

Step	Action	Action by	Proposed Date	Meeting	Comment
	<b>1. DETERMINE PROCESS</b>				
1	Prepare & agree draft process and schedule	Gov Committee	18-Nov-19		This document is the process
2	Draft & agree scope of work for consultant	Gov Committee	18-Nov-19		
3	Identify suitable consultants	Gov Committee	18-Nov-19		EMOD to provide list of recommended Consultants to Committee.
4	Council approves or varies this process	Council	<b>19th Nov</b>	<b>OMC</b>	
5	Mayor notifies CEO in writing of process determined	Mayor	20 Nov		
6	Shortlisted Consultants invited to submit proposals (Gov Cttee members to identify Consultants/ scope)	EMOD	20-Nov-19		
7	Consultant proposals received	Consultants	29-Nov-19		
8	Consultant Proposals tabulated for Governance Committee	EMOD	29-Nov-19		
9	Governance Committee provides feedback on consultant to EMOD	Gov Committee	<b>2-Dec-19</b>	<b>Gov Cttee</b>	
10	Consultant appointed by EMOD	EMOD	3-Dec-19		
11	Mayor notifies CEO of consultant selected	Mayor	3-Dec-19		

12	Consultant advises on evaluation process, best practice, ethical, legal & HR considerations of process and evaluation tool	Consultant	9-Dec-19	EMIS	Consultant to present
<b>2. DOCUMENTATION</b>					
13	Copy of CEO contract to be provided to Councillors	EMOD Mayor	18-Nov-19		
14	Consultant receives CEO contract	EMOD Mayor	4-Dec-19		
15	CEO provides report to Elected Members and the Consultant on self assessment against performance criteria in Contract	CEO	13-Dec-19		
16	Evaluation Form distributed to Elected Members	EMOD	13-Dec-19		
17	Elected Members consider evaluation form and contents	Elected Members	17-Dec-19		
18	CEO performance review interview with Elected Members. Councillors and Mayor able to ask the CEO questions and request evidence of attainment of the performance criteria	CEO Elected Members	17-Dec-19	EMIS	Consultant to be present
19	Elected members complete evaluation form based on CEO report and interview, including future performance criteria/ KPIs	Elected Members	15-Jan-20		
20	Consultant to meet with the CEO	CEO	By 15 Jan		
21	Elected Member/Consultant	Elected Members	15-Jan-		

	interviews completed		20	
22	Consultant collates evaluations	Consultant	24-Jan-20	
23	Consultant provides report to Governance Committee and CEO with report on survey results, potential changes to performance criteria and any performance development plan areas.  Separate report from Consultant to Governance Committee on including relevant remuneration information, SAT and general salary market data	Consultant	24-Jan-20	
24	Mayor to provide reports to other Elected members not on Governance Committee and invite them to attend the Governance Committee meeting on 5 Feb 2020	Mayor	24 Jan 20	
	<b>3. NEGOTIATION</b>			
25	Gov Committee considers Consultant report, draft future performance criteria and salary considerations and discusses with the CEO to finalise report to Council	Gov Committee	5-Feb-20	Gov Cttee  Consultant in attendance

26	Council accepts or modifies report draft and makes final decision on remuneration	Special Meeting Council	11-Feb-20	<b>Special Meeting Council</b>	Special Meeting of Council – Elected Members and consultant only behind closed doors (Officers present to take notes and submit minutes)
27	Mayor verbally advises CEO of outcome within two days	Mayor CEO	12-Feb-20		
	<b>4. Contract amendment</b>				
28	CEO Contract is amended to reflect agreed variations	EMOD	14-Feb-20		
29	Variation is signed by CEO and Mayor	CEO Mayor	17-Feb-20		
30	Variation is retained on file by EMOD	EMOD	17-Feb-20		