

# Chief Executive Employment and Performance Review Committee

## Terms of Reference

*Adopted by Hawke's Bay Regional Council resolution 12 November 2025*

### 1. Purpose

The purpose of the Chief Executive Employment and Performance Review Committee is act for and advise Council on matters relating to the employment, performance and remuneration of Council's Chief Executive.

### 2. Specific responsibilities

The Chief Executive Employment and Performance Review Committee will:

- 2.1. Negotiate and agree annually with the Chief Executive, performance targets and key result area weightings including measurement of those performance targets – for recommendation to Council.
- 2.2. Undertake six monthly, or more frequent if required, performance reviews of progress against the performance targets.
- 2.3. Conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes at such time as agreed with the Chief Executive.
- 2.4. Develop, following consultation with Council, the appropriate amendments or adjustments to the terms and conditions of employment and the remuneration of the Chief Executive arising from the annual review.
- 2.5. Represent Council on any issues which may arise in respect to the Chief Executive's job description, employment agreement, performance agreement or related matters.
- 2.6. Conduct and complete a review of employment under clause 35 schedule 7 of the Local Government Act 2002 and make a recommendation to Council as to the continued appointment or vacancy under clause 34 schedule 7 of the Local Government Act 2002.
- 2.7. Recommend to Council, for its approval, a recruitment, selection and appointment process for a Chief Executive.
- 2.8. Oversee the Council-approved recruitment, selection and appointment process for a Chief Executive (noting that a decision on appointment must by law be made by the Council).

### 3. Accountability

- 3.1. The Chief Executive Employment and Performance Review Committee is delegated to make recommendations to Council only.
- 3.2. For the avoidance of doubt, the Chief Executive Employment and Performance Review Committee does not have the delegated authority to decide:
  - 3.2.1 the Chief Executive's job description and associated job specifications
  - 3.2.2 the appointment process for the role of Chief Executive
  - 3.2.3 the appointment and remuneration package of the preferred candidate for the position of Chief Executive.

The Chief Executive Employment and Performance Review Committee may:

- 3.3. recommend matters to Council as it deems appropriate.
- 3.4. Obtain external legal or independent professional advice within approved budgets in the undertaking of its responsibilities and duties.
- 3.5. Receive all the information and documentation needed or requested to fulfil its responsibilities and duties, subject to applicable legislation.
- 3.6. The Chair may refer urgent matters to the Council where this Committee would ordinarily have considered the matter.

#### **4. Membership**

- 4.1. The Committee is to comprise of three councillor members being the Regional Council Chair, Sophie Siers, and Deputy Chair, Jerf van Beek, and one Māori Constituency councillor, Thompson Hokianga, appointed by the Council.
- 4.2. The Council Chair will be the Committee Chair – Sophie Siers.
- 4.3. The Council can appoint additional members for a period when their appointment is deemed necessary for the Committee to discharge its functions.

#### **5. Meeting Frequency**

- 5.1 Meetings may be called as required to fulfil the purpose and responsibilities of the Committee reporting to Council, at the discretion of the Chair or as required by Council.

#### **6. Quorum**

- 6.1 The quorum at any meeting of the Committee shall be the majority of members, including the Chair.