policy has been adopted as policy by MMO. Guidance on assessments was published by MMO for consultation in June 2015. A further consultation undertaken in December 2015. Despite concerns from some IFCA members and officers over practicalities, the guidance remained unchanged as attached at Annex A.
3. The requirement for assessments has been included in new terms and conditions for MMO appointees which members have signed.
4. The process to be used for assessments is not defined in the guidance and delegated to Authorities in paragraphs x and xi of the guidance. Each IFCA must therefore:
  - a) Appoint a person or persons to undertake assessments (the assessor)
  - b) Define the cycle of assessments and timing
  - c) Define a process for assessments
5. At the June 2016 meeting, members requested CEO to draft a procedure for appraisals which follows below.

#### **The Assessor**

6. The person(s) appointed should be independent. Officers are not eligible to be assessors (guidance para x). The independence of the Authority office holders or other MMO appointees may be questioned. Agency representatives or Councilors may be considered the most independent.
7. MMO have remitted the assessment task to IFCA to operate. However, as MMO have made this policy a requirement and are responsible for appointing and termination of appointees, members may consider that MMO should take responsibility for the assessments.

## **Assessments: timing and meetings**

8. Guidance indicates assessments should be annual but can take place throughout the year. It may be appropriate to undertake assessment in the fourth quarter and present results to MMO by 31 March each year
9. Interview appointments lasting a maximum of 30 minutes with each member should be arranged by the Assessor
10. To reduce travel, interviews could take place at already arranged IFCA meetings or be conducted by phone or skype. The guidance does not require interviews in person but does indicate assessments should be based on a dialogue between assessor and appointee (para vii).

## **Assessment Criteria**

11. Criteria based on the MMO guidance:
  - a. Attendance at Meetings:
    - i. Attends all agreed meetings;
    - ii. Prepares well and makes positive contributions to discussion;
    - iii. Observes standing orders and rules for orderly conduct of meetings, keeping to agenda item and subject.
  - b. Behaviour (Nolan principles):
    - i. Shows high ethical and professional standards and treats officers with respect;
    - ii. Represents the wider context of NWIFCA objectives and supports and abides by NWIFCA joint decisions;
    - iii. Shows independence of own personal interests, declares conflict of interest at start of agenda items, and only votes where there is no conflict of interest.
  - c. Representing NWIFCA
    - i. A diligent and credible ambassador for NWIFCA;
    - ii. Promotes and supports NWIFCA decisions to all stakeholders;
    - iii. Engages with all sectors of NWIFCA stakeholders and represents NWIFCA at external meetings if requested (not relevant to all members).
12. The Clerk will provide the Assessor with an assessment form for each member using the example at Annex A of the guidance. Members may wish to consider if a numerical scoring of the criteria on a scale of 3 or 5 where the middle point is 'fully satisfactory' could make the assessments quicker and avoid general subjective comment.
13. Forms could include the attendance record for each member. This data is published in an attendance report for each annual meeting.
14. Forms completed by the assessor will be sent to appointees for comment and signature before being signed by the Assessor and returned to MMO Head of Compliance. Assessments would be confidential to the member and MMO.

**CEO**  
**5<sup>th</sup> September 2016**