



CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

3 December 2018

Pursuant to a requisition from Mayor Wallace dated 28 November 2018 an
Extraordinary Meeting will be held in the
Mayoral Office, Ground Floor, 30 Laings Road, Lower Hutt,
on:

Wednesday 5 December 2018 commencing at 6.00pm

Membership

Mayor WR Wallace (Chair)

Deputy Mayor D Bassett
Cr C Milne

Cr MJ Cousins

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

CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

Membership:	4
Quorum:	2
Meeting Cycle:	Three times per annum or as required
Reports to:	Council

PURPOSE

The Chief Executive's Employment Subcommittee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. The Subcommittee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

Review and make recommendations to Council on:

- Setting the employment terms and conditions of the Chief Executive.
- Determining the remuneration of the Chief Executive.
- Managing the Council's working relationship with the Chief Executive which includes:
 - the setting of the performance targets and expectations, and to measure the Chief Executive's performance against those targets and expectations.
- A recruitment and selection process for a Chief Executive.
- Oversee any recruitment and selection process agreed to by the Council for a Chief Executive.

Delegated Authority

The Subcommittee shall have delegated authority to make recommendations to the Council.

HUTT CITY COUNCIL

CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

Extraordinary Meeting to be held in the Mayoral Office, Ground Floor, 30 Laings Road,
Lower Hutt on
Wednesday 5 December 2018 commencing at 6.00pm

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

2. 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.

3. CONFLICT OF INTEREST DECLARATIONS

4. MINUTES 20 NOVEMBER 2018 (18/1933)

Report No. CEE2018/5/156 by the Divisional Manager, Democratic Services

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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. MINUTES - 20 NOVEMBER 2018

8. CHIEF EXECUTIVE'S RECRUITMENT (18/1806)

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.
CE's Employment Subcommittee Minutes 20 November 2018 – Chief Executive's Recruitment	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 Recruitment	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."

CHAIR'S RECOMMENDATION:

"That Mr Hollander and Mr Boyes, Principal Consultants, JacksonStone & Partners be permitted to remain after the public during consideration of the item "Chief Executive's Recruitment as they have knowledge of the matter to be discussed that will assist the Subcommittee in relation to this item."

Kathryn Stannard
Divisional Manager Democratic Services



Chief Executive's Employment Subcommittee

03 December 2018

File: (18/1933)

Report no: CEE2018/5/156

Minutes 20 November 2018

Recommendation

That the report of the meeting held on 20 November 2018 be adopted.

Appendices

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Author: Kathryn Stannard
Divisional Manager, Democratic Services

HUTT CITY COUNCILCHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

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

Tuesday 20 November 2018 commencing at 5.30pm

<u>PRESENT:</u>	Deputy Mayor D Bassett (Chair) Cr C Milne	Cr MJ Cousins
<u>APOLOGIES:</u>	Mayor WR Wallace	
<u>IN ATTENDANCE:</u>	Ms K Stannard, Divisional Manager, Democratic Services	

PUBLIC BUSINESS

The Chair welcomed Mr D Hollander and Mr S Boyes, Principal Consultants, from JacksonStone & Partners to the meeting.

1. APOLOGIES

RESOLVED: (Deputy Mayor Bassett/Cr Cousins) **Minute No. CEE 18501**

"That the apology received from Mayor Wallace be accepted and leave of absence be granted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. QUESTIONS

There were no questions.

5. EXCLUSION OF THE PUBLIC

RESOLVED: (Deputy Mayor Bassett/Cr Milne) **Minute No. CEE 18502**

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

6. *Chief Executive's Recruitment (18/1806)*

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 Recruitment</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 meeting closed at 5.35pm and the non-public portion of the meeting closed at 6.40pm.

Deputy Mayor D Bassett
CHAIR

**CONFIRMED as a true and correct record
Dated this 5th day of December 2018**