

Executive Employment Committee Agenda

NOTICE IS GIVEN that the next meeting of the Executive Employment Committee will be held in Meetings Room 1, Regional House, 1 Elizabeth Street, Tauranga on:

Thursday 29 February 2024 COMMENCING AT 09:30am

Executive Employment Subcommittee

Membership

Membership

Chairperson	Cr Jane Nees
Deputy Chairperson	Chairman Doug Leeder
Members	Cr Stuart Crosby Cr Te Taru White
Quorum	Two members, consisting half the number of members
Meeting frequency	As required

Purpose

Act for and advise Council on matters pertaining to the employment of the Council's Chief Executive Officer.

Role

- Develop and consult with Council annually on performance targets and key result area weightings for the Chief Executive, including associated methods of measurement and processes of judgement.
- Negotiate annually with the Chief Executive performance targets and key result area weightings, including associated methods of measurement and processes of judgement.
- Conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes, in April/May of each year or such other time as agreed with the Chief Executive.
- Develop and consult with Council, appropriate amendments or adjustments to the terms and conditions of employment and the remuneration of the Chief Executive arising from the annual review.
- Negotiate and determine any agreed amendments or adjustments to the terms and conditions of employment and the remuneration with the Chief Executive annually.
- Develop and agree with the Chief Executive, an annual development plan to address any training needs or preferences.
- Meet with the Chief Executive at least once each year to discuss progress on performance targets and key result areas and the agreed personal development plan and negotiate any revision or change as is considered necessary.
- Undertake the management of the Chief Executive recruitment process where required.
- Consider and advise Council on all matters relevant to the employment of the Council's Chief Executive.

Power to Act

To make all decisions necessary to fulfil the role and scope of the committee subject to the limitations imposed.

To negotiate and recommend to Council on performance agreement measures and annual remuneration.

To engage external advisors where required.

The Executive Employment Committee is not delegated authority to:

- approve the Chief Executive's annual remuneration, or
- appoint the Chief Executive.

Power to Recommend

Executive Employment Committee recommends and reports to the Regional Council

Bay of Plenty Regional Council - Toi Moana

Governance Commitment

**mō te taiao, mō ngā tāngata - our environment and our people
go hand-in-hand.**

We provide excellent governance when, individually and collectively, we:

- Trust and respect each other
- Stay strategic and focused
- Are courageous and challenge the status quo in all we do
- Listen to our stakeholders and value their input
- Listen to each other to understand various perspectives
- Act as a team who can challenge, change and add value
- Continually evaluate what we do

**TREAD LIGHTLY, THINK DEEPLY,
ACT WISELY, SPEAK KINDLY, JOURNEY TOGETHER.**

Recommendations in reports are not to be construed as Council policy until adopted by Council.

Agenda

1. Apologies
2. Items not on the Agenda
3. Order of Business
4. Declaration of Conflicts of Interest
5. Public Excluded Section

Resolution to exclude the public

Excludes the public from the following parts of the proceedings of this meeting as set out below:

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:

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
5.1	Public Excluded Executive Employment Committee Minutes - 21 August 2023	As noted in the relevant Minutes.	As noted in the relevant Minutes	On the Chief Executive's approval.
6.1	Chief Executive's 2023/24 informal performance review	Withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	48(1)(a)(i) Section 7 (2)(a).	On the Chief Executive's approval.
6.2	Draft Chief Executive's 2023/2024 annual performance review and 2024/2025	Withholding the information is necessary to protect the privacy of natural persons, including that of	48(1)(a)(i) Section 7 (2)(a).	On the Chief Executive's approval.

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
	performance agreement setting process and timeframe	deceased natural persons		

5.1 Minutes to be Confirmed

Public Excluded Executive Employment Committee Minutes - 21 August 2023

6. Report

Decisions Required

6.1 Chief Executive's 2023/24 informal performance review 12

Attachment 1 - Chief Executive's 2023/24 Informal Performance Review 16

6.2 Draft Chief Executive's 2023/2024 annual performance review and 2024/2025 performance agreement setting process and timeframe

25

Attachment 1 - Draft Chief Executive's 2023/24 Annual Performance Review and 2024/25 Performance Agreement Process and Timeframe 28

7. Public Excluded Business to be Transferred into the Open

8. Consideration of Items not on the Agenda

9. Closing Karakia