

Agenda for a meeting of the Chief Executive's Performance Review Committee to be held in the Board Room, District Office, 15 Galileo Street, Ngaaruawaahia on **FRIDAY, 1 MARCH 2024** commencing at **9:00AM**.

*Information and recommendations are included in the reports to assist the Committee in the decision-making process and may not constitute Council's decision or policy until considered by the Committee.*

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA**
3. **DISCLOSURES OF INTEREST**
4. **CONFIRMATION OF MINUTES**  
Minutes for meeting held on 19 September 2023 3
5. **EXCLUSION OF THE PUBLIC** 7

GJ Ion  
**CHIEF EXECUTIVE**

## **TERMS OF REFERENCE AND DELEGATION**

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Her Worship the Mayor Jacqui Church
<b>Membership:</b>	Deputy Chairperson: Deputy Mayor Eyre Cr Janet Gibb Cr Eugene Patterson Cr Lisa Thomson

**Meeting frequency:** As required, at least 3 times each calendar year.

**Quorum:** A majority of members (including vacancies)

### **Purpose**

1. The Chief Executive's Performance Review Committee has responsibility, on behalf of the Council, to coordinate the implementation of the Chief Executive's Performance Review and Remuneration policies, which relate to the management of the annual performance and remuneration reviews of the Chief Executive.

### **Terms of Reference:**

The Committee will:

1. Meet with the Chief Executive in June of each year to discuss and agree a Performance Plan for the next financial year.
2. Undertake a review of the Chief Executive's performance against the agreed Performance Plan for the previous financial year in September, undertake a remuneration review based on the recommendations of the independent remuneration consultants, and implement the results.
3. Undertake an interim review of the Chief Executive's progress against the agreed Performance Plan in February/March.
4. Undertake any recruitment process for the Chief Executive and recommend an appointment for Council approval.

### **The Committee is delegated the following powers to act:**

1. To make decisions on the Chief Executive's performance plan and remuneration in accordance with its Terms of Reference.
2. To recommend the appointment or dismissal of the Chief Executive to the Council.

### **Independent Support**

The Committee will be supported by an independent consultant, mutually agreed by the Council and the Chief Executive. The independent consultant will attend all the committee meetings but will not have any voting rights.

<b>To</b>	<b>Chief Executive’s Performance Review Committee (CEPR)</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	22 February 2024
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the minutes for a meeting of the Chief Executive’s Performance Review (CEPR) Committee held on Tuesday, 19 September 2023.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the minutes for a meeting of the Chief Executive’s Performance Review Committee held on Tuesday, 19 September 2023 be confirmed as a true and correct record.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – CEPR OPEN Minutes – 19 September 2023

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**MINUTES** for a meeting of the Chief Executive's Performance Review Committee of the Waikato District Council held in the Boardroom, 15 Galileo Street, Ngaaruawaahia on **TUESDAY, 19 SEPTEMBER 2023** commencing at **11.03am**.

**Present:**

Her Worship the Mayor, Mrs JA Church (Chairperson)  
Cr CA Eyre  
Cr EM Patterson  
Cr LR Thomson

**Attending:**

Mr G Tims (HR Consultant)  
Mr GJ Ion (Chief Executive)  
Mrs GJ Kanawa (Democracy Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Eyre/L Thomson)**

**THAT** the apology for non-attendance from Cr Gibb be accepted.

**CARRIED**

**CEPR2309/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Patterson/L Thomson)**

**THAT** the agenda for a meeting of the Chief Executive's Performance Review Committee meeting held on Tuesday, 19 September 2023 be confirmed:

- a. all items therein be considered in open meeting with the exception of those items detailed at agenda item 4 which shall be considered with the public excluded; and
- b. all reports be received.

**CARRIED**

**CEPR2309/02**

**CONFIRMATION OF MINUTES**

Resolved: (Crs Patterson/Eyre)

**THAT** the minutes for a meeting of the Chief Executive's Performance Review Committee held on Monday, 12 June 2023 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.

**CARRIED**

**CEPR2306/03**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**EXCLUSION OF THE PUBLIC**

Agenda Item 4

Resolved: (Cr L Thomson/Her Worship the Mayor, JA Church)

- a. **THAT** the public be excluded from the following parts of the proceedings of this meeting:

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1 Confirmation of Minutes	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2 Chief Executive's Performance Plan 2022/23		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item 1 Confirmation of Minutes	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Item 2.1 Chief Executive's Performance Plan 2022/23	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

- b. **THAT Mr Tims be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of executive performance reviews. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter to advise the Committee on the Chief Executive's performance.**

**CARRIED**

**CEPR2309/04**

*Resolution Numbers CEPR2309/05 to CEPR2309/06 are contained in the public excluded section of these minutes.*

Having concluded the public excluded meeting the following resolutions were released into the open section of the minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 1.07pm.

Minutes approved and confirmed this                      day of                      2023.

JA Church  
**CHAIRPERSON**

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<b>To</b>	<b>Chief Executive Performance Review Committee</b>
<b>Report title</b>	<b>Exclusion of the Public</b>
Date:	22 February 2024
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## 1. Staff recommendations Tuutohu-aa-kaimahi

- a. THAT the public be excluded from the following parts of the proceedings of this meeting:  
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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 2.1 Chief Executive's Performance Plan 2023/24		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

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Item No.	Section	Interest
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## 2. Attachments Ngaa taapirihanga

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There are no attachments for this report.

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