



KOMITI AROTAKE I TE TUMU WHAKARAE CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

26 February 2024

Order Paper for the meeting to be held in the
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,
on:

Monday 4 March 2024 commencing at 2:00 pm

Membership

Cr J Briggs (Chair)
Mayor C Barry (Deputy Chair)

Cr S Edwards
Cr K Morgan

Deputy Mayor T Lewis

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

Have your say

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing DemocraticServicesTeam@huttcity.govt.nz or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

KOMITI AROTAKE I TE TUMU WHAKARAE | CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

Chair:	Cr Josh Briggs
Deputy Chair:	Mayor Campbell Barry
Membership:	Deputy Mayor Tui Lewis Cr Simon Edwards Cr Karen Morgan
Quorum:	3
Meeting Cycle	Meets as required

AREA OF FOCUS:

The Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee has responsibility for the effective monitoring of the Chief Executive's performance and has the authority to undertake the annual remuneration review. The subcommittee also has the role of undertaking any review for the purposes of clause 35 schedule 7 of the Local Government Act 2002, making a recommendation to Council under clause 34 schedule 7 of the Local Government Act 2002 and (if applicable) undertaking any recruitment and selection process, for recommendation to Council.

Determine:

The subcommittee will have the responsibility and authority to:

- a) agree the annual performance objectives with the Chief Executive.
- b) undertake a six-monthly review to review progress against the annual performance objectives, provide feedback, ongoing monitoring and agree to any modifications to the annual performance objectives with the Chief Executive.
- c) conduct the performance review required in the employment agreement between Council and the Chief Executive.
- d) undertake the annual remuneration review and make decisions regarding remuneration.
- e) represent Council regarding any issues which may arise concerning the Chief Executive's job description, agreement, performance objectives or other similar matters.

Review and make recommendations to Council on:

- a) conduct and complete a review of employment under clause 35 schedule 7 of the Local Government Act 2002 and make a recommendation to Council as to continued appointment or vacancy under clause 34 schedule 7 of the Local Government Act 2002.
- b) undertake any recruitment and selection process for a Chief Executive (noting that a decision on appointment must, by law, be made by Council).

HUTT CITY COUNCIL

KOMITI AROTAKE I TE TUMU WHAKARAE CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt
on
Monday 4 March 2024 commencing at 2:00 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
Whakataka te hau ki te tonga	<i>Cease the winds from the south</i>
Kia mākinakina ki uta	<i>Let the breeze blow over the land</i>
Kia mātaratara ki tai	<i>Let the breeze blow over the ocean</i>
E hī ake ana te atakura	<i>Let the red-tipped dawn come with</i>
He tio, he huka, he hau hū	<i>a sharpened air.</i>
Tihei mauri ora.	<i>A touch of frost, a promise of a glorious day.</i>

2. APOLOGIES

No apologies have been received.

3. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

4. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have

5. MINUTES

Meeting minutes Chief Executive's Performance Review Subcommittee,
4 September 2023 6

Meeting minutes Chief Executive's Performance Review Subcommittee,
22 February 2024 9

6. QUESTIONS

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

7. EXCLUSION OF THE PUBLIC

CHAIR'S RECOMMENDATION:

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

8. MINUTES

4 September 2023
22 February 2024

9. CHIEF EXECUTIVE'S PERFORMANCE OBJECTIVES 2023-2024 SIX MONTH REVIEW

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:

(A)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Minutes of the Chief Executive's Performance Review Subcommittee Komiti Arotake i te Tumu Whakarae held on 4 September 2023: Chief Executive's Performance Objectives 1 July 2022 - 30 July 2023 Full Year report	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That the public conduct of 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 exist.

Minutes of the Chief Executive's Performance Review Subcommittee Komiti Arotake i te Tumu Whakarae held on 22 February 2024: Chief Executive's Employment Agreement	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That the public conduct of 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 exist.
Chief Executive's Performance Objectives 2023-2024 Six Month Review.	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That the public conduct of 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 exist.

