



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

29 April 2024

Pursuant to a requisition dated 18 April 2024 by Cr Josh Briggs, an extraordinary meeting is to be held at
JacksonStone Partners, JacksonStone House, 3/11 Hunter Street, Wellington,
on:

Thursday 2 May 2024 commencing at 8:00 am

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

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ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru
Whakataka te hau ki te
tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atakura
He tio, he huka, he hau hū
Thei mauri ora.

*Cease the winds from the west
Cease the winds from the south
Let the breeze blow over the land
Let the breeze blow over the ocean
Let the red-tipped dawn come with a sharpened air.
A touch of frost, a promise of a glorious day.*

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. 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.

6. EXCLUSION OF THE PUBLIC

CHAIR'S RECOMMENDATION:

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

7. CHIEF EXECUTIVE'S RECRUITMENT PROCESS

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.
Chief Executive's Recruitment Process.	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.

That representatives from JacksonStone & Partners be permitted to remain after the public section of the meeting as they have knowledge that will assist the Subcommittee in relation to the item”

Kathryn Stannard
HEAD OF DEMOCRATIC SERVICES