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**ORDINARY MEETING**

**OF**

**PERFORMANCE REVIEW COMMITTEE**

**THURSDAY, 13 AUGUST 2015**

Time: 1.30 pm  
Date: Thursday, 13 August 2015  
Venue: Office of the Mayor  
MOB4  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Wade-Brown

Councillor Coughlan  
Councillor Lester (Chair)  
Councillor Marsh  
Councillor Peck

## **AREA OF FOCUS**

The Performance Review Committee is established to review the Chief Executive's performance and to recommend to the Council the terms and conditions of the Chief Executive's employment including any performance agreement measures and annual remuneration.

**Quorum:** 3 members

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## 1 Meeting Conduct

### 1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### 1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 1.3 Confirmation of Minutes

The minutes of the meeting held on 09 June 2015 will be put to Performance Review Committee for confirmation.

### 1.4 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### 1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows:

***Matters Requiring Urgent Attention as Determined by Resolution of the Performance Review Committee.***

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

***Minor Matters relating to the General Business of the Performance Review Committee.***

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Performance Review Committee.

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## 2. Public Excluded

Resolution to Exclude the Public:

THAT the Performance Review Committee :

Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
2.1 Chief Executive Performance Review Self-assessment	s7(2)(a) To protect the privacy of natural persons and commercial sensitivity	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
2.2 Chief Executive Performance Review 2014/15	s7(2)(a) To protect the privacy of natural persons and commercial sensitivity	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
2.3 Remuneration Review - Chief Executive	s7(2)(a) To protect the privacy of natural persons and commercial sensitivity	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
2.4 Adoption of the 2016 PRC Forward Programme	s7(2)(a) To protect the privacy of natural persons and commercial sensitivity	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.