

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

Date: Thursday, 22 May 2014
Time: 2.00pm
Meeting Room: Council Chamber
Venue: Auckland Town Hall
301-305 Queen Street
Auckland

Chief Executive Officer Review Committee

OPEN AGENDA

MEMBERSHIP

Chairperson Hon Christine Fletcher, QSO
Deputy Chairperson 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

16 May 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 Chief Executive'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 Wednesday, 16 April 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.

CEO Performance Discussion

File No.: CP2014/09651

Purpose

1. Endorse the Chief Executive's Performance Objectives and not the process for assessing the Chief Executive's performance against the objectives.

Executive summary

2. Committee members previously discussed the development of the Chief Executive's Performance Objectives. The committee agreed that the final version would be signed off by the committee chair and deputy chair. The Chief Executive's Performance Objectives will be distributed to the committee on 22 May 2014 for endorsement.
3. It is proposed that the committee meets formally four times per financial year, with an end of year assessment each October. Staff will develop performance metrics and an elected member survey to support the review process.
4. The Chief Executive will discuss the first six months of his appointment at the next committee meeting on 30 July 2014. The first formal end of financial year assessment will take place in October 2015, with three formal partial reviews in December 2014 and March and July 2015.

Recommendations

That the Chief Executive Officer Review Committee:

- a) endorse the Chief Executive Performance Objectives for 2014/15.

Comments

5. Committee members have previously discussed the development of the Chief Executive's Performance Objectives. The committee agreed that the final version would be signed off by the committee chair and deputy chair. The Chief Executive's Performance Objectives are now complete for the 2014/15 financial year and will be distributed to the committee on 22 May 2014 for endorsement.
6. From the commencement of the 2014/15 financial year, four formal committee meetings will be held each year to help assess the performance of the Chief Executive:
 - a) discussions in December and July;
 - b) a mid-year review in March supported with performance metrics; and
 - c) a formal end of year review in October supported with performance metrics and audited end of year accounts.
7. All councillors will be invited to monthly discussions in the months where no formal meeting is scheduled. These monthly catch-ups with the Chief Executive will be informal and scheduled on an as required basis.
8. The council's Executive Leadership Team recently met to develop indicators and metrics to measure progress against the Chief Executive's Performance Objectives. The metrics will include an annual elected member survey which will also be distributed to the IMSB and the CCO Chief Executives. Staff will develop the metrics and survey over the coming months so that they are fit for purpose at the commencement of the 2014/15 financial year.

Chief Executive Performance Assessment

9. The Chief Executive will discuss his first six months at the committee's meeting on 30 July 2014. This will not be a formal assessment. The end of financial year formal review is scheduled for 23 October 2015.

Consideration

Local board views and implications

10. Local Board views have not been sought for this report.

Maori impact statement

11. The Chief Executive's Performance Objectives includes consideration of achievement against the council's Maori Responsiveness Framework.

Implementation

12. None.

Attachments

There are no attachments for this report.

Signatories

Authors	Michael Quinn - Executive Officer
Authorisers	Alan Brookbanks - Human Resources Director