

SOUTH WAIRARAPA DISTRICT COUNCIL

9 AUGUST 2017

AGENDA ITEM C7

CHIEF EXECUTIVE OFFICER REVIEW WORKING PARTY TERMS OF REFERENCE

Purpose of Report

To inform councillors of the proposed Terms of Reference for the Chief Executive Officer Review Working Party.

Recommendations

Officers recommend that the Council:

1. *Receive the Chief Executive Officer Review Working Party Terms of Reference Report.*
2. *Approve the proposed Terms of Reference for the Chief Executive Officer Review Working Party.*
3. *Update Policy A100 to reflect the adoption of the terms of reference for this Working Party.*

1. Executive Summary

The attached terms of reference for the Chief Executive Officer Review Working Party have been drafted and need approval by Council.

2. Background

The Chief Executive Officer Review Working Party has previously not had documented terms of reference.

It was agreed all working parties of Council should have written Terms of reference to ensure their purpose and procedures for operation are correctly documented and can be referred to by members of the working party and the Chair to ensure they are operating within the correct scope of practice.

The attached terms of reference have been drafted by SWDC officers and were reviewed by the Audit and Risk Working Party at their July 2017 meeting.

The Audit and Risk Working Party recommend Council adopt these terms of reference.

3. Appendices

Appendix 1 – Chief Executive Officer Review Working Party Terms of Reference

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, Chief Executive Officer

Appendix 1 – Chief Executive Officer Review Working Party Terms of Reference



SOUTH WAIRARAPA DISTRICT COUNCIL

CHIEF EXECUTIVE OFFICER'S REVIEW WORKING PARTY

TERMS OF REFERENCE

1. Purpose

To review the performance of the South Wairarapa District Council Chief Executive (CE) on an annual basis.

- To give feedback to the CE on the effectiveness of his performance.
- To suggest areas for improvement for the CE.
- To identify any areas for development for the CE.
- To review the CEs salary and make a recommendation for Council to approve on an annual basis.

2. Membership

Membership of the Working Party is as follows:

Mayor, Deputy Mayor and two councillors appointed by the Mayor. A human resource management specialist may be co-opted to provide advice to the Working Party but is not a member of the Working Party.

All councillors participate in a pre-review workshop to discuss performance matters.

Meetings are convened by the Mayor who is the Chair of this working party.

3. Deliverables

- Establishment of a Performance Agreement with the CE including agreed Key Result Areas (KRAs) and Key Performance Indicators (KPIs)
- Ensure there are 3 monthly reviews with external consultant, Mayor and CE to check for progress and/or issues

- Working party to complete half yearly reviews and feedback to CE in conjunction with external consultant.
- Ensure CE completes a self-assessment report each year
- Arrange for confidential feedback to be provided by Councillors to external consultant to be compiled into one document to be reported to the full Council.
- Complete formal review in conjunction with external consultant.
- Ensure the CE attends appropriate professional development courses and conferences throughout the year.

4. Accountability and reporting

- The Chief Executive Officer's Review Working Party is accountable to Council.
- Written progress reports from the human resource management specialist will be submitted to Council as required but at least once a year.

5. Operating model

5.1 Meetings

5.1.1. Timing and frequency

Meetings will be held as required throughout the year.

5.1.2. Convening of Meetings

The Mayor will convene the working group.

5.1.3. Meeting procedure

Council standing orders do not apply for this working party.

5.1.4. Location

Meetings will be held in the District Council offices in Martinborough unless otherwise agreed by the Working Party.

5.1.5. Quorum

Two members will constitute a quorum.

5.1.6. Secretariat

Secretariat services to be provided by the human resource management specialist.

Workshop notes should include the date, time and place of workshop, members in attendance, topics discussed or papers presented and any resulting actions.