

Executive Employment Committee Agenda

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

Tuesday 26 November 2024 COMMENCING AT 2:00pm

Executive Employment Committee

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. Karakia
2. Apologies
3. Items not on the Agenda
4. Order of Business
5. Declaration of Conflicts of Interest
6. Minutes

Minutes to be Confirmed

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| 6.1 | Executive Employment Committee Minutes - 30 August 2024 | 7 |
| 6.2 | Executive Employment Committee Minutes - 5 November 2024 | 9 |

7. 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
7.1	Public Excluded Executive Employment Committee Minutes - 30 August 2024	As noted in the relevant Minutes.	As noted in the relevant Minutes	On the Chief Executive's approval.
8.1	Chief Executive's Job Description and Job Sizing	Withholding the information is necessary to protect the privacy of natural persons, including that of	48(1)(a)(i) Section 7 (2)(a).	The report to remain in Public Excluded until released under the authority of the Regional

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
		deceased natural persons.		Council for the purposes of the Chief Executive application information
8.2	Appointment of Recruitment Provider	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).	The report to remain in Public Excluded and the Resolutions be released to the public at the conclusion of the meeting
8.3	Delegation to the Executive Employment Committee Chair	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.

8. Reports

Decisions Required

8.1 Chief Executive's Job Description and Job Sizing

Attachment 1 – Draft Chief Executive's Job Description
Attachment 2 – Strategic Pay Report (Under Separate Cover)

8.2 Appointment of Recruitment Provider

Attachment 1 – Chief Executive Recruitment Plan

8.3 Delegation to the Executive Employment Committee Chair

8. Public Excluded Business to be Transferred into the Open

9. Readmit the Public

10. Consideration of Items not on the Agenda

11. Closing Karakia

Executive Employment Committee

Open Minutes

Commencing: Friday 30 August 2024, 9:30am

Venue: Via Zoom

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,
Gillian Gibson, Consultant

Apologies: None

1. Declaration of Conflicts of Interest

None

2. Minutes

Minutes to be Confirmed

2.1 Public and Public Excluded Executive Employment Committee Minutes – 31 July 2024

Resolved

That the Executive Employment Committee:

1. Confirms the Executive Employment Committee Minutes – 31 July 2024, including the Public Excluded Minutes, as a true and correct record.

**Nees/White
CARRIED**

3. Public Excluded Section

Resolved

That the Executive Employment Committee:

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 - 31 July 2024	As noted in the relevant Minutes.	As noted in the relevant Minutes	On the Chief Executive's approval.
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.

**Crosby/Leeder
CARRIED**

10:25 am - the meeting closed.

CONFIRMED

Cr Jane Nees
Chairperson, Executive Employment Committee

Executive Employment Committee

Open Minutes

- Commencing:** Tuesday 5 November 2024, 9:30am
- Venue:** Council Chambers, Regional House, 1 Elizabeth Street, Tauranga and via Zoom (Audiovisual meeting)
- Chairperson:** Cr Jane Nees
- Deputy Chairperson:** Cr Doug Leeder
- Members:** Cr Stuart Crosby
Cr Te Taru White - Via Zoom
- In Attendance:** Karen Aspey - General Manager, People & Leadership,
Yvonne Tatton - Principal Advisor, People & Leadership

1. Declaration of Conflicts of Interest

None declared.

2. Public Excluded Section

Resolved

Resolution to exclude the public

- 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:

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
2.1	Short listed CE Recruitment	Withholding the information is necessary to enable	48(1)(a)(i) Section 7 (2)(h);	On the Chief Executive's approval.

	Suppliers presentations	any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; Withholding the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	48(1)(a)(i) Section 7 (2)(i).	
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**Crosby/Leeder
CARRIED**

12.15 pm - the meeting closed.

CONFIRMED

Cr Jane Nees
Chairperson, Executive Employment Committee