

Agenda 2022

Chief Executive Employment, Performance & Remuneration Committee Meeting

Date: Monday 29 August 2022

Time: 2.00pm-5.00pm

Venue: Whare Kotuia, 200 Tuam Street, Christchurch



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

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- 1. Mihi/Karakia Timatanga – Opening**
- 2. Apologies – none**

3. Minutes

3.1 Unconfirmed Minutes – Chief Executive Employment, Performance and Remuneration Committee – 03 May 2022

Meeting Date	Monday 29 August 2022
Author	Amanda Douglas, Wynn Williams
Endorsed by	Catherine McMillan, General Manager Governance

Purpose

1. The minutes from the Chief Executive Employment, Performance and Remuneration Committee meeting on 03 May 2022 are to be confirmed.

Recommendations

That the Chief Executive Employment, Performance and Remuneration Committee:

1. Confirms the minutes from the Chief Executive Employment, Performance and Remuneration Committee Meeting held on 03 May 2022.

Attachments

1. CE EPRC 2022-05-03 OPEN Minutes [3.1.1]

Minutes of a meeting of the Chief Executive Employment, Performance and Remuneration Committee held in Whare Kotuia room, Environment Canterbury, 200 Tuam Street, Christchurch, on Tuesday 3 May 2022 at 3pm.

Contents

1. Mihi/Karakia Tīmatanga – 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, and Councillors Phil Clearwater, Ian Mackenzie and Peter Scott.

In Attendance

Management and officers present

Dr Stefanie Rixecker

Amanda Douglas, Wynn Williams – minute taker

Pamela Peters – Consultant

Mihi/Karakia tīmatanga – opening

The Chair welcomed everyone to the meeting and Councillor Clearwater then opened the meeting with a karakia.

Apologies

Tumu Taiao Yvette Couch-Lewis

Conflicts of Interest

There were no conflicts of interest recorded.

Previous Minutes

Resolved

That the CE Employment, Performance and Remuneration Committee:

1. **confirms and adopts, as a true and correct record, the minutes of f the meeting held on Tuesday 8 February 2022.**

Chair Hughey / Cr Clearwater

CARRIED

Public Excluded Business

Resolved

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

- a. **Public Excluded Minutes 8 February 2022;**
- b. **Chief Executive Third Quarter Report Progress Report for 2021/2023;**
- c. **Chief Executive’s request for annual leave; and**
- d. **Chief Executive’s Draft Performance Objectives for 2022/2023.**

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	<ul style="list-style-type: none"> a. Public Excluded Minutes 8 February 2022; b. Chief Executive Third Quarter Report Progress Report for 2021/2023; c. Chief Executive’s request for annual leave; and d. Chief Executive’s Draft Performance Objectives for 2022/2023. 	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.

Cr Clearwater / Chair Hughey

CARRIED

The meeting went into public excluded session from 3.12pm until 4.28pm.

Next Meeting

To be confirmed.

Commented [WW1]: This date was only set after the meeting

Mihi/Karakia Whakamutunga – Closing

Karakia: Cr Clearwater.

The Chair declared the meeting closed at 4.30pm.

CONFIRMED: _____

Chair

Chief Executive Employment

Remuneration Committee

_____ Date

Unconfirmed

4. Exclusion of the Public

Committee paper

Meeting Date	29 August 2022
Endorsed by	Catherine McMillan, General Manager Governance

Recommendations

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

1. **Public excluded minutes 03 May 2022**
2. **Chief Executive Full Year Report for 2021/2022**
3. **Chief Executive Draft Performance Objectives for 2022/2023**
4. **Chief Executive's Request for Annual Leave**

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 03 May 2022	Good reason exists under section 7	Section 48(1)(a)
2.	Chief Executive Full Year Report for 2021/2022		
3.	Chief Executive Draft Performance Objectives for 2022/2023		
4.	Chief Executive's Request for Annual Leave		

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, 3, 4.	Protection of privacy of natural persons – Section 7(2)(a)

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

- 5. Date of Next Meeting – Monday 28 November 2022**
- 6. Closure**