



NAPIER
CITY COUNCIL

Te Kaunihera o Ahuriri

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EXTRAORDINARY CHIEF EXECUTIVE CONTRACT COMMITTEE

Open Agenda

Meeting Date: Thursday 29 February 2024

Time: 9.00am

Venue: Small Exhibition Hall
War Memorial Centre
Marine Parade
Napier

Committee Members **Chair:** Deputy Mayor Annette Brosnan

Members: Mayor Kirsten Wise, Councillor Sally Crown,
Councillor Richard McGrath and Councillor Keith Price

Administration Governance Team

Next Chief Executive Contract Committee Meeting

2022-2025 TERMS OF REFERENCE - CHIEF EXECUTIVE CONTRACT COMMITTEE

<i>Reports to:</i>	<i>Council</i>
<i>Chairperson</i>	<i>Deputy Mayor Annette Brosnan</i>
<i>Deputy Chairperson</i>	<i>N/A</i>
<i>Membership</i>	<i>Mayor and 4 Standing Committee Chairs</i> <i>This Committee has the power to co-opt members from the Council as the Chair determines necessary.</i>
<i>Quorum</i>	<i>3</i>
<i>Meeting frequency</i>	<i>As required</i>
<i>Officer responsible</i>	<i>Team Leader Governance</i>

Role

To review the performance of the Chief Executive and make recommendations to the Council about all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.

Delegations

The Chief Executive Contract Committee has the responsibility and the authority to:

1. Establish a Success Agreement with the Chief Executive covering success factors for the year.
2. Agree annual performance objectives aligned to the Success Agreement with the Chief Executive.
3. Undertake a 6 monthly review of progress against the Success Agreement and associated annual performance objectives, provide feedback, and agree any modification to the annual performance objectives with the Chief Executive.
4. Conduct the performance review required in the employment agreement between the Council and the Chief Executive.
5. Conduct and complete a review of employment under Clause 35, Schedule 7, of the Local Government Act 2002, and make a recommendation to Council under Clause 34, Schedule 7.
6. Under the annual remuneration review and make decisions regarding remuneration.
7. Act as Council's agent in all matters pertaining to the employment contract of the Chief Executive including any issues which may arise in respect of the job description, agreement, performance objectives or other similar matters.
8. Oversee any recruitment and selection process for a Chief Executive (a decision on appointment must by law be made by the Council), initiate any improvements to the employment contract, and undertake negotiations on Council's behalf.
9. To consider and propose to Council, training of the Chief Executive as necessary.

ORDER OF BUSINESS

Karakia

Apologies

Nil

Conflicts of interest

Public forum

Nil

Announcements by the Mayor

Announcements by the Chairperson including notification of minor matters not on the agenda

Note: re minor matters only - refer LGOIMA s46A(7A) and Standing Orders s9.13

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.

Announcements by the management

Minor matters not on the agenda – discussion (if any)

Recommendation to Exclude the Public.....4

RECOMMENDATION TO EXCLUDE THE PUBLIC

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

AGENDA ITEMS

1. Chairperson's Report - Chief Executive Interim Review and Recommendations

The general subject of each matter to be considered while the public was excluded, the reasons 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 were as follows:

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
1. Chairperson's Report - Chief Executive Interim Review and Recommendations	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.