



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

AGENDA

**Chief Executive Review Committee
Meeting
16 March 2020**

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

Date: Monday, 16 March 2020

Time: 10.00am

**Location: 101 Guyton Street
Whanganui
Whanganui**

**Kym Fell
Chief Executive**

Chief Executive Review Committee

Cr Jenny Duncan (Chair), Cr Alan Taylor (Deputy Chair),
Mayor Hamish McDouall, Cr Kate Joblin

Terms of Reference

The Chief Executive Review Committee has been tasked by Council with monitoring the performance of the Chief Executive, including:

- Reviewing the performance of the Chief Executive against performance measures outlined in the employment contract.
- Recommend to Council all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.
- Recommending the employment agreement between the local authority and the chief executive and setting key performance indicators in a performance agreement.
- Working with the chief executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the performance agreement
- Making recommendations about the remuneration of the chief executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Act.
- Making recommendations to Council regarding any other issues that may arise in relation to the employment or performance of the chief executive.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the chief executive

Items of business not on the agenda which cannot be delayed

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. Refer to Standing Order 9.11

Note: 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

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. Refer to Standing Order 9.12

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
9.1	Chief Executive Key Performance Indicators - Month 8 of 2019/20	s7(2)(a)	Privacy	Discussion of employment matters	

That Pamela Peters be permitted to remain at this meeting, after the public has been excluded, because of her knowledge of item 9.1. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because she has provided advisory services to the Committee.