



Chief Executive's Employment Committee Agenda

Thursday 17 March 2022, 2:00pm

Note: during COVID-19 Protection Framework Orange and Red levels meetings are held virtually and recordings made available on www.mdc.govt.nz.

www.mdc.govt.nz

MEMBERSHIP

Chairperson

Councillor Michael Ford

Deputy Chairperson

Councillor Grant Hadfield

Members

Her Worship the Mayor and all Councillors

PURPOSE

Primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. The committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

DELEGATED AUTHORITY

Make decisions on the performance and remuneration of the Chief Executive.

RESPONSIBILITIES

All matters relating to the employment of the Chief Executive, including monitoring of performance.



Chief Executive

ORDER OF BUSINESS

PAGE

1. MEETING OPENING

2. APOLOGIES

3. CONFIRMATION OF MINUTES

5

Draft resolution

That the minutes of the Chief Executive's Employment Committee meeting held 16 September 2021 be adopted as a true and correct record.

4. DECLARATIONS OF INTEREST

Notification from elected members of:

4.1 Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and

4.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5. NOTIFICATION OF LATE ITEMS:

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

5.1 The committee by resolution so decides; and

5.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.

6. OFFICER REPORTS

7. CONSIDERATION OF LATE ITEMS

8. PUBLIC EXCLUDED BUSINESS

COMMITTEE TO RESOLVE:

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- a) Confirmation of minutes
- b) Chief Executive's Six Month Review of Key Performance Indicators

That 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 | Grounds under Section 48(1) for the passing of this resolution |
|---|---|--|
| a) Confirmation of minutes re Chief Executive's Key Performance Indicators for the 2021-22 year | Section 7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons | Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987. |
| b) Chief Executive's Six Month Review of Key Performance Indicators | As above | As above |

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

9. MEETING CLOSURE

| MINUTES | MEETING | TIME |
|---|----------------------------|---------|
| CHIEF EXECUTIVE'S EMPLOYMENT COMMITTEE | THURSDAY 16 SEPTEMBER 2021 | 11:30AM |

Minutes of a meeting of the Chief Executive's Employment Committee held on Thursday 16 September 2021, commencing at 11:30am via Zoom.

PRESENT: Cr Michael Ford (Chairperson)
Mayor Helen Worboys
Cr Steve Bielski
Cr Stuart Campbell
Cr Shane Casey
Cr Heather Gee-Taylor
Cr Grant Hadfield
Cr Hilary Humphrey
Cr Phil Marsh
Cr Andrew Quarrie
Cr Alison Short

IN ATTENDANCE: Shayne Harris (Chief Executive)
Frances Smorti (General Manager – People and Culture)
Allie Dunn (Governance Team Leader)

CEE 21/048 MEETING OPENING

The Chairperson opened the meeting.

CEE 21/049 APOLOGIES

There were no apologies.

CEE 21/050 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Chief Executive's Employment meeting held 17 May 2021 be adopted as a true and correct record.

Moved by: Councillor Michael Ford

Seconded by: Councillor Shane Casey

CARRIED

CEE 21/051 DECLARATIONS OF INTEREST

There were no declarations of interest.

CEE 21/052 NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

CEE 21/053 CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

| | | |
|---|-----------------------------------|----------------|
| MINUTES | MEETING | TIME |
| CHIEF EXECUTIVE'S EMPLOYMENT COMMITTEE | THURSDAY 16 SEPTEMBER 2021 | 11:30AM |

CEE 21/054 PUBLIC EXCLUDED BUSINESS

RESOLVED

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- a) Confirmation of minutes
- b) Chief Executive's Key Performance Indicators for the 2021-22 year.

That 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 | Grounds under Section 48(1) for the passing of this resolution |
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| a) Confirmation of minutes | Section 7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons | Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987. |
| b) Chief Executive's Key Performance Indicators for the 2021-22 year. | As above | As above |

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

Moved by: Councillor Michael Ford

Seconded by: Councillor Shane Casey

CARRIED

The meeting went into public excluded session at 11:32am. For items CEE 21/055 to CEE 21/058 refer to public excluded proceedings. The meeting returned to open session at 12:30pm.

| MINUTES | MEETING | TIME |
|---|-----------------------------------|----------------|
| CHIEF EXECUTIVE'S EMPLOYMENT COMMITTEE | THURSDAY 16 SEPTEMBER 2021 | 11:30AM |

CEE 21/059 MEETING CLOSURE

The meeting was declared closed at 12:31pm.