
Agenda for an extraordinary meeting of the Chief Executive's Performance Review Committee to be held via audio-visual conference on **FRIDAY, 22 MAY 2020** commencing at **12.30pm**.

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:	His Worship the Mayor Allan Sanson
Membership:	Deputy Chairperson: Deputy Mayor Bech Cr Janet Gibb Cr Eugene Patterson Cr Jan Sedgwick
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.

Open Meeting

To	Chief Executive's Performance Review Committee
From	Gavin Ion Chief Executive
Date	18 May 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Chief Executive's Performance Review Committee held on Tuesday, 3 March 2020.

2. RECOMMENDATION

THAT the minutes of a meeting of the Chief Executive's Performance Review Committee held on Tuesday, 3 March 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

CEPR Open Minutes – 3 March 2020

MINUTES of the Chief Executive's Performance Review Committee meeting of the Waikato District Council held in the Mayor's Office, Waikato District Council Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 3 MARCH 2020** commencing at **9.30am**.

Present:

Cr A Bech (Chairperson)
Cr JM Gibb
Cr E Patterson
Cr JD Sedgwick

Attending:

Mr G Tims (HR Consultant)

Mr GJ Ion (Chief Executive)
Mr. B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Sedgwick/Gibb)

THAT an apology be received from His Worship the Mayor Sanson.

CARRIED

CE2003/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Patterson)

THAT the agenda for the meeting of the Chief Executive's Performance Review Committee meeting held on Tuesday 3 March 2020 be confirmed and 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.

CARRIED

CE2003/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

EXCLUSION OF THE PUBLIC

Item 4

Resolved: (Crs Patterson/Sedgwick)**THAT the report from the Chief Executive be received;****AND 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
1.1 – Chief Executive's Performance Review 2019/20	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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
1.1	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

AND FURTHER 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**CEPR2003/03**

Resolution nos CE2003/04 to CE2003/05 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 11.13am.

Minutes approved and confirmed this day of 2020.

AM Sanson
CHAIRPERSON

Open Meeting

To	Chief Executive's Performance Review Subcommittee
From	Gavin Ion Chief Executive
Date	18 May 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. RECOMMENDATION

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 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2.1 – Chief Executive's Performance Review 2019/2020		

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		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 2.1	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

AND 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.