

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**30 JANUARY 2008****NON-COUNCILLOR MEMBERS – RE-APPOINTMENT PROCESS****REPORT BY SECRETARY****ABSTRACT**

This report sets out the position with regard to the re-appointment process for non-councillor members of Regional Transport Partnerships and proposes a way forward for consideration in respect of this Partnership.

1. RECOMMENDATIONS

1.1 It is recommended that the Partnership agrees:-

- (a) to note the re-appointment process for non-councillor members of Regional Transport Partnerships as set out in Paragraphs 3.1 – 3.3 of this report;
- (b) to approve the re-appointment process for non-councillor members of this Partnership as set out in Paragraph 3.4 of this report; and
- (c) to remit to the Chair of the Partnership to undertake the appraisal process in respect of Mr Robert Andrew; Professor Malcolm Horner and Mr Bill Wright as soon as possible, and subject to satisfactory appraisal, to submit a report to Scottish Ministers recommending that they be re-appointed for a further period of 2 years to 30 April 2010.

2. INTRODUCTION AND BACKGROUND

2.1 At the Partnership meeting on 24 April 2007, it was noted that the periods of office of the non-councillor members appointed by the then Scottish Ministers were as follows:-

- Mr Robert Andrew; Professor Malcolm Horner and Mr Bill Wright – appointed from 20 April 2006 until 19 April 2008
- Ms Margaret Duffy – appointed from 11 September 2006 until 10 September 2008
- Mr Gavin Roser – appointed from 13 March 2007 until 12 March 2009

2.2 The provisions of The Regional Transport Partnerships (Establishment, Constitution and membership) (Scotland) Order 2005 require, following the first round of appointments of non-councillor members, a Regional Transport Partnership (RTP) itself to appoint non-councillor members, subject to the consent of Scottish Ministers.

- 2.3 Accordingly, as the term of office of Mr Andrew, Professor Horner and Mr Wright will come to an end on 19 April 2008, the Partnership requires to consider how it wishes to address the re-appointment process.

3. PROPOSALS

General

- 3.1 The Guidance on Membership of RTPs produced by the former Scottish Executive, provides that when deciding on the first appointments of non-councillor members after May 2007, an RTP is able to consider those already in office. Further the Guidance requires that if an RTP is so minded then it should carry out an appraisal of each non-councillor member's contribution to the work of the RTP before considering any re-appointment. It should be noted that whilst there is no limit to the number of times that a non-councillor member can be appointed, or the number of years that he or she can serve, the Guidance suggests that the RTP should seek to strike a balance between continuity and refreshment.
- 3.2 The Guidance requires that an RTP should send to the Scottish Ministers the names of the non-councillor members it proposes to re-appoint, alongwith a summary of the benefits that they will bring to the RTP and of the process used to select them. The Guidance indicates that consent or otherwise will be given within one calendar month.
- 3.3 The Scottish Government has produced a form designed to support and facilitate the appraisal process – a copy of which is contained at Appendix 1 to this report.

Tayside and Central Scotland Transport Partnership

- 3.4 In accordance with Paragraphs 3.1 - 3.3 above, it is proposed that in respect of non-councillor members of this Partnership, the Chair of the Partnership, supported by the Director and / or the Secretary, undertake the appraisal process and subject to satisfactory appraisal, report to Scottish Ministers.
- 3.5 Mr Andrew; Professor Horner and Mr Wright have all indicated that they are happy to have their appointments extended beyond their initial 2 year term. Accordingly, if the Partnership is in agreement with Paragraph 3.4 above, it is proposed that in respect of Mr Andrew; Professor Horner and Mr Wright the appraisal process be undertaken as soon as possible, and that subject to satisfactory appraisal, a report be submitted to Scottish Ministers recommending that they be re-appointed for a further period of 2 years to 30 April 2010.

4. CONSULTATION

- 4.1 The Director has been consulted in the preparation of this report.

5. RESOURCE IMPLICATIONS

5.1 There are no resource implications arising directly from this report.

6. CONCLUSION

6.1 This report sets out the position with regard to the re-appointment process for non-councillor members of Regional Transport Partnerships and proposes a way forward for consideration in respect of this Partnership.

**GILLIAN TAYLOR
SECRETARY TO PARTNERSHIP**

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Date: 23 January 2008

NOTE: No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than those containing confidential or exempt information) were relied on to any material extent in preparing the above report.

ASSESSMENT OF BOARD MEMBER'S PERFORMANCE

Name of Body _____

Name of Board Member _____

Dates should be entered as DD/MM/YYYY

Period of Report: From To

Term of current appointment:

Start date: _____ End date: _____

This is a *first/second term of appointment (*please delete as appropriate)

The following markings should be used to assess performance:

1 = Very satisfactory 2 = Satisfactory 3 = Unsatisfactory

1. Attendance and Commitment

(a) Board meetings	marking	
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Comments:

(b) Knowledge and Development of Business Activity Needs	marking	
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(Comments should include the individual's ability to recognise their development needs and their willingness to attend training as well as an indication of how any training has benefited an individual in his/her performance as a board member.)

Comments:

2. Contribution to Work of Board/Body

(Comments should include examples of how the individual contributes to maintaining the dynamics of the Board, e.g. helps motivate the team, willing to give his/her views but also considers the views of others, etc.)

(c) Team Working	marking	
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Comments:

(d) Ability to constructively challenge within the Board	marking	
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Comments:

(e) Contribution to strategy/policy formulation	marking	
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Comments:

f) Ability to build constructive relationships outside the organisation and to represent the Board	marking	
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Comments:

(g) Contribution to governance issues
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marking

Comments:

3. Areas Not Otherwise Covered

(This could include, for instance, application of specialist knowledge or input to sub committees, etc).

Please give details of specific contribution

marking

1.

2.

3.

Comments:

**4. OVERALL SUMMARY OF APPRAISAL AND ASSESSMENT OF SUITABILITY
RE-APPOINTMENT**

COMPLETED BY CHAIR OF << INSERT NAME OF BODY>>

Name of Board Member _____

Term of current appointment:

Start date: _____ End date: _____

This is a ***first/second term** of appointment
(*please delete as appropriate)

The following markings should be used to assess overall performance of the member of the board:

1 = Very satisfactory 2 = Satisfactory 3 = Unsatisfactory

The Chair's Assessment of Member's Overall Performance and Contribution to the Work of the body

Comments in this section must provide an accurate summary, including strengths and any weaknesses in performance (with specific examples), of the Chair's formal appraisal of the member. In framing the comments the Chair should consider attendance at board meetings; contribution to board and working group meetings and business, team working, contribution to strategy/policy formulation, contribution to governance issues and ability to build constructive relationships outside the organisation. If there are any areas where performance is unsatisfactory, the Chair should briefly describe the steps that have been agreed to address this.

Overall Marking	
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Comments:

5. Suitability for Re-appointment

Please complete this section and provide specific reasons for your decision on suitability for reappointment.

I confirm that <<insert name of board member>> is

* *suitable/not suitable* for reappointment *(delete as appropriate)

Comments:

6. Signatures

The form should now be signed and dated by:

- the Chair:

Name (**BLOCK CAPITALS**) _____

Signature _____ Date _____

- the member:

Name (**BLOCK CAPITALS**) _____

Signature _____ Date _____

Note:

The section of the appraisal form (sections 4, 5 and 6), which records the overall summary of the member's performance and his/her suitability for reappointment must be copied to the Scottish Executive sponsor team after the appraisal exercise has been completed.