

## **Terms of Reference for 2019-22 Triennium**

### **Chief Executive Employment Committee**

#### **1 Purpose**

To act for, and advise, Council on matters relating to the employment, performance and remuneration of Council's Chief Executive.

#### **2 Specific responsibilities**

- 2.1 Negotiate an initial performance agreement, subsequent performance agreements, and variations (as needed) with the Chief Executive, and recommend any performance agreement (or variation) to Council for approval.
- 2.2 Undertake a six-monthly interim review of the Chief Executive's progress against the performance agreement.
- 2.3 Conduct the annual reviews of the Chief Executive's performance and remuneration, and make recommendations to Council as an outcome of those reviews.
- 2.4 Conduct a review of employment, at the end of the Chief Executive's first term of employment, under clause 35 of Schedule 7 to the Local Government Act 2002, and make a recommendation to Council on whether the Chief Executive should be appointed for a second term or the position declared vacant under clause 34 of Schedule 7 to the Local Government Act 2002.
- 2.5 Represent Council on any issues that may arise with the Chief Executive's job description, employment agreement, performance agreement, or related matters.
- 2.6 Recommend to Council, for its approval, a recruitment, selection, and appointment process for a Chief Executive.
- 2.7 Oversee any Council-approved recruitment, selection, and appointment process for a Chief Executive (noting that Council must legally make the appointment decision).

#### **3 Members**

Five Councillors.

#### **4 Quorum**

Two Councillors.