

Notice of Meeting:

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

Date: Monday 25 September 2023
Time: 1:00 pm
Meeting Room: Level 9 Meeting room
Venue: Municipal Building, Garden Place, Hamilton

Lance Vervoort
Chief Executive

Chief Executive Review Committee

Komiti kaiwhakahaere matua

OPEN AGENDA

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

Amy Viggers
Mana Whakahaere
Governance Lead

15 September 2023

Telephone: 07 838 6727
Amy.Viggers@hcc.govt.nz
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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: 25 September 2023

Author: Amy Viggers

Authoriser: Michelle Hawthorne

Position: Governance Lead

Position: Governance and Assurance Manager

Report Name: Confirmation of the Open Minutes of the CE Review Committee meeting of 23 May 2023

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

That the CE Review Committee confirms the Open Minutes of the CE Review Committee Meeting held on 23 May 2023 as a true and correct record.

Attachments - *Ngaa taapirihanga*

Attachment 1 - CE Review Committee Open Unconfirmed Minutes of 23 May 2023

Chief Executive Review Committee

Komiti Kaiwhakahaere Matua

OPEN MINUTES

Minutes of a meeting of the Chief Executive Review Committee held in Council Chamber and Audio Visual Link , Municipal Building, Garden Place, Hamilton on Tuesday 23 May 2023 at 1.22pm.

PRESENT

Chairperson	Mayor Paula Southgate
<i>Heamana</i>	
Members	Cr Ryan Hamilton Cr Maxine van Oosten
In attendance:	Lance Vervoort – Chief executive Greg Tims – Consultant
Governance Staff:	Amy Viggers – Governance Lead

1. **Apologies – *Tono aroha***
Resolved: (Mayor Southgate/Cr Hamilton)
 That the apologies for absence from Deputy Mayor O’Leary and Cr Wilson are accepted.
2. **Confirmation of Agenda – *Whakatau raarangi take***
Resolved: (Mayor Southgate/Cr Hamilton)
 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. **Confirmation of the 28 February 2023 Open CE Review Committee Minutes**
Resolved: (Mayor Southgate/Cr van oosten)
 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.
6. **Resolution to Exclude the Public**
Resolved: (Mayor Southgate/ Cr van Oosten)
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)

The meeting moved into a public excluded session at 1.24pm.

The meeting was declared closed at 1.37pm.

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 Public Excluded Minutes of the CE Review Committee meeting of 23 May 2023) Good reason to withhold) information exists under) Section 7 Local Government) Official Information and) Meetings Act 1987)	Section 48(1)(a)
C2. Chief Executives End of Year Review 2022-23		
C3. Consultant's Report to the CEs End of Year review 2022-23		

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)
Item C3.	to protect the privacy of natural persons	Section 7 (2) (a)