

VISION FOR THE REGION
THE WAIKATO CARES LOCALLY, COMPETES GLOBALLY

WAIKATO REGIONAL COUNCIL'S MISSION
Working together to build a Waikato region that has a healthy environment,
a strong economy and vibrant communities



Notice of Meeting:

I hereby give notice that an ordinary Meeting of the CE Employment and Remuneration Committee will be held on:

Date: 3 October 2018
Time: 1.00pm
Meeting Room: Waitoa Room
Venue: Waikato Regional Council, 401 Grey Street, Hamilton East

VRJ Payne
Chief Executive Officer

CE Employment and Remuneration Committee Open Agenda

Chairperson	Cr A Livingston
Deputy Chair	Cr T Mahuta
Members	Cr J Hennebry Cr B Simcock Cr H Vercoe

Quorum 3

Jennie Cox
Democracy Advisor
26 September 2018

Telephone: 0800 800 401
Jennie.cox@waikatoregion.govt.nz
Website: www.waikatoregion.govt.nz

CE Employment and Remuneration Committee [CEERC]

REPORTING TO: Council

CONSTITUTION: Council Chair (Committee Chair),
Council Deputy Chair (Deputy Chair)
Chair of the Strategy and Policy Committee,
Chair of the Finance Committee, and
Chair of the Regional Transport Committee.

QUORUM: Three (3) members.

MEETING FREQUENCY: As required.

OBJECTIVE: To act for and advise Council on matters pertaining to the employment of the Council's Chief Executive [CE], senior staff succession, strategic HR policy and statutory compliance.

SCOPE OF ACTIVITY:

1. To manage the remuneration and performance review of Council's Chief Executive.
2. To establish key performance indicators (KPIs) for the Chief Executive for the respective financial year.

POWER TO ACT:

1. Establish, as part of the annual Performance Agreement, an annual development plan for the CE to address any training, learning and development needs or opportunities which will enhance the CE's capability and performance.
2. Negotiate with the CE, on behalf of Council, any amendments or adjustments to the terms and conditions of employment and the remuneration of the CE as may be required outside of the annual review described in 5 above including changes to the CE's job description.
3. Receive, consider and inform Council on any advice from the CE concerning the appointment and/or termination of any staff within the second tier senior executives.
4. Receive and consider from the CE, reports on the implementation and management of the personnel policy as defined in section 36(2) of Schedule 7 of the Local Government Act 2002. Ensure, by annual review with the CE, that appropriate succession planning is in place for the CE and for the CE to report on succession planning practices in place for direct reports to the CE.
5. Consult with the CE annually on the proposed annual salary review general movement.
6. Provide opportunity for Councillors to feedback into the annual performance review of Tier 2 Managers.

7. Consider and advise Council on relevant matters pursuant to the Local Government Act 2002 Amendment Act 2012. May, as it sees fit, retain independent advice and assistance in the performance of its responsibilities.

POWER TO RECOMMEND TO COUNCIL:

1. Develop, in consultation with the CE, and recommend to Council no later than June each year an annual Performance Agreement for the CE for the upcoming financial year. This Agreement is to include; key result areas (and weightings), performance targets/KPIs and associated methods of measurement and processes of judgement.
2. Negotiate, subject to Council's final approval, any amendments, additions or alterations to the CE's Annual Performance Agreement which may be required during the term of that agreement.
3. Develop, in accordance with the processes agreed by Council, and recommend to Council a formal mid-year and end of year review of the CE's performance. In doing so CEERC will meet with the CE as necessary, receive his self-assessment and in accordance with its process, make such enquiries and investigations as it considers are reasonably required to evaluate the performance of the CE.
4. Review and recommend to Council appropriate amendments or adjustments of the remuneration and terms and conditions of employment of the CE arising from the end of year review. Negotiate with the CE as required to complete this review.
5. Consider and advise Council on all matters relevant to the employment of the Council's CE. Recommend to Council, should this become necessary, a selection and appointment process for the role of CE.

Item	Table of Contents	Page
1	<u>Apologies</u>	
2	<u>Confirmation of Agenda</u>	
3	<u>Disclosures of Interest</u>	
4	<u>Annual Review of CE Employment and Remuneration Committee Terms of Reference and work plan</u>	

Verbal report will be provided by Paul Loof on the Terms of Reference review.

Resolutions to Exclude the Public

5	<p>Recommended that the public be excluded from the following part/s of the meeting:</p> <p>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:</p>	
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	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
6	Annual Development Plan for Chief Executive	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
7	Implementation and management of the Personnel Policy	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

8	2018-2019 CE KPI results as at 10 September 2018	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
9	Tier 2 Performance Measures	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No	Interest
6, 7, 8, 9	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))

THAT Paul Loof of Loof Consulting be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of Items 6-9. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because he is the contracted advisor to the CE Employment and Remuneration Committee.

Public Excluded Section

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| 6. | <u>Annual Development Plan for Chief Executive (mentoring /training/learning/development needs)</u>
NFP Doc # 13089473 | 7-8 |
| 7. | <u>Implementation and management of the Personnel Policy</u>
NFP Doc # 12968867 | 9-15 |

8. **2018-2019 CE KPI results as at 26 September 2018**
NFP Doc # 13027386

16-23

9. **Tier 2 Performance Measures**
NFP

Verbal update.

Doc # 13116046