



Item No: 5.1

File No: 12.14.1.4

Date: 31 August 2020

Attachment: A

Meeting: CEO Performance Review Committee

Title: CEO 2019 / 2020 Performance Review Report

Responsible Manager: Mayor, Elizabeth Fricker

Author: Consultant, Richard Altman

Type of Report: **Decision Required**

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the *Local Government Act 1999* the CEO Performance Review Committee orders that all members of the public, except the CEO Performance Review Committee's Consultant, Richard Altman and the Council Secretariat, Vanessa Davidson be excluded from attendance at the meeting for Agenda Item 5.1 CEO 2019 / 2020 Performance Review Report.

The CEO Performance Review Committee is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item 5.1 is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer, in that details of her performance review will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The CEO Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because as the matter relates to details of the Chief Executive Officer's performance and remuneration.

Recommendation (Confidential)

1. That the CEO 2019 / 2020 Performance Review Report and recommendations contained in the report (Attachment A) be received and noted by the CEO Performance Review Committee.
2. That the CEO Performance Review Committee develop a recommendation for Council for the remuneration of the CEO to be increase by.....%, with the increase to be effective from 1 July 2020.

Recommendation (Public)Pursuant to s.91(7)

That having considered Agenda Item 5.1 CEO 2019/ 2020 Performance Review in confidence under section 90(2) and (3)(a) of the *Local Government Act 1999*, the CEO Performance Review Committee, pursuant to section 91(7) of that Act orders that the report and minutes be retained in confidence until the Performance Review process has been completed and that the report marked as Attachment A be retained in confidence for a period of 3 years.

And that the CEO Performance Review Committee resolves to end its confidential deliberations pursuant to section 90(2) of the *Local Government Act 1999* re admit the public.

Summary

The CEO Performance Review Committee resolved that the CEO performance review be conducted for the period from 1 July 2019 to 30 June 2020, and that the process used in earlier reviews be continued seeking feedback from all Elected Members, staff, and external stakeholders. The Committee receive the report and review the content in order to make a recommendation to Council that the report be accepted.

The report also includes a review of current remuneration requirements and the Committee should consider the data and formulate a recommendation for Council.

Background/Description

The Employment Agreement for the CEO sets out the requirement to undertake an annual performance review. The Committee had established a set of Key Performance Indicators (KPI's) in September 2019. The review provides feedback against the KPI's set and agreed by the Committee for the period from 1 July 2019 to 30 June 2020. The performance review process also includes the requirement to seek feedback regarding the CEO's performance against the Key Result Areas included in the CEO's position description, providing a rating as set out in the Employment Agreement.

Key Issues for Consideration

The Employment Agreement also requires CEO Performance Review Committee to undertake a remuneration review for the CEO within one month of the completion of the performance review. The performance review report completed in August 2020 contains data and information the CEO Performance Review Committee can consider in developing a recommendation to put to Council,

Attachment/s

Attachment A	CEO 2019 / 2020 Performance Review Report August 2020
--------------	---