



Chief Executive's Employment Committee Agenda

Thursday 17 August 2023

3.30 pm

Manawatū District Council Chambers, 135 Manchester Street,
Feilding

www.mdc.govt.nz

MEMBERSHIP

Chairperson

Councillor Grant Hadfield

Deputy Chairperson

Councillor Lara Blackmore

Members

Her Worship the Mayor and all Councillors

TERMS OF REFERENCE

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.



Shayne Harris
Chief Executive

ORDER OF BUSINESS

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1. MEETING OPENING	
2. APOLOGIES	
3. CONFIRMATION OF MINUTES	5
<i>Recommendation</i>	
<i>That the minutes of the Chief Executive's Employment Committee meeting held 16 March 2023 be adopted as a true and correct record.</i>	
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	
6.1 ESTABLISHMENT OF SUBCOMMITTEE	7
Report of the General Manager – People and Corporate dated 06 August 2023	
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:	
1.	Confirmation of Minutes; 16 March 2023
2.	Survey Key Messages
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
8.1 Confirmation of Minutes; 16 March 2023	s7(2)(a) – privacy	s48(1)(a)
8.2 Survey Key Messages	s7(2)(a) – privacy	s48(1)(a)

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

MEETING MINUTES	
CHIEF EXECUTIVE EMPLOYMENT COMMITTEE	TIME
THURSDAY 16 MARCH 2023	3.31 PM

Minutes of a meeting of the Chief Executive’s Employment Committee held on Thursday 16 March 2023, which commenced at 3.31 pm in the Manawātū District Council Chambers, 135 Manchester Street, Feilding.

- PRESENT:**
- Cr Grant Hadfield Chairperson
 - Cr Bridget Bell
 - Cr Steve Bielski
 - Cr Lara Blackmore
 - Cr Stuart Campbell
 - Cr Michael Ford
 - Cr Colin McFadzean
 - Cr Andrew Quarrie
 - Cr Kerry Quigley
 - Cr Alison Short
 - Cr Fiona Underwood
 - Mayor Helen Worboys
- IN ATTENDANCE:**
- Shayne Harris Chief Executive
 - Ash Garstang Principal Governance Adviser

CEE 22-25/001

MEETING OPENING

CEE 22-25/002

APPOINTMENT OF DEPUTY CHAIRPERSON

Report of the General Manager – Corporate Services dated 01 March 2023 seeking the Committee’s approval to appoint a Deputy Chairperson.

RESOLVED

That the Chief Executive Employment Committee uses System B of Clause 25 of Schedule 7 of the Local Government Act 2002 for the election of its Deputy Chairperson.

Moved by: Mayor Worboys

Seconded by: Cr Campbell

CARRIED

RESOLVED

That the Chief Executive Employment Committee appoints Councillor Lara Blackmore as its Deputy Chairperson.

Moved by: Cr Alison Short

Seconded by: Cr Bridget Bell

CARRIED

MEETING MINUTES	
CHIEF EXECUTIVE EMPLOYMENT COMMITTEE	TIME
THURSDAY 16 MARCH 2023	3.31 PM

CEE 22-25/003

PUBLIC EXCLUDED BUSINESS

RESOLVED

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

1. Chief Executive's Six Month Report on Key Performance Indicators 2022-23

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
8.1 Chief Executive's Six Month Report on Key Performance Indicators 2022-23	s7(2)(a) – privacy	s48(1)(a)

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: Cr Michael Ford

Seconded by: Mayor Helen Worboys

CARRIED

The meeting went into public excluded session at 3.36 pm. For items CEE 22-25/004 to CEE 22-25/005 refer to public excluded proceedings. The meeting returned to open session at 4.17 pm.

CEE 22-25/006

MEETING CLOSURE

The meeting was declared closed at 4.17 pm.

Chief Executive Employment Committee

Meeting of 17 August 2023

Business Unit: People and Corporate

Date Created: 21 July 2023

Establishment of Subcommittee

Purpose Te Aronga o te Pūrongo

To establish a subcommittee that has responsibility for discussing elected member feedback with the Chief Executive on his or her annual performance.

Significance of Decision Te Hira o te Whakataunga

The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Recommendations Ngā Tūtohinga

That the Committee:

1. Establishes a subcommittee called the "Chief Executive's Performance Subcommittee".
2. Adopts the Terms of Reference attached to this report.

Report prepared by:

Ash Garstang

Governance and Assurance Manager

Approved for submission by:

Frances Smorti

General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 As a part of the Chief Executive's (CE) performance review process, the CE meets with the Chief Executive's Employment Committee (of which the Mayor and all councillors are members) to discuss his or her performance over the previous 12-month period.
- 1.2 This is an opportunity for elected members and the CE to have a formal and honest discussion. It also assists the Committee with their decisions around the CE's performance and remuneration.

2 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 2.1 It is proposed that a smaller subcommittee be formed in order to allow a more focused discussion to take place.
- 2.2 If implemented, the process would involve:
- a. The CE completes his or her self-assessment of the previous year's objectives.
 - b. Elected members receive the self-assessment and a survey for completion.
 - c. The Chief Executive's Employment Committee meet to discuss the key messages arising out of this survey.
 - d. The newly formed Chief Executive's Performance Subcommittee meets with the CE to discuss the elected member's feedback.
- 2.3 Decisions around the acceptance of the performance review, CE's remuneration and next year's performance objectives would subsequently be determined by the full Chief Executive's Employment Committee.

3 Financial implications Te Whai Pānga Atu ki ngā Kaupapa Ahumoni

- 3.1 There are no significant financial implications.

4 Statutory Requirements Ngā Here ā-Ture

- 4.1 The Local Government Act 2002 (schedule 7, clause 30) gives committees the right to appoint their own subcommittees. A subcommittee is subject to the control of the committee that appointed it and must carry out any directives provided by the committee.
- 4.2 Subcommittee are subject to nearly all of the same legislative requirements that committees are, such as being open to the public (until the meeting is moved into public exclusion), being advertised, and the need for formal resolutions.

5 Attachments Ngā ĀpitiHanga

- Terms of Reference

Chief Executive’s Performance Subcommittee

Terms of Reference

Purpose

The Chief Executive’s Performance Subcommittee has primary responsibility for discussing elected member feedback with the Chief Executive on his or her annual performance.

Responsibilities

To liaise directly with the Chief Executive to discuss his or her performance, and present the general views of all elected members.

Delegated Authority

The subcommittee has no decision-making delegations. Responsibility for decision-making around the Chief Executive’s recruitment, performance, remuneration or setting of performance objectives remain with the Chief Executive’s Employment Committee.

Membership

- Chairperson: Councillor Grant Hadfield
- Deputy Chairperson: Councillor Lara Blackmore
- Members: Mayor Helen Worboys and Councillor Michael Ford

Quorum

Two members of the subcommittee.

Meeting Cycle

Meetings held as required.