

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

**Date:** Thursday, 11 December 2014  
**Time:** 2.00pm  
**Meeting Room:** Rooms 1 & 2  
**Venue:** Level 26  
135 Albert Street  
Auckland

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## Chief Executive Officer Review Committee

### OPEN AGENDA

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#### 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**

**8 December 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

## **EXCLUSION OF THE PUBLIC – WHO NEEDS TO LEAVE THE MEETING**

### **Members of the public**

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

### **Those who are not members of the public**

#### General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see list below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the chairperson is final.

#### Members of the meeting

- The members of the meeting remain (all Governing Body members if the meeting is a Governing Body meeting; all members of the committee if the meeting is a committee meeting).
- However, standing orders require that a councillor who has a pecuniary conflict of interest leave the room.
- All councillors have the right to attend any meeting of a committee and councillors who are not members of a committee may remain, subject to any limitations in standing orders.

#### Staff

- All staff supporting the meeting (administrative, senior management) remain.
- Only staff who need to because of their role may remain.

#### Local Board members

- Local Board members who need to hear the matter being discussed in order to perform their role may remain. This will usually be if the matter affects, or is relevant to, a particular Local Board area.

#### IMSB

- Members of the IMSB who are appointed members of the meeting remain.
- Other IMSB members and IMSB staff remain if this is necessary in order for them to perform their role.

#### CCOs

Representatives of a CCO can remain only if required to for discussion of a matter relevant to the CCO.

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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, 23 October 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 Review Committee - Regular Meeting

File No.: CP2014/28732

### Purpose

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

### Executive Summary

2. At the last committee meeting, the Committee discussed the performance of the Chief Executive against the 2014/15 Performance Objectives. Committee members also discussed options to amend the Chief Executive's delegations and options that enable elected members to spend more time on 'governance'. That part of the discussion will continue during the Mayoral retreat with councillors in early 2015.
3. This meeting provides an opportunity for committee members to discuss the performance of the organisation with the Chief Executive.

### 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

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

#### Māori Impact Statement

5. 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

Author	Michael Quinn - Executive Officer
Authorisers	Alan Brookbanks – People and Capability Director Stephen Town - Chief Executive