



**CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE
MEETING
Agenda 13 April 2022**

NOTICE OF MEETING

An ordinary meeting will be held on Wednesday 13 April 2022 at 10:00am.

This meeting will be held at the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via video conference. All members participating via video conference will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be live-streamed and will be available to view on our [YouTube channel](#).

MEMBERSHIP OF THE COMMITTEE

Mayor Alex Beijen (Chair), Councillors Garrick Emms, Leigh Hay, Pip Maynard, Alistair Plimmer.

Open Section

A1. Apologies

A2. Conflicts of interest

A3. Public participation

As per standing order 14.17, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

A4. Actions from public participation

A5. Minutes for Confirmation:

CEO Review Committee Minutes of 25 August 2021

Proposed Resolution: *That the minutes of the CEO Review Committee meeting held on 25 August 2021 are a true and correct record.*

Pages 1-3

Public Excluded

Proposed Resolution: *That the public be excluded from the following part of the meeting.*

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:

- B1.** Confirmation of Public Excluded Minutes 25 August 2021 *(items distributed in confidence)*
- B2.** Chief Executive Annual Performance Review Report *(items distributed in confidence)*
- B3.** South Wairarapa Chief Executive Performance Agreement 2021-2022 *(items distributed in confidence)*

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Public Excluded Minutes 25 August 2021	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
Report on Chief Executive Six Month Review April 2022	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
South Wairarapa Chief Executive Performance Agreement 2021-2022	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

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 are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
a) to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)



CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE Minutes from 25 August 2021

Present: Mayor Alex Beijen (Chair), Councillors Garrick Emms, Leigh Hay, Pip Maynard, and Alistair Plimmer.

In Attendance: Harry Wilson (Chief Executive) and Suzanne Clark (Committee Advisor).

Conduct of Business: COVID-19 restrictions required this meeting to be held via video conference as elected members and members of the public were not permitted to be physically present. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. A video recording was made available shortly following the meeting on Council's website.

The meeting was held in in public under the above provisions from 10:30am to 11:07am and then under public excluded provisions until 12:00pm.

Public Forum: Lee Carter, Martin Freeth, Warren Woodgyer, Jane Austin, and Karen Krogh.

Open Section

A1. Apologies

There were no apologies.

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Mrs Carter requested that an up to date job description for the Chief Executive be made available on Council's website. Mrs Carter posed a number of questions for the Committee to consider when they assessed the Chief Executive's performance and requested the Committee ensure South Wairarapa District Council had the best leadership and that the best Key Performance Indicators were set.

Mr Freeth requested that the Committee consider Council communications and budget management when reviewing the Chief Executives performance. Mr Freeth

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Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

believed that Council communications could be improved and issues managed more proactively. Mr Freeth believed that more work was required on budget management to avoid repeats of budget overspends.

Mr Woodgyer noted legislative requirements for the conduct of Council business and believed that the current rating issue did not take into account the wellbeing of the community or ensure efficient management of the local authority. Mr Woodgyer believed that the public were entitled to hear the Chief Executive's performance be reviewed and requested the Committee consider the legislation and the rates rise impact to the community when conducting its review. Mr Woodgyer felt that the email outlining standing order restrictions on participating was intimidating.

Ms Austin noted that a position description for the Chief Executive should be readily available. Ms Austin requested the Committee set time bound measurable indicators so improvements could be measured and set out some measures and questions that the Committee should consider when conducting the review. Ms Austin stated that regular benchmarking surveys were required and that results should trend upwards. Ms Austin requested the Committee look at whether the objectives of completed operational projects had been met and noted that the recent rating increase had created economical hardship and that it would be unethical to increase the Chief Executive's salary.

Ms Krogh requested the Committee heighten scrutiny in the area of management of construction projects. Ms Krogh stated that legislation required Council to maintain appropriate records of affairs and that record keeping for the Waihinga Centre Project were inadequate. Ms Krogh expressed concerns that the Greytown Skate Park Project would be similarly managed. Ms Krogh requested that a process for managing construction projects be put in place.

A4. Actions from Public Participation

CEO REVIEW COMMITTEE NOTED:

1. Action 1: Request Council officers make the Chief Executive's Position Description publicly available; Mayor Beijen

A5. Minutes for Confirmation

CEO REVIEW COMMITTEE RESOLVED (CEO2021/05) to confirm that the CEO Review Committee minutes from the meeting held 31 March 2021 are a true and correct record.

(Moved Cr Maynard/Seconded Cr Emms)

Carried

Secretary note: The Committee believed that the A5 Recommendation had the incorrect date, however the last meeting of the Committee was the 31 March 2021, hence the recommendation was correct. No change was made to the resolution.

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CEO REVIEW COMMITTEE RESOLVED (CEO2021/06) that the public be excluded from the following part of the meeting.

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:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Minutes	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
Chief Executive Annual Performance Review	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

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 are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
a) to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)

(Moved Cr Hay/Seconded Cr Plimmer)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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