

**Mayor and Councillors**  
COUNCIL

11 JUNE 2015

Meeting Status: **Public**

Purpose of Report: For Decision

**AMENDMENT TO THE GOVERNANCE STRUCTURE -  
MEMBERSHIP OF THE CHIEF EXECUTIVE EMPLOYMENT  
AND PERFORMANCE COMMITTEE (CEPEC)**

**PURPOSE OF REPORT**

- 1 The Mayor has requested that Council consider a change to the membership of the Chief Executive Performance and Employment Committee (CEPEC) and if adopted this would be effected through an amendment to the current Governance Structure and Delegations instrument (see Appendix 1).

**DELEGATION**

- 2 Only the Council may consider this matter.

**BACKGROUND**

- 3 The current Committee membership comprises the Mayor, Cr Ammundsen, Cr Gaylor, Cr Bell, Cr Holborow, and Cr Welsh.

**ISSUES AND OPTIONS**

- 4 The Mayor has asked that Council consider increasing the membership of this Committee to include the full Council. The proposed change is shown at Appendix 1.

**CONSIDERATIONS**

Policy considerations

- 5 There are no policy considerations.

Legal considerations

- 6 Council may make any changes to its committee membership under the following clauses in the Local Government Act 2002:

*30(1)(a) A local authority may appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate*

*30(5)(a) A local authority may discharge or reconstitute a committee*

*31(1) A local authority may appoint or discharge any member of a committee or a subcommittee.*

### Financial considerations

7 There are no financial considerations.

### Tāngata whenua considerations

8 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

9 This matter has a low level of significance under Council policy.

### Engagement planning

10 An engagement plan is not needed to implement this decision.

### Publicity

11 There will be community interest in this matter and a media release will be prepared.

## **RECOMMENDATIONS**

12 That Council agrees to discharge the current Chief Executive Performance and Employment Committee (CEPEC);

13 That Council agrees to reconstitute the Chief Executive Performance and Employment Committee (CEPEC) with a membership comprising the Mayor and all Councillors;

14 That Council approves the consequent amendment to the Governance Structure and Delegations document as at Appendix 1 of report Corp-15-1594.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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## **ATTACHMENTS**

Appendix 1 Extract from the Governance Structure and Delegations showing the proposed amendment

## Section B.5

**CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE**

Chair	Mayor
Deputy Chair	Cr Ammundsen
Members	<del>Cr Gaylor, Cr Bell, Cr Holborow, Cr Welsh</del> All other Councillors

**CONSTITUTION:**

- 1 The Committee's membership will comprise the Mayor and ~~five~~ all Councillors.

**MEETING FREQUENCY:**

- 2 The Committee is expected to meet at least twice a year, but can hold additional meetings if need arises.

**OBJECTIVE:**

- 3 The objective of the Chief Executive Performance and Employment Committee is to undertake the formal management of the Contract of Employment between the Council and the Chief Executive.

**DELEGATED AUTHORITY:**

- 4 The Chief Executive Performance and Employment Committee has the delegated authority to:
- 4.1 Approve the employment agreement between the Council and the Chief Executive including the setting of performance indicators;
  - 4.2 Work with the Chief Executive on the implementation of a new performance agreement;
  - 4.3 Conduct any performance reviews required by the performance agreement;
  - 4.4 Make decisions about the Chief Executive's remuneration;
  - 4.5 Conduct any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Local Government Act 2002;
  - 4.6 Decide on any other issues that may arise in relation to the employment or performance of the Chief Executive;
  - 4.7 Investigate or address disciplinary or performance issues that may arise relating to the Chief Executive;
  - 4.8 Seek the advice of appropriately qualified external advisers in relation to any aspect of the Chief Executive's performance agreement and performance; and
  - ~~4.9 Report back to Council at least twice a year regarding matters relating to the Chief Executive's employment.~~