

Report 11.193
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File E/11/01/08

Committee Council
Author Fran Wilde, Chair

Establishment of the Chief Executive Employment Review Committee

1. Purpose

For the Council to establish the Chief Executive Employment Review Committee.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

Under the Local Government Act 2002 every local authority must appoint a chief executive, and the local authority and chief executive must enter into a performance agreement.

It is recommended best practice for a local authority to put in place a structure to deal with any employment and management issues relating to the chief executive, including the periodic reviews of the chief executive's performance.

4. Comment

Simpson Grierson has provided advice to the local government sector on structures for reviewing and managing the chief executive. This advice is set out in the Local Government New Zealand publication *Guide for Local Authorities on Hiring and Managing relationships with the Chief Executive* (March 2008), a copy of which is available in the Councillors' Lounge.

Simpson Grierson recommends that local authorities establish a committee or subcommittee as a formal structure for managing the Council's employment relationship with the chief executive. It also considers that it is desirable to have a standing committee or subcommittee rather than appointing an adhoc committee each time an issue arises with the chief executive. A standing

committee or subcommittee can build a more meaningful relationship with the chief executive and this makes it more manageable to deal with issues in a timely manner if they arise.

I propose that the Council establish the Chief Executive Employment Review Committee. The terms of reference for the proposed committee are set out in **Attachment 1**. It should be noted that the terms of reference provide for the committee to make recommendations to the Council on the key employment related issues, so that the matters are determined by the full Council.

I further propose that the committee's membership be made up of Councillors Wilde (chair), Glensor, Laidlaw, Lamason and Swain.

5. Communication

No external communications are required.

6. Recommendations

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Establishes the Chief Executive Employment Review Committee.*
4. *Adopts the terms of reference and delegations for the Chief Executive Employment Review Committee, as set out in Attachment 1 to this report.*
4. *Appoints the following Councillors to the committee:*
 - *Cr Glensor*
 - *Cr Laidlaw*
 - *Cr Lamason*
 - *Cr Swain*
 - *Cr Wilde.*
5. *Appoints Cr Wilde as the committee's chair.*

Report prepared by:

Fran Wilde
Chair