

Agenda for a meeting of the Chief Executive's Performance Review Committee to be held in the Board Room, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 29 SEPTEMBER 2020** commencing at **9.30am**.

*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**
  - 4.1 Minutes of a meeting held on Monday, 22 June 2020 3
5. **EXCLUSION OF THE PUBLIC** 7

GJ Ion  
**CHIEF EXECUTIVE**

**TERMS OF REFERENCE AND DELEGATION**

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	His Worship the Mayor Allan Sanson
<b>Membership:</b>	Deputy Chairperson: Deputy Mayor Bech Cr Janet Gibb Cr Eugene Patterson Cr Jan Sedgwick
<b>Meeting frequency:</b>	As required, at least 3 times each calendar year.
<b>Quorum:</b>	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.

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### **Open Meeting**

<b>To</b>	Chief Executive's Performance Review Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	29 September 2020
<b>Prepared by</b>	Lynette Wainwright
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV1301
<b>Report Title</b>	Confirmation of Minutes

## **1. EXECUTIVE SUMMARY**

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To confirm the extraordinary minutes of a meeting of the Chief Executive's Performance Review Committee held on Monday, 22 June 2020.

## **2. RECOMMENDATION**

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**THAT the extraordinary minutes of a meeting of the Chief Executive's Performance Review Committee held on Monday, 22 June 2020 be confirmed as a true and correct record of that meeting.**

## **3. ATTACHMENTS**

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CEPR Minutes – 22 June 2020

**MINUTES** of the Chief Executive's Performance Review Committee meeting of the Waikato District Council held in the Board Room, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 22 JUNE 2020** commencing at **9.30am**.

**Present:**

His Worship the Mayor, Mr AM Sanson  
Cr A Bech  
Cr JM Gibb  
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: (Mayor Sanson/Cr Gibb)**

**THAT an apology be received from Cr Patterson**

**CARRIED**

**CE2006/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Sedgwick/Bech)**

**THAT the agenda for the meeting of the Chief Executive's Performance Review Committee meeting held on Monday, 22 June 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be considered with the public excluded.**

**CARRIED**

**CE2006/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES****Resolved: (Crs Gibb/Sedgwick)****THAT the minutes of an extraordinary meeting of the Chief Executive's Performance Review Committee held on Friday, 22 May 2020 be confirmed as a true and correct record of that meeting.****CARRIED****CE2006/03****EXCLUSION OF THE PUBLIC**

Agenda Item 5

**Resolved: (Mayor Sanson/Cr Bech)****THAT the report from the Chief Executive be received;****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
2.1 – Chief Executive's Performance Review – KPIs 2020/21	Good reason to withhold exists under Section 6 or 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
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.**

**CARRIED**

**CE2006/04**

*Resolution nos CE2006/05 to CE2006/07 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 9.46am.

Minutes approved and confirmed this            day of            2020.

AM Sanson  
**CHAIRPERSON**

### Open Meeting

<b>To</b>	Chief Executive's Performance Review Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 September 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	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
Agenda Item 1.1 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)
Agenda Item 2.1 Chief Executive's Performance Review		

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		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 2.1 Chief Executive's Performance Review 2019/2020	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.**