

I hereby give notice that an ordinary meeting of the Chief Executive Officer Review Committee will be held on:

Date: Tuesday, 18 March 2014
Time: 12.00noon
Meeting Room: Level 15, Meeting Room
Venue: 1 Greys Avenue
Auckland

Chief Executive Officer Review Committee

OPEN AGENDA

MEMBERSHIP

Chairperson	Hon Christine Fletcher, QSO
Deputy Chairperson	Mayor Len Brown, JP
Members	Cr Bill Cashmore Deputy Mayor Penny Hulse Cr Penny Webster Cr George Wood, CNZM

(Quorum 3 members)

Tam White
Democracy Advisor

13 March 2014

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TERMS OF REFERENCE

Responsibilities

The Chief Executive Review Committee is established to review the Chief Executive's performance and to recommend to the Governing Body the terms and conditions of the CE's employment including any performance agreement measures and annual remuneration.

Powers

All powers necessary to perform the Committee's responsibilities.

Except:

- (a) powers that the Governing Body cannot delegate or has retained to itself (see Governing Body responsibilities)
- (b) where the Committee's responsibility is limited to making a recommendation only

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1 Apologies

At the close of the agenda no apologies had been received.

2 Declaration of Interest

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.

3 Confirmation of Minutes

That the Chief Executive Officer Review Committee:

- a) confirm the ordinary minutes of its meeting, held on Thursday, 20 February 2014 and the reconvened meeting held on Thursday 27 February 2014, as a true and correct record.

4 Petitions

At the close of the agenda no requests to present petitions had been received.

5 Public Input

Standing Order 3.21 provides for Public Input. Applications to speak must be made to the Committee Secretary, in writing, no later than **two (2)** working days prior to the meeting and must include the subject matter. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders. A maximum of **thirty (30) minutes** is allocated to the period for public input with **five (5)** minutes speaking time for each speaker.

At the close of the agenda no requests for public input had been received.

6 Local Board Input

Standing Order 3.22 provides for Local Board Input. The Chairperson (or nominee of that Chairperson) is entitled to speak for up to **five (5)** minutes during this time. The Chairperson of the Local Board (or nominee of that Chairperson) shall wherever practical, give **two (2)** days notice of their wish to speak. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders.

This right is in addition to the right under Standing Order 3.9.14 to speak to matters on the agenda.

At the close of the agenda no requests for local board input had been received.

7 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and

- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

8 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

Update on Chief Executive Performance Framework

File No.: CP2014/04567

Purpose

1. To inform the Committee on the Chief Executive performance framework on the following:
 - Process
 - Work in progress on objectives.

Executive Summary

2. The Chief Executive Committee resolved at its reconvened meeting on 27 February 2014:
That the Chief Executive Officer Review Committee refer to the March meeting, a possible framework for moving forward, following the 14 March Executive Leadership Team planning meeting.
3. The information from the Executive Leadership Team will be circulated prior to the meeting.

Recommendation/s

That the Chief Executive Officer Review Committee:

- a) receive the information.

Attachments

There are no attachments for this report.

Signatories

Authors	Alan Brookbanks - Human Resources Director
Authorisers	Stephen Town - Chief Executive

Future Meetings

File No.: CP2014/04570

Purpose

1. To seek the committee's view and establish the format of future meetings.

Recommendation/s

That the Chief Executive Officer Review Committee:

- a) provide direction of future meetings.

Attachments

There are no attachments for this report.

Signatories

Authors	Alan Brookbanks - Human Resources Director
Authorisers	Stephen Town - Chief Executive