

TO: COUNCIL
FROM: CLARE HADLEY – CHIEF EXECUTIVE
AUTHORISED BY: CLARE HADLEY – CHIEF EXECUTIVE
MEETING DATE: TUESDAY 28 SEPTEMBER 2021

IN COMMITTEE

Reason for Exclusion:

Local Government Information and Meetings Act 1987 –

(7) Other reasons for withholding official information:

(2) (a) Protect the privacy of natural persons, including that of deceased natural persons.

<p align="center">CHIEF EXECUTIVE PERFORMANCE REVIEW PROCESS – PROCESS FOR 2020/21 YEAR</p>
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SUMMARY:

Council has an obligation to undertake a review of the Chief Executive's performance no less than annually.

This report sets out the proposed process.

It is intended that Council's advisor for the review – Dennis O'Callaghan – will join the meeting to discuss the process for this.

RECOMMENDATIONS

That Council:

- 1 Receive the report "Chief Executive Performance Review – Process for 2020/21 Year".**
- 2 Hear from Mr O'Callaghan and determine the most appropriate process for the review.**
- 3 Confirm the review should be conducted in the period October-November, with matters finalised at its meeting on 23 November.**

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i>
	No

2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No

FINANCIAL IMPLICATIONS

The costs of the external advisor are estimated at no more than \$10,000. This can be accommodated within the consultancy budget.

BACKGROUND

The contract between Council and the Chief Executive requires an annual performance review to be undertaken. At the time of her first performance review, Council elected to use the services of Dennis O'Callaghan of Just Rewards.

This report assumes that Mr O'Callaghan will again conduct the review, as he did in 2020. After discussing the Thomson Reviews with Mr O'Callaghan, he believes a truncated review may suit this year, focusing on the six expected result areas and KPIs. This approach is one that Council may wish to discuss with Mr O'Callaghan. Mr O'Callaghan has been invited to join the Council meeting by Zoom to discuss the process with councillors.

TIMING

The Chief Executive's performance review is typically finalised in conjunction with the adoption of the Annual Report. This year, the Annual Report may not be adopted until the last week before Christmas, so it is proposed that the draft Annual Report be utilised for the measurement of KPIs. This should be available around end October.

Council could seek to have the review undertaken in the period mid-late October, possibly with a Council workshop in early November, and finalising matters at its meeting on 23 November.

OPTIONS

- 1 Conduct a performance review using the services of Mr O'Callaghan. This is the preferred option, on the understanding that Council has been satisfied with Mr O'Callaghan's services previously.
- 2 Conduct a performance review using the services of an alternative provider. This is the less preferred option, as Council would need to identify what it was looking for, which may also come at higher cost.
- 3 Not undertaking a performance review is not an option.

CONCLUSION

Council needs to undertake a performance review of the Chief Executive no less than annually. This report proposes continuing to use Dennis O'Callaghan of Just Rewards to conduct the review, including any workshop with councillors, and to finalise the review at Council on 23 November.