

Agenda for a meeting of the Chief Executive's Performance Review Committee to be held in the Board Room, District Office, 15 Galileo Street, Ngaaruawaahia on **TUESDAY, 19 SEPTEMBER 2023** commencing at **11:00AM**.

Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA**
3. **DISCLOSURES OF INTEREST**
4. **CONFIRMATION OF MINUTES**
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Gj Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE AND DELEGATION

Reports to:	The Council
Chairperson:	Her Worship the Mayor Jacqui Church
Membership:	Deputy Chairperson: Deputy Mayor Eyre Cr Janet Gibb Cr Eugene Patterson Cr Lisa Thomson
Meeting frequency:	As required, at least 3 times each calendar year.
Quorum:	A majority of members (including vacancies)

Purpose

1. The Chief Executive's Performance Review Committee has responsibility, on behalf of the Council, to coordinate the implementation of the Chief Executive's Performance Review and Remuneration policies, which relate to the management of the annual performance and remuneration reviews of the Chief Executive.

Terms of Reference:

The Committee will:

1. Meet with the Chief Executive in June of each year to discuss and agree a Performance Plan for the next financial year.
2. Undertake a review of the Chief Executive's performance against the agreed Performance Plan for the previous financial year in September, undertake a remuneration review based on the recommendations of the independent remuneration consultants, and implement the results.
3. Undertake an interim review of the Chief Executive's progress against the agreed Performance Plan in February/March.
4. Undertake any recruitment process for the Chief Executive and recommend an appointment for Council approval.

The Committee is delegated the following powers to act:

1. To make decisions on the Chief Executive's performance plan and remuneration in accordance with its Terms of Reference.
2. To recommend the appointment or dismissal of the Chief Executive to the Council.

Independent Support

The Committee will be supported by an independent consultant, mutually agreed by the Council and the Chief Executive. The independent consultant will attend all the committee meetings, but will not have any voting rights.

To	Chief Executive’s Performance Review Committee (CEPR)
Report title	Confirmation of Minutes
Date:	12 September 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Chief Executive’s Performance Review (CEPR) Committee held on Monday, 12 June 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for a meeting of the Chief Executive’s Performance Review Committee held on Monday, 12 June 2023 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – CEPR Minutes – 12 June 2023

MINUTES for a meeting of the Chief Executive's Performance Review Committee of the Waikato District Council held in the Boardroom, 15 Galileo Street, Ngaaruawaahia on **MONDAY, 12 JUNE 2023** commencing at **1.02pm**.

Present:

Her Worship the Mayor, Mrs JA Church (Chairperson)
Cr JM Gibb
Cr EM Patterson
Cr LR Thomson

Attending:

Mr G Tims (HR Consultant)
Mr GJ Ion (Chief Executive)
Mrs GJ Kanawa (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs L Thomson/Patterson)

THAT the apology for non-attendance from Cr Eyre be accepted.

CARRIED

CE2306/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Patterson)

THAT the agenda for a meeting of the Chief Executive's Performance Review Committee meeting held on Monday, 12 June 2023 be confirmed:

- a. all items therein be considered in open meeting with the exception of those items detailed at agenda item 4 which shall be considered with the public excluded; and
- b. all reports be received.

CARRIED

CE2306/02

CONFIRMATION OF MINUTES

Resolved: (Crs L Thomson/Gibb)

THAT the minutes for a meeting of the Chief Executive's Performance Review Committee held on Monday, 12 June 2023 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.

CARRIED

CE2306/03

DISCLOSURES OF INTEREST

There were no disclosures of interest.

EXCLUSION OF THE PUBLIC

Agenda Item 4

Resolved: (Cr L Thomson/Her Worship the Mayor, Mrs JA Church)

- a. **THAT** the public be excluded from the following parts of the proceedings of this meeting:

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1 Confirmation of Minutes	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2 Chief Executive's Performance Agreement 2023/24		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item 1 Confirmation of Minutes	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Item 2.1 Chief Executive's Performance Agreement 2023/24	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

- b. **THAT Mr Tims be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of executive performance reviews. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter to advise the Committee on the Chief Executive's performance.**

CARRIED

CE2306/04

Resolution Numbers CE2306/05 to CE2306/06 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting the following resolutions were released into the open section of the minutes.

2023/24 Chief Executive KPIs
PEX Agenda Item 2.1

It was resolved during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

Resolved: (Her Worship the Mayor, Mrs JA Church/Cr Gibb)

That the Chief Executive Performance Review Committee:

- a. *approves the Chief Executive's KPIs for 2023/24 as outlined in the attached schedule, noting that 3.2 would be removed.*
- b. *notes that the KPIs have been mutually agreed between the Chief Executive and the Committee.*
- c. *resolves to release the resolutions into the open meeting, but the report remains confidential and unavailable to the public.*

CARRIED

CE2306/05

Having resumed open meeting and there being no further business the meeting was declared closed at 2.00pm.

Minutes approved and confirmed this day of 2023.

JA Church
CHAIRPERSON

To	Chief Executive Performance Review Committee
Report title	Exclusion of the Public
Date:	12 September 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Staff recommendations Tuutohu-aa-kaimahi

- a. THAT the public be excluded from the following parts of the proceedings of this meeting:
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 2.1 Chief Executive's Performance Plan 2022/23		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item PEX 1 Confirmation of Minutes	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Item PEX 2.1 Chief Executive's Performance Plan 2022/23	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

- b. **THAT Mr Tims be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of executive performance reviews. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter to advise the Committee on the Chief Executive's performance.**

2. Attachments Ngaa taapirihanga

There are no attachments for this report.
