



Chief Executive's Employment Committee Agenda

Thursday 21 March 2024, 11.00 am

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

Cr Grant Hadfield and Cr Michael Ford are on pre-approved leave of absences.

Recommendation

That the apologies for Cr Colin McFadzean and Cr Andrew Quarrie, who are away on Council business, be approved.

3. CONFIRMATION OF MINUTES

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Recommendation

That the minutes of the Chief Executive's Employment Committee meeting held 31 August 2023 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:

1. Confirmation of Minutes; 31 August 2023
2. Chief Executive's Mid-Year Performance Review

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
9. Confirmation of Minutes; 31 August 2023	To consider the accuracy of the minutes of the public excluded Committee meeting on 31 August 2023	s48(1)(a)
10.1 Chief Executive's Mid-Year Performance Review	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.

11. MEETING CLOSURE

MEETING MINUTES	
CHIEF EXECUTIVE EMPLOYMENT COMMITTEE	TIME
THURSDAY 31 AUGUST 2023	8:30 AM

Minutes of a meeting of the Chief Executive’s Employment Committee held on Thursday 31 August 2023, which commenced at 8.30 am in the Manawātū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Cr Grant Hadfield Chairperson
 Cr Steve Bielski
 Cr Stuart Campbell
 Cr Michael Ford
 Cr Andrew Quarrie
 Cr Kerry Quigley
 Cr Alison Short
 Cr Fiona Underwood
 Mayor Helen Worboys (Zoom)

APOLOGIES: Cr Colin McFadzean
 Cr Bridget Bell
 Cr Lara Blackmore

IN ATTENDANCE: Shayne Harris Chief Executive
 Ash Garstang Governance and Assurance Manager

CEE 22-25/019

MEETING OPENING

CEE 22-25/020

APOLOGIES

RESOLVED

- 1. That the apologies for Cr Lara Blackmore and Cr Bridget Bell, who are away on Council business, be approved.**
- 2. That the apologies for Mayor Helen Worboys and Cr Colin McFadzean be approved.**

Moved by: Cr Grant Hadfield

Seconded by: Cr Alison Short

CARRIED

CEE 22-25/021

CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Chief Executive’s Employment Committee meeting held 17 August 2023 be adopted as a true and correct record.

Moved by: Cr Michael Ford

MEETING MINUTES	
CHIEF EXECUTIVE EMPLOYMENT COMMITTEE	TIME
THURSDAY 31 AUGUST 2023	8:30 AM

Seconded by: Cr Kerry Quigley

CARRIED

Mayor Helen Worboys joined the meeting at 8.40 am.

CEE 22-25/022

PUBLIC EXCLUDED BUSINESS

RESOLVED

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

1. **Confirmation of Minutes; 17 August 2023**
2. **Chief Executive's Remuneration**

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
7.1 Confirmation of Minutes; 17 August 2023	s7(2)(a) – privacy	s48(1)(a)
8.1 Chief Executive's Remuneration	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 Grant Hadfield

Seconded by: Cr Michael Ford

CARRIED

The meeting went into public excluded session at 8.42 am. For items CEE 22-25/023 to CEE 22-25/026 refer to public excluded proceedings. The meeting returned to open session at 9.40 am.

CEE 22-25/027

MEETING CLOSURE

The meeting was declared closed at 9.40 am.