

For Noting

Agenda Item: 11.1.2
Date of Meeting: 26/03/25

To: The Management Committee
From: The Director
Subject: Review of Protocol for the Management, Appraisal and Support of the Director

1. Introduction and Purpose

- 1.1 The above Policy is due for review as per the Policy Review Timetable. It has been classed as a routine review and therefore does not require Committee approval.
- 1.2 As standard, as we are reviewing Policies, we will update the logo and our name, and update any references to “Co-operative” to “Association”.
- 1.3 The Committee is asked to note that a track change version of the Policy is available in the following location within the Resources Section of the Board Portal:
 - Policies > Policy Reviews 2024/25 > Policies for Review March 2025
- 1.4 The revised Policy (clean version) is available in the following location within the Resources Section of the Board Portal:
 - Policies > Governance
- 1.5 The purpose of this report is to advise the Committee of the outcome of the review and provide a summary of the changes made.

2. Review of Protocol for the Management, Appraisal and Support of the Director

- 2.1 When undertaking the review of this Policy, I checked to see if it was a model policy provided by EVH which it isn't. I also did a scan of various other RSLs websites to see if any published this policy on their website. Out of over 30 websites checked, only one organisation had it published. The comparison exercise showed that there was very little difference between our policy and the other RSL's, which may suggest that at some point this was a model policy.

2.2 The revisions are as follows:

- **Title change** – now called The Management, Support and Appraisal of the Director Policy;
- **Section 1: Introduction and Purpose** – inclusion of new 1st para that reflects the wording in the Learning and Development Policy “Rosehill believes its staff members are its most valuable asset and is committed to attracting and retaining the very best and utilising all talent and experience available. Rosehill understands that it is important for staff members to be fully supported and that performance is measured.”
- **Section 2: Regulatory Compliance** – tidying up of the information contained in Section.
- **Section 4: Performance Management, para 4.4** – update of reference to policy name from Staff Appraisal to Performance and Training Reviews Policy;
- **Sub-section 4.8: The Director’s Work Plan and Performance/Training Reviews, para 4.8.3** – change to timing of twice yearly reviews to reflect change in financial year;
- **Section 5: Grievances and Disciplinary Matters** – inclusion of a new para 5.5 to reference there is a separate procedure for dealing with serious complaints against the Director;
- **Section 6: General, para 6.1** – addition of new sentence to reflect that certain tasks will be shared by the Chair and Vice Chair. “However, certain tasks will be undertaken by both the Chair and Vice Chair such as the planning and signing off of Management Committee meeting agendas, signing off of Director’s Work Plan and the twice-yearly appraisals of the Director.”
- Inclusion of our corporate statements on Risk, Equalities and Human Rights and Data Protection – Sections 7, 8 and 9 respectively.

2.3 In terms of the Equalities and Human Rights Statement, Committee will have to decide which from the 2 options shown, should be the final paragraph which relates to equality impact. However, I would propose that it should be the second option as the Policy applies equally to all groups. The wording is:

“As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.”

3. Risk

3.1 The risks associated with the management, support and appraisal of the Director have been considered as follows:

Risk Category	Mitigating Measure
<p>Governance:</p> <p>Lack of clarity about relationship between Director and Committee;</p> <p>Inadequate arrangements in place for the management, support and appraisal of the Director</p>	<p>Having a comprehensive policy in place to govern the management, support and appraisal of the Director.</p> <p>Clear arrangements in place including delegation of line management role to the Chair.</p>
<p>Legislative and Regulatory:</p> <ul style="list-style-type: none"> • Failing to meet Regulatory Standards and in particular: • Standard 5 – The RSL conducts its affairs with honesty and integrity. • Guidance 5.5 - The governing body is responsible for the management, support, remuneration and appraisal of the RSL's senior officer and obtains independent, professional advice on matters where it would be inappropriate for the senior officer to provide advice. 	<p>As above</p>

4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of The Management, Support and Appraisal of the Director Policy	7) Achieve the highest standards in all that we do

5. Delivery of our Core Values

Area	Related Core Value(s)
Review of The Management, Support and Appraisal of the Director Policy	<ul style="list-style-type: none"> • Invest and Support • Excellent and Committed

6. Compliance and Assurance

- 6.1 Having a Policy in place to govern the management, support and appraisal of the Director and periodically reviewing it, ensures our governance arrangements in such matters continue to be robust and effective. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Standards of Governance and Financial Management for RSLs	<p>Standard 5 – The RSL conducts its affairs with honesty and integrity.</p> <p>Guidance 5.5 - The governing body is responsible for the management, support, remuneration and appraisal of the RSL's senior officer and obtains independent, professional advice on matters where it would be inappropriate for the senior officer to provide advice.</p>

6.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none">Report for 26/03/25 meeting	<ul style="list-style-type: none">Regulatory Standard 5 – Guidance 5.5

- 6.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

7. Summary

- 7.1 As per the Policy Review Timetable, the Protocol for the Management, Support and Appraisal is now due for review. This was classed as a routine review and, therefore, does not require to be presented to Committee for approval.
- 7.2 The outcome of the review resulted in a few, non-material changes to the policy as detailed in Section 2.
- 7.3 Risk has been considered at Section 3.

- 7.4 Section 4 shows how having a Management, Support and Appraisal of the Director Policy and periodically reviewing it, contributes to the delivery of our strategic objectives.
- 7.5 Section 5 shows how having a Management, Support and Appraisal of the Director Policy and periodically reviewing it, contributes to the application of our Core Values.
- 7.6 Section 6 sets out how we comply with Regulatory requirements.
- 7.7 Committee is asked to note that the Management, Support and Appraisal of the Director Policy was reviewed in line with our Policy Review Timetable and that only a few non-material changes were made. Committee is further asked to note that copies of the Policy (track change version and clean version) are located in the Resources Section of the board portal as follows:
- Track change Version - Policies > Policy Reviews 2024/25 > Policies for Review March 2025
 - Revised Policy (clean version) - Policies > Governance