



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

AGENDA

Chief Executive Performance Review Committee Meeting 24 February 2023

NOTICE IS HEREBY GIVEN that a Meeting of Chief Executive Performance Review Committee will be convened on:

Date: Friday, 24 February 2023

Time: 9.30am

**Location: Lijiang Boardroom
101 Guyton Street
Whanganui**

**David Langford
Chief Executive**

Chief Executive Performance Review Committee

Cr Jenny Duncan (Chair)

Mayor Andrew Tripe, Crs Kate Joblin, Josh Chandulal-Mackay, and Glenda Brown

Purpose:

The Chief Executive's Performance Review Committee has the responsibility, on behalf of the Council, to undertake the Chief Executive's performance review and make recommendations to Council on matters relating to the employment of the Chief Executive.

The Committee is delegated the following terms of reference and powers to act:

- Undertake any recruitment and selection process for a Chief Executive.
- Agree with the Chief Executive on the annual performance objectives.
- Review progress against the annual performance objectives, provide feedback and ongoing monitoring and agree to any modifications to the annual performance objectives with the Chief Executive.
- Conduct the performance review required in the employment agreement between the Council and the Chief Executive.
- Undertake the annual remuneration review and make recommendations to Council regarding the Chief Executive's remuneration.
- Represent the Council in regard to any issues which may arise with respect to the Chief Executive's job description, agreement, performance objectives or other similar matters (including disciplinary or performance issues that may need to be investigated).
- Conduct and complete a review of employment under clause 35 schedule 7 Local Government Act 2002 and make a recommendation to Council as to continued appointment or vacancy under clause 34 schedule 7 Local Government Act 2002.

Please note, the decision to appoint or dismiss the Chief Executive must be made by Council.

Independent Support:

The Committee can 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.

Items of business not on the agenda which cannot be delayed – Standing Order 9.12

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson. The meeting must resolve to deal with the item and the Chairperson must explain at the meeting, when it is open to the public, the reason why the item is on the agenda and the reason why the discussion of the item cannot be delayed until a subsequent meeting. *LGOIMA, s 46A(7)*.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA with regard to consultation and decision-making.

Discussion of minor matters not on the agenda – Standing Order 9.13

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion. *LGOIMA, s 46A(7A)*.

Order Of Business

1	Opening Prayer / Karakia.....	5
2	Apologies	5
3	Declarations of Interest	5
4	Motion to Exclude Public	6

1 OPENING PRAYER / KARAKIA**2 APOLOGIES****3 DECLARATIONS OF INTEREST**

Elected Members will be provided with the opportunity to declare any disclosable pecuniary or other non-pecuniary interest in any matter to be considered at this meeting, or declare any new conflicts that have arisen since last completing the Elected Members' Interests Register.

4 MOTION TO EXCLUDE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local Government Official Information and Meetings Act 1987.

Recommendation

That the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7. Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
 - (b) Shall form part of the minutes of the local authority.”

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 are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
6.1	Chief Executive's Performance - February 2023	s7(2)(a)	Privacy	Discussion about matters relating to employee performance	