

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, 21 JUNE 2021** 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**
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5. **EXCLUSION OF THE PUBLIC** 7

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	3 June 2021
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 the meeting of the Chief Executive's Performance Review Committee held on Tuesday, 15 February 2021.

2. RECOMMENDATION

THAT the minutes of the meeting of the Chief Executive's Performance Review Committee held on Tuesday, 15 February 2021 be confirmed as a true and correct record.

3. ATTACHMENTS

CEPR Minutes – Tuesday, 15 February 2021

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, 15 FEBRUARY 2021** commencing at **9.35am**.

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: (Crs Sedgwick/Gibb)

THAT an apology be received from Cr Patterson.

CARRIED

CE2102/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mayor Sanson/Cr Bech)

THAT the agenda for the meeting of the Chief Executive's Performance Review Committee meeting held on Monday, 15 February 2021 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

CE2102/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Cr Sedgwick/Mayor Sanson)****THAT the minutes of a meeting of the Chief Executive's Performance Review Committee held on Tuesday, 29 September 2021 be confirmed as a true and correct record of that meeting.****CARRIED****CE2102/03****EXCLUSION OF THE PUBLIC**

Agenda Item 5

Resolved: (Mayor Sanson/Cr Gibb)**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
1 – Confirmation of Minutes	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2.1 – Chief Executive's Performance Review – KPIs 2020/21		

Open Meeting

To	Chief Executive's Performance Review Committee
From	Gavin Ion Chief Executive
Date	3 June 2021
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 number 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 number 2.1 Chief Executive's Performance Review 2020/2021		

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 number 1 Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item number 2.1 Chief Executive's Performance Review 2020/2021	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.