



CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

28 January 2021

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

Thursday 4 February 2021 commencing at 2.00pm

Membership

Mayor C Barry (Chair)

Cr J Briggs
Cr D Hislop

Cr S Edwards
Deputy Mayor T Lewis (Deputy Chair)

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

CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

Membership:	5
Quorum:	Half of the members
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
 - measuring 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 has delegated authority to make recommendations to the Council.

HUTT CITY COUNCIL**CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE**

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt on
Thursday 4 February 2021 commencing at 2.00pm.

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

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.

4. MINUTES

Meeting minutes Chief Executive's Employment Subcommittee, 17 July 2020 6

Meeting minutes Chief Executive's Employment Subcommittee, 26 August 2020 8

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

17 July 2020

26 August 2020

8. **CHIEF EXECUTIVE'S SIX MONTHLY PERFORMANCE REVIEW**
(21/73)

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 Employment Subcommittee held on 17 July 2020: Chief Executive's Performance Review 2019/2020	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 Employment Subcommittee held on 26 August 2020: Chief Executive's Key Performance Indicators for 2020/21	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 Six Monthly Performance 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 COUNCILCHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

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

Friday 17 July 2020 commencing at 2.00pm

PRESENT: Mayor C Barry (Chair) Cr J Briggs
Cr S Edwards Cr D Hislop
Deputy Mayor T Lewis (Deputy Chair)

APOLOGIES: There were no apologies.

IN ATTENDANCE: Ms T Lealofi, Committee Advisor (part meeting)

PUBLIC BUSINESS1. APOLOGIES

There were no apologies.

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: (Mayor Barry/Cr Edwards)

Minute No. CEE 20401

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

6. *Chief Executive's Performance Review 2019/2020 (20/749)*

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 Performance Review 2019/2020</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 2.07 pm and the non-public portion closed at 5pm.

Mayor C Barry
CHAIR

CONFIRMED as a true and correct record
Dated this 4th day of February 2021

HUTT CITY COUNCILCHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

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

Wednesday 26 August 2020 commencing at 4.10pm

PRESENT: Mayor C Barry (Chair) Cr J Briggs
Cr S Edwards Cr D Hislop
Deputy Mayor T Lewis (Deputy Chair)

APOLOGIES: There were no apologies.

IN ATTENDANCE: Cr C Milne
Mr B Cato, Chief Legal Officer
Ms K Stannard, Head of Democratic Services (part meeting)

PUBLIC BUSINESS1. **APOLOGIES**

There were no apologies.

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflicts of interest.

4. **QUESTIONS**

There were no questions.

5. **EXCLUSION OF THE PUBLIC**

RESOLVED: (Mayor Barry/Deputy Mayor Lewis)

Minute No. CEE 20501

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

6. Chief Executive's Key Performance Indicators for 2020/21 (20/957)

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 Key Performance Indicators for 2020/21.</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 4.15pm and the non-public portion of the meeting closed at 6.15pm.

C Barry
MAYOR

**CONFIRMED as a true and correct record
Dated this 4th day of February 2021**