

Terms of Reference for the Chief Executive Statutory Performance Review Committee

February 2010

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1. Membership

The Chief Executive Performance Review Committee comprises the following members:

- Cr Wilde (Chair)
- Cr Buchanan
- Cr Glensor.

The quorum is two members.

2. Meeting procedures

All members have equal speaking rights and a deliberative vote. Meetings will be open to the public, except where there are grounds to exclude the public in terms of the Local Government Official Information and Meetings Act 1987.

The Wellington Regional Council Standing Orders apply.

3. Responsibilities

The Committee has the following responsibilities:

- To undertake the statutory performance review required at the end of the first term of the Chief Executive's appointment in accordance with clause 35 of Schedule 7 of the Local Government Act 2002.
- To report to Council with the review's findings and recommendations.
- To recommend to Council whether it should appoint the Chief Executive for a second term or advertise the vacancy.
- If recommending that the Chief Executive be appointed for a second term, to also recommend the period of that term, up to a maximum of two years.
- If recommending that the vacancy be advertised, to also recommend the process and timeframe for the recruitment of the Chief Executive.

4. Review considerations

In undertaking the statutory review the Committee must assess:

- The performance of the Chief Executive – the Committee shall take account of the outcomes of previous non-statutory performance reviews
- The mix of skills and attributes possessed by the Chief Executive, and the degree to which they are consistent with the skills and attributes that the local authority considers necessary for the future

- The extent to which the Chief Executive has:
 - Discharged his responsibilities under section 42 of the Local Government Act 2002
 - Imbued Greater Wellington employees with a spirit of service to the community
 - Promoted efficiency in Greater Wellington
 - Been a responsible manager
 - Maintained appropriate standards of integrity and conduct among Greater Wellington employees
 - Ensured that Greater Wellington is a good employer
 - Promoted equal employment opportunities.

The Committee may also apply any other factors it considers relevant.

The Committee's findings and recommendations are to be reported to the Council's meeting on 4 March 2010.

5. Expert advice

The Committee may engage an independent person to provide it with expert advice relating to its responsibilities.

6. Duration of Committee

The Committee is deemed to be dissolved at the end of the statutory review decision-making process.