

Agenda 2022

Chief Executive Employment, Performance & Remuneration Committee Meeting

Date: Tuesday 03 May 2022

Time: 3.00pm-5.00pm

Venue: Whare Koutia Meeting Room, 200 Tuam Street



Chief Executive Employment, Performance and Remuneration Committee

Terms of Reference

**Adopted at the 14 November 2019 Council meeting
amended at the 24 March 2021 Council meeting
amended at the 29 April 2021 Council meeting**

Delegated function

To act for and advise Council on matters pertaining to the employment of the Council's Chief Executive.

Membership

Chairman, Deputy Chair, two Councillors and a Tumu Taiao

Quorum

In accordance with Council standing order 3.4.4, the quorum at a meeting of the committee is not fewer than two members of the committee.

Term of the Committee

For the period of the 2019-2022 triennium unless discharged earlier by the Regional Council.

Delegated authority

The Chief Executive Employment, Performance and Remuneration Committee has the delegated authority to:

1. Develop following consultation with Council on annual performance targets and key result area weightings for the Chief Executive including associated methods of measurement and processes of judgement;
2. Negotiate and agree annually with the Chief Executive performance targets and key result area weightings including carrying out the measurement judgement of those performance targets;
3. Conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes in April/May of each year or such other time as agreed with the Chief Executive;
4. Develop following consultation with Council the appropriate amendments or adjustments to the terms and conditions of employment and the remuneration of the Chief Executive arising from the annual review;
5. Negotiate and determine any agreed amendments or adjustments to the terms and conditions of employment and the remuneration with the Chief Executive annually;

6. Develop and agree with the Chief Executive an annual development plan to address any training needs or preferences;
7. Develop and carry out the process for the Chief Executive's term expiry following consultation with Council.
8. Engage a consultant to assist the committee at any time;

For the avoidance of doubt, the Chief Executive Employment, Performance and Remuneration Committee does not have the delegated authority to decide:

1. The membership to the Chief Executive Employment, Performance and Remuneration Committee.
2. The Chief Executive's job description and associated job specifications.
3. The appointment process for the role of Chief Executive.
4. The appointment and remuneration package of the preferred candidate for the position of Chief Executive.

All of these decisions remain with Council.

Membership

Chair

Councillor Jenny Hughey

Membership

Councillor Phil Clearwater

Tumu Taiao Yvette Couch-Lewis

Councillor Ian Mackenzie

Councillor Peter Scott

ENVIRONMENT CANTERBURY
CHIEF EXECUTIVE EMPLOYMENT PERFORMANCE & REMUNERATION COMMITTEE

TABLE OF CONTENTS

1. MIHI/KARAKIA TIMATANGA – OPENING	9
2. APOLOGIES	9
3. CONFLICT OF INTEREST	9
4. MINUTES OF PREVIOUS MEETING	11
5. EXCLUSION OF THE PUBLIC	15
6. NEXT MEETING	17
7. MIHI/KARAKIA WHAKAMUTUNGA – CLOSING	17

1. Mihi/Karakia Timatanga – Opening

The meeting will be opened with a mihi whakatau, followed by a member of the Committee Meeting with a karakia.

2. Apologies

An apology for absence was received from Tumu Taiao Yvette Couch-Lewis.

3. Conflicts of Interest

Members are reminded to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4. Minutes of Previous Meeting

Minutes of a meeting of the Chief Executive Employment, Performance and Remuneration Committee held via Microsoft Teams, on Tuesday 8 February 2022 at 2.35pm

Contents

1. Mihi/Karakia Timatanga - Opening
2. Apologies
3. Conflicts of Interest
4. Minutes of previous meeting
5. Public Excluded Business
6. Next Meeting
7. Mihi/Karakia Whakamutunga - Closing

Present

Chair Jenny Hughey, Deputy Chair Peter Scott, Councillors Phil Clearwater and Ian Mackenzie, and Tumu Taiao Yvette Couch-Lewis.

In Attendance

Management and officers present

Amanda Douglas, Wynn Williams - minute taker.

Pamela Peters, Consultant.

1. Mihi/karakia tīmatanga - opening

The Chair welcomed everyone to the meeting. Cr Clearwater opened the meeting with a karakia.

2. Apologies

None

3. Conflicts of interest

There were no conflicts of interest recorded.

4. Previous Minutes

Resolved

That the Council:

1. Confirms and adopts as a true and correct record the minutes of the meeting held on 19 October 2021.

Chair Hughey / Deputy Chair Scott

CARRIED

5. Public excluded

Resolved

That the public be excluded from the following part of the proceedings of this meeting, namely:

1. Public excluded minutes 19 October 2021

2. Chief Executive Second Quarter Report against 2021/22 KPIs

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution 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:

Item No.	General Subject of each matter considered	Reason for passing this resolution to each matter	Ground(s) under section 48(1) for the passing of this resolution
1	1. Public excluded minutes 19 October 2021 2. Chief Executive Second Quarter Report against 2021/22 KPIs	Good reason to withhold exists under section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1) 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 proceeding of the meeting in public are as follows:

Item No.	
1 & 2	Protection of privacy of natural persons – Section 7(2)(a)

That appropriate officers remain to provide advice to the Committee.

Chair Hughey / Deputy Chair Scott

CARRIED

The meeting went into public excluded session from 2.40pm until 4.40pm.

6. Next meeting

Tuesday 3 May 2022.

7. Mihi/karakia whakamutunga – closing

Karakia: Cr Clearwater

The Chair declared the meeting closed at 4.43pm.

CONFIRMED: _____

Chair

Chief Executive Employment,
Performance & Remuneration
Committee

Date

5. Exclusion of the Public

Committee paper

Meeting Date	03 May 2022
Author	Hamish McKinnon, Principal Strategic Advisor to the Chief Executive

Recommendations

That the public be excluded from the following part of the proceedings of this meeting, namely:

1. **Public Excluded Minutes 08 February 2022**
2. **Chief Executive Third Quarter Progress Report for 2021/2022**
3. **Chief Executive's Request for Annual Leave**
4. **Chief Executive Draft Performance Objectives for 2022/2023**

1. The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution 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:

Item No.	Report	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.	Public excluded minutes 08 February 2022	Good reason exists under section 7	Section 48(1)(a)
2.	Chief Executive Third Quarter Progress Report for 2021/2022		
3.	Chief Executive's Request for Annual Leave		
4.	Chief Executive Draft Performance Objectives for 2022/2023		

2. This resolution is made in reliance on section 48(1) 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 proceeding of the meeting in public are as follows:

Item No.	
1. & 2.	Protection of privacy of natural persons – Section 7(2)(a)

2. That the appropriate officers remain to provide advice to the Council;

- Dr Stefanie Rixecker
- Amanda Douglas

6. Next Meeting

The next meeting of the Chief Executive Employment, Performance & Remuneration Committee is scheduled to be held on Tuesday 02 August 2022 at 2.00pm. Any changes to this time will be publicly advertised and updated on the Environment Canterbury website.

7. Mihi/Karakia Whakamutunga – Closing

The meeting will conclude with a karakia by a member of the Committee meeting.