

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

Date: Thursday, 21 August 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 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

14 August 2014

Contact Telephone: (09) 307 7253
Email: tam.white@aucklandcouncil.govt.nz
Website: www.aucklandcouncil.govt.nz

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 Wednesday, 30 July 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.

Chief Executive Performance Review - Regular Meeting

File No.: CP2014/18245

Purpose

1. To discuss the performance of the organisation with the Chief Executive.

Executive summary

2. At the July committee meeting, the Chief Executive discussed the first six months of his appointment. At that meeting, the committee and the Chief Executive discussed the appropriate balance of delegations with the aim of creating more space for elected members to focus on higher strategic priorities. The Chief Executive will provide a verbal update to the committee on the areas where delegations could be amended.

Recommendations

That the Chief Executive Officer Review Committee:

- a) discuss the performance of the organisation with the Chief Executive as part of the regular engagement on the Chief Executive's performance objectives.

Consideration

Local board views and implications

3. The Chief Executive engages with Local Board Chairs through the Local Board Chairs Forum and their feedback is taken into consideration.

Māori impact statement

4. Māori outcomes are influenced through the delivery of council outputs and the effectiveness of council's operational capability and capacity. The Chief Executive's 2014/15 performance objectives include reporting on the Māori responsiveness framework targets achieved.

Attachments

There are no attachments for this report.

Signatories

Authors	Michael Quinn - Executive Officer
Authorisers	Alan Brookbanks – People and Capability Director