

## Notice of Meeting:

I hereby give notice that an ordinary meeting of CEO Review Committee will be held on:

**Date:** Tuesday 23 May 2023  
**Time:** 1.00pm  
**Meeting Room:** Level 9 Meeting Room  
**Venue:** Municipal Building, Garden Place, Hamilton

Lance Vervoort  
Chief Executive

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## Chief Executive Review Committee

### *Komiti kaiwhakahaere matua*

## OPEN AGENDA

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#### Membership

**Chairperson** Mayor Paula Southgate  
*Heamana*

**Deputy Chairperson** Deputy Mayor Angela O’Leary  
*Heamana Tuarua*

**Members** Cr Ryan Hamilton  
Cr Ewan Wilson  
Cr Maxine van Oosten

**Meeting Frequency:** As required

**Quorum:** Three members

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Amy Viggers  
*Mana Whakahaere*  
Governance Lead

**11 May 2023**

Telephone: 07 838 6727  
Amy.Viggers@hcc.govt.nz  
www.hamilton.govt.nz

**Purpose and Terms of Reference:**

1. To review the Chief Executive's performance and make recommendations to the Council about all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.

**The Committee is delegated the following recommendatory powers:**

- The Committee has no decision-making powers.
- The Committee must make recommendations to Council on all matters relating to the employment of the Chief Executive, including performance measures and remuneration.

**Special Notes:**

- The Committee may request expert advice through the Governance Manager when necessary.

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**1 Apologies – *Tono aroha***

**2 Confirmation of Agenda – *Whakatau raarangi take***

The Committee to confirm the agenda.

**3 Declaration of Interest – *Tauaakii whaipaaanga***

Members are reminded of the need to be vigilant 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 Public Forum – *Aatea koorero***

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for five minutes or longer at the discretion of the Chair.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Council Governance Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Governance by telephoning 07 838 6727.

# Council Report

Item 5

**Committee:** Chief Executive Review Committee

**Date:** 23 May 2023

**Author:** Amy Viggers

**Authoriser:** Michelle Hawthorne

**Position:** Governance

**Position:** Governance and Assurance Manager

**Report Name:** Confirmation of the 28 February 2023 Open CE Review Committee Minutes

<b>Report Status</b>	Open
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## Staff Recommendation - *Tuutohu-aa-kaimahi*

That the CE review Committee confirm the Open Minutes of the CE review Committee Meeting held on 28 February 2023 as a true and correct record.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - CE Review Committee Open Unconfirmed Minutes 28 February 2023



**Chief Executive Review Committee**  
***Komiti Kaiwharahaere Matua***  
**OPEN MINUTES**

Minutes of a meeting of the Chief Executive Review Committee held in Elected Members Meeting room, Municipal Building, Garden Place, Hamilton on Tuesday 28 February 2023 at 2.03pm.

**PRESENT**

<b>Chairperson</b>	Mayor Paula Southgate
<b><i>Heamana</i></b>	
<b>Members</b>	Cr Ewan Wilson Cr Maxine van Oosten
<b>In Attendance:</b>	Lance Vervoort – Chief Executive Greg Tims – Consultant
<b>Governance Staff:</b>	Amy Viggers – Governance Lead

- 1. Apologies – *Tono aroha***  
**Resolved:** (Mayor Southgate/Cr Wilson)  
That the apologies for absence (due to system error) from Deputy Mayor O’Leary and Cr Hamilton is accepted.
- 2. Confirmation of Agenda – *Whakatau raarangi take***  
**Resolved:** (Mayor Southgate/Cr Wilson)  
That the agenda is confirmed.
- 3. Declarations of Interest – *Tauaakii whaipanga***  
No members of the Council declared a Conflict of Interest.
- 4. Public Forum – *Aatea koorero***  
No members of the public wished to speak.
- 5. Resolution to Exclude the Public**  
**Resolved:** (Mayor Southgate/Cr Wilson)  
**Section 48, Local Government Official Information and Meetings Act 1987**  
The following motion is submitted for consideration:  
  
That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.  
  
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 follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. 2022/23 Interim CE Preformance Review	<ul style="list-style-type: none"> <li>) Good reason to withhold</li> <li>) information exists under</li> <li>) Section 7 Local Government</li> <li>) Official Information and</li> <li>) Meetings Act 1987</li> </ul>	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) 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 proceedings of the meeting in public, as follows:

Item C1. to protect the privacy of natural persons Section 7 (2) (a)

**The meeting moved to a public excluded session at 2.04pm.**

**The meeting was declared closed at 2.30pm.**

**Item 5**

**Attachment 1**

## Resolution to Exclude the Public

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

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 follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of the 28 February 2023 Public Excluded CE Review Committee Minutes	) Good reason to withhold ) information exists under ) Section 7 Local Government ) Official Information and ) Meetings Act 1987	Section 48(1)(a)
C2. 2023/24 Draft CE KPI's	)	

This resolution is made in reliance on section 48(1)(a) 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 proceedings of the meeting in public, as follows:

Item C1.	to protect the privacy of natural persons	Section 7 (2) (a)
Item C2.	to protect the privacy of natural persons	Section 7 (2) (a)