

# Executive Employment Committee Agenda

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

Wednesday 31 July 2024 COMMENCING AT 09:30 am

# Executive Employment Subcommittee

## Membership

<b>Chairperson</b>	Cr Jane Nees
<b>Deputy Chairperson</b>	Chairman Doug Leeder
<b>Members</b>	Cr Stuart Crosby Cr Te Taru White
<b>Quorum</b>	Two members, consisting half the number of members
<b>Meeting frequency</b>	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. Minutes

## Minutes to be Confirmed

- 5.1 Executive Employment Committee Minutes - 29 February 2024 8

## 6. 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
6.1	Public Excluded Executive Employment Committee Minutes - 29 February 2024	As noted in the relevant Minutes.	As noted in the relevant Minutes	On the Chief Executive's approval.
7	Chief Executive's presentation	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.

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
8.1	Chief Executive's 2023/24 annual performance and development 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.
8.2	Draft Chief Executive's 2024/2025 performance and development plan	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.
8.3	Chief Executive's recruitment timeline and provider engagement process	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).	At the conclusion of the meeting

## 6.1 Minutes to be Confirmed

Public Excluded Executive Employment Committee Minutes – 29 February 2024 10

## 7. Presentation

An opportunity for the Chief Executive to present an overview of her performance for the 2023/24 year.

## 8. Report

### Decisions Required

#### 8.1 Chief Executive's 2023/24 annual performance and development review

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Attachment 1 - Chief Executive's self-assessment on annual performance and development	18
Attachment 2 - Summary of feedback from Councillors	30
Attachment 3 - Summary of feedback from direct reports and sample of third tier managers	34
Attachment 4 - Summary of feedback from external stakeholders	40
Attachment 5 - Annual Performance Review Template	43

**8.2 Draft Chief Executive’s 2024/25 performance agreement and development plan 59**

Attachment 1 - Draft Chief Executive’s 2024/25 performance agreement and development plan 62

**8.3 Chief Executive’s recruitment timeline and provider engagement process 64**

Attachment 1 - Chief Executive’s recruitment process and timeline 68

**9. Public Excluded Business to be Transferred into the Open**

**10. Closing Karakia**

# Executive Employment Committee

## Open Minutes

- Commencing:** Thursday 29 February 2024, 09:30 am
- Venue:** Meeting Room 1, Regional House, 1 Elizabeth Street, Tauranga
- Chairperson:** Cr Jane Nees
- Deputy Chairperson:** Cr Doug Leeder
- Members:** Cr Stuart Crosby  
Cr Te Taru White
- In Attendance:** Yvonne Tatton, Principal Advisor – People and Leadership
- Apologies:** None

### 1. Declaration of Conflicts of Interest

None

### 2. Minutes

#### Minutes to be Confirmed

#### 2.1 Public Excluded Executive Employment Committee Minutes – 21 August 2023

##### Resolved

##### That the Executive Employment Committee:

1. Confirms the Executive Employment Committee Minutes – 21 August 2023, including the Public Excluded Minutes, as a true and correct record.

White/Leeder  
CARRIED

### 3. Public Excluded Section

#### Resolved



**That the Executive Employment Committee:**

- 1 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:**

<b>Item No.</b>	<b>Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Subject of each matter to be considered</b>
5.1	Public Excluded Executive Employment Committee Minutes - 21 August 2023	As noted in the relevant Minutes.	Public Excluded Executive Employment Committee Minutes - 21 August 2023
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.	Chief Executive's 2023/24 informal performance review
6.2	Draft Chief Executive's 2023/2024 annual performance review and 2024/2025 performance agreement setting process and timeframe	Withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Draft Chief Executive's 2023/2024 annual performance review and 2024/2025 performance agreement setting process and timeframe

**White/Crosby  
CARRIED**

**10:05 am - the meeting closed.**

**CONFIRMED**

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Cr Jane Nees  
Chairperson, Executive Employment Committee