



# KOMITI ITI WHAKAWHIWHI MAHI A TE TUMU WHAKARAE CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

8 August 2022

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

**Monday 15 August 2022 commencing at 2.00pm**

Members of the public wishing to speak to an item on the agenda are asked to contact  
[democraticserviceteam@huttcity.govt.nz](mailto:democraticserviceteam@huttcity.govt.nz)

## 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](http://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](mailto:DemocraticServicesTeam@huttcity.govt.nz) or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

## **CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE**

<b>Membership:</b>	<b>5</b>
<b>Quorum:</b>	<b>Half of the members</b>
<b>Meeting Cycle:</b>	<b>Three times per annum or as required</b>
<b>Reports to:</b>	<b>Council</b>

### **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**

**KOMITI ITI WHAKAWHIWHI MAHI A TE TUMU WHAKARAE**  
**CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE**

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt  
on  
Monday 15 August 2022 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, 21 February 2022

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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**

21 February 2022

8. **CHIEF EXECUTIVE'S PERFORMANCE REVIEW 2021/2022 AND DRAFT KEY PERFORMANCE INDICATORS 2022/2023 (22/1976)**

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   Komiti Iti Whakawhiwhi Mahi a Te Tumu Whakarae held on 21 February 2022: 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.
Chief Executive's Performance Review 2021/2022 and draft Key Performance Indicators 2022/2023	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 ITI WHAKAWHIWHI MAHI A TE TUMU WHAKARAE |  
CHIEF EXECUTIVE'S EMPLOYMENT SUBCOMMITTEE

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

Monday 21 February 2022 commencing at 2.04pm

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**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 K Stannard, Head of Democratic Services  
Ms K Anquetil, Facilitator, Sheffield

PUBLIC BUSINESS

Ms Katy Anquetil from Sheffield was in attendance for the meeting.

1. **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. **MINUTES**

**RESOLVED:** (Mayor Barry/Cr Briggs)

**Minute No. CEE 22101**

*"That the minutes of the meeting held on 16 August 2021 be adopted."*

5. **QUESTIONS**

There were no questions.

## 6. EXCLUSION OF THE PUBLIC

**RESOLVED:** (Mayor Barry/Deputy Mayor Lewis)

**Minute No. CEE 22102**

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

7. *Minutes - 16 August 2021 (22/410)*
8. *Chief Executive's Six Monthly Performance Review (22/338)*

*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 Employment Subcommittee   Komiti Iti Whakawhiwhi Mahi a Te Tumu Whakarae held on 16 August 2021: Chief Executive's Performance Review and Chief Executive's Key Performance Indicators 2021/2022</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 Six Monthly Performance Review.</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 2.05pm.

C Barry  
**MAYOR**

**CONFIRMED as a true and correct record**  
**Dated this 15th day of August 2022**