PERFORMANCE DEVELOPMENT AND REVIEW PROCESS – COUNCIL RESPONSIBILITIES

ESTABLISH EXPECTATIONS	➢ Plan induction process. ➢ Council to set out performance indicators, key priorities and timelines and how these will be measured (some of these may be in the job description and contract). ➢ Agree performance indicators, targets and review	WITHIN FIRST MONTH
GUIDE AND ADVISE	➢ Identify the development and support that the CEO will need and ensure they are in place. ➢ Mayor or President to be the liaison point with the council, and to provide feedback from council and support the CEO (schedule regular meetings).	ONGOING
FEEDBACK	➢ Collect evidence of performance and professional development. Continue providing feedback. ➢ Outline improvements if needed. ➢ If probation is unlikely to be confirmed then it is better to provide this feedback and review before 6 months to take advantage of the probation period.	BEFORE SIX MONTHS
PROBATION REVIEW	➢ Provide an initial assessment as to whether the CEO fits in and has the skills and experience required. ➢ Measures and indicators should have already been agreed upon and feedback provided (no surprises). ➢ Advise the CEO if their appointment has been confirmed or if probation is unsuccessful.	AS SPECIFIED IN CONTRACT BUT USUALLY AT SIX MONTHS
ANNUAL REVIEW	➢ A performance review would usually be conducted by a panel of council. Some councils retain their recruitment panel as their performance review panel. ➢ Consider evidence of performance and feedback against agreed measures. Seek input from the CEO and consider the CEO's responses. ➢ Develop a recommendation from council, including consequences, such as an increase in remuneration or improvements in specific areas.	TWELVE MONTHS FROM START DATE
MANAGING FOLLOW-UP	➢ Council to consider recommendations from the panel, pass a resolution and provide feedback to the CEO. ➢ Council to develop or adjust performance measures and development / support needs for the coming year. ➢ Do not delay as this is very important for council and the CEO.	WITHIN THIRTEEN MONTHS OF START DATE
MONITOR AND MANAGE FOLLOW-UP	➢ Council to manage any follow-up required from the performance review. ➢ Council continues monitoring, supporting and providing feedback to the CEO.	ONGOING