

# CHIEF EXECUTIVE PERFORMANCE REVIEW PROCESS FOR 2021/22 YEAR

**To:** Council  
**Meeting Date:** Tuesday 26 April 2022  
**From:** Clare Hadley – Chief Executive  
**Approved:** Clare Hadley - Chief Executive  
**Approved Date:** Tuesday 12 April 2022

**Open Agenda:** No

**Public Excluded Agenda:** Yes

## Reason(s) for the Public Excluded

Section of the Act	Subclause and Reason under the Act	"Plain English" Reason	When Report Can Be Released
7	(2)(a) Protect the privacy of natural persons, including that of deceased natural persons	To protect people's privacy	

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## Purpose and 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 proposed to hold this earlier this year, to avoid the election period.

## Recommendations

That Council:

1. Receive the report "Chief Executive Performance Review Process for 2021/22 Year".
2. Confirm the approach to the review and that it should be concluded by 21 June 2022.

## **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 and 2021.

The Chairs Group asked the Chief Executive to contact Mr O'Callaghan, and determine the most appropriate approach to the review, and agree timing for it.

## **Issues**

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

## **Timing**

The 2021 review sought feedback from elected members, the Chief Executive's direct reports and external stakeholders. Mr O'Callaghan proposes that this year, the feedback be limited to elected members and direct reports.

The performance review is slightly complicated this year by the election period July-September; a new Council in October, and once again, the late adoption of the Annual Report in December.

Mr O'Callaghan suggests that in light of these factors, the surveys are undertaken in May (sent out week commencing 9 May 2022, responses required no later than 10 June 2022) with a workshop with Councillors on 21 June 2022. This would allow for a full report to be presented to Council at its meeting on 28 June 2022.

## **Next Steps**

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 with data collection through May/June, a workshop on 21 June 2022 and to finalise the review at Council on 28 June 2022 in order to avoid the election period.

## **Attachments**

Nil.