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

Kathryn Stannard
HEAD OF DEMOCRATIC SERVICES

HUTT CITY COUNCILKOMITI AROTAKE I TE TUMU WHAKARAE
CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road,
Lower Hutt on

Monday 4 September 2023 commencing at 2.00pm

PRESENT: Cr J Briggs (Chair) Mayor C Barry (Deputy Chair) (via audio-visual link)
Cr S Edwards Deputy Mayor T Lewis
Cr K Morgan

APOLOGIES: There were no apologies.

IN ATTENDANCE: J Miller, Chief Executive (part meeting)
K Stannard, Head of Democratic Services

PUBLIC BUSINESS**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
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2. APOLOGIES

RESOLVED: (Cr Briggs/Cr Morgan)

Minute No. CEPRS 23401

"That the apology for lateness from Mayor Barry be accepted."

3. PUBLIC COMMENT

There was no public comment.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

5. MINUTES

RESOLVED: Cr Briggs/Deputy Mayor Lewis)

Minute No. CEPRS 23402

"That the minutes of the Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee held on 24 July 2023 be adopted."

6. QUESTIONS

There were no questions.

7. EXCLUSION OF THE PUBLIC

RESOLVED: (Cr Briggs/Cr Edwards)

Minute No. CEPRS 23403

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

8. *MINUTES – 24 JULY 2023*

9. *Chief Executive's Performance Objectives 1 July 2022 - 30 July 2023 Full Year report*

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:

(A)	(B)	(C)
<i>General subject of the matter to be considered.</i>	<i>Reason for passing this resolution in relation to each matter.</i>	<i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Minutes of the Chief Executive's Performance Review Subcommittee Komiti Arotake i te Tumu Whakarae held on 24 July 2023: Draft Chief Executive's Performance Objectives for 2023-2024</i>	<i>The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).</i>	<i>That the public conduct of 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 exist.</i>
<i>Chief Executive's Performance Objectives 1 July 2022 - 30 July 2023 Full Year report.</i>	<i>The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).</i>	<i>That the public conduct of 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 exist.</i>

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

There being no further business the Chair declared the public part of the meeting closed at 2.02pm. The public excluded part of the meeting closed at 3.56pm.

Cr J Briggs
CHAIR

CONFIRMED as a true and correct record
Dated this 4th day of March 2024

HUTT CITY COUNCILKOMITI AROTAKE I TE TUMU WHAKARAE
CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road,
Lower Hutt on

Thursday, 22 February 2024, commencing at 10:00 am

PRESENT: Cr J Briggs (Chair) Mayor C Barry (Deputy Chair)
Cr S Edwards (via audio-visual link) Deputy Mayor T Lewis
Cr K Morgan

APOLOGIES: There were no apologies.

IN ATTENDANCE: K Alkema, Chief People Officer (part meeting)
V Gilmour, Democracy Advisor (part meeting)

PUBLIC BUSINESS**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

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Tihei mauri ora.	<i>A touch of frost, a promise of a glorious day.</i>

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

There was no public comment.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflicts of interest.

5. QUESTIONS

There were no questions.

5. EXCLUSION OF THE PUBLIC

RESOLVED: (Cr Briggs/Cr Morgan)

Minute No. CEPRS 24101

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

6. *Chief Executive's Employment Agreement*

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:

(A)	(B)	(C)
<i>General subject of the matter to be considered.</i>	<i>Reason for passing this resolution in relation to each matter.</i>	<i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Chief Executive's Employment Agreement.</i>	<i>The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).</i>	<i>That the public conduct of 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 exist.</i>

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

There being no further business, the Chair declared the public part of the meeting closed at 10.05am. The public excluded part of the meeting closed at 10.51am.

J Briggs
CHAIR

CONFIRMED as a true and correct record
Dated this 4th day of March 2024