

**QLDC Council  
30 June 2021**

**Report for Agenda Item | Rīpoata moto e Rāraki take :6**

**Department: Corporate Services**

**Title | Taitara CE Performance Review Appointments**

**PURPOSE OF THE REPORT | TE TAKE MŌ TE PŪRONGO**

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The purpose of this report is to appoint a member to the Chief Executive Performance Review Committee and to note the upcoming performance review process for the Chief Executive.

**RECOMMENDATION | NGĀ TŪTOHUNGA**

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That Council:

1. **Note** the contents of this report;
2. **Appoint** Councillor Penny Clark as a member of the Chief Executive Performance Review Committee with immediate effect; and
3. **Note** the Chief Executive Performance Review Committee’s intention to engage an external facilitator for the 2021 performance review process.

Prepared by:



Meghan Pagey  
Director People &  
Capability

16/06/2021

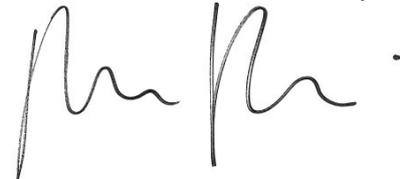
Prepared by:



Naell Crosby-Roe  
Governance & Stakeholder  
Services Manager

16/06/2021

Reviewed and Authorised by:



Meaghan Miller  
General Manager Corporate  
Services

16/06/2021

## CONTEXT | HOROPAKI

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### Chief Executive's Performance Review Committee

- 1 At the beginning of the current Council triennium (2019-2022), Councillors adopted a committee structure of Standing Committees, including the Chief Executive Performance Review Committee. As part of that process Councillor John MacDonald, along with Mayor Jim Boulton and Councillor Calum MacLeod, was appointed to the committee.
- 2 On 9 March 2021, Councillor John MacDonald resigned with immediate effect from the Council due to health reasons, leaving a vacancy on the Chief Executive Performance Review committee.
- 3 It has been proposed by the Mayor that Councillor Penny Clark be appointed to the committee to fill this vacancy.

### Performance Review Process

- 4 QLDC runs an annual performance review process for staff. It is typical that Councillors are reminded of that process prior to its commencement annually, as it relates to the Chief Executive.
- 5 The Chief Executive's Performance Review Committee (Mayor Jim Boulton and Councillor Calum MacLeod, pending Council's consideration of Councillor Penny Clark's appointment) intend to conduct the performance review process in 2021 with the assistance of an independent external facilitator. This is accepted as best practice across the Local Government sector, and is recommended as a pro-active approach to further support both the Committee and the Chief Executive with the performance review. A procurement process, supported by Meghan Pagey, People & Capability Director, is underway. Councillors and the Chief Executive will be informed when the facilitator is appointed.
- 6 The Chief Executive's performance review is expected to be completed by end July 2021.

## ANALYSIS AND ADVICE | TATĀRITANGA ME NGĀ TOHUTOHU

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### Chief Executive's Performance Review Committee

- 7 Option 1 Appoint Councillor Penny Clark as a member of the Chief Executive Performance Review committee with immediate effect and for the remainder of the current triennium.

#### *Advantages:*

- 8 Ensures the Chief Executive Performance Review committee has the required number of members as detailed in the QLDC Delegations Register and Terms of Reference.
- 9 Councillor Clark is an experienced elected member with broad knowledge of Council activities, as well as current Chair of the Planning & Strategy committee and Appeals subcommittee.

10 Consistent with the recommendation of the Mayor.

*Disadvantages:*

11 None

12 This report recommends **Option 1** for addressing the matter, and that Council notes the intention to engage an independent external facilitator.

#### **CONSULTATION PROCESS | HĀTEPE MATAPAKI:**

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##### **> SIGNIFICANCE AND ENGAGEMENT | TE WHAKAMAHI I KĀ WHAKAARO HIRAKA**

13 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy.

14 The persons who are affected by or interested in this matter are the members of the Chief Executive Performance Review committee.

15 Stakeholder or community consultation is not required in this matter.

##### **> MĀORI CONSULTATION | IWI RŪNANGA**

16 Consultation with Iwi is not required in this matter.

#### **RISK AND MITIGATIONS | NGĀ RARU TŪPONO ME NGĀ WHAKAMAURUTANGA**

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17 This matter relates to the Strategic/Political/Reputation It is associated with ensuring the effective conduct of Council and Committee meetings within the QLDC Risk Register. This risk has been assessed as having a low inherent risk rating.

18 The approval of the recommended option will support the Council by allowing the risk to be avoided. This shall be achieved by ensuring a full complement of members as required under the QLDC Delegations Register and Terms of Reference, thereby enabling the Chief Executive Performance Review process to be completed.

#### **FINANCIAL IMPLICATIONS | NGĀ RITENGA Ā-PŪTEA**

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19 None

#### **COUNCIL EFFECTS AND VIEWS | NGĀ WHAKAAWEAWE ME NGĀ TIROHANGA A TE KAUNIHERA**

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20 N/A

#### **LOCAL GOVERNMENT ACT 2002 PURPOSE PROVISIONS | TE WHAKATURETURE 2002 O TE KĀWANATAKA Ā-KĀIKA**

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21 N/A