

NORTHERN AREAS COUNCIL

C.E.O. PERFORMANCE MANAGEMENT PANEL

(Established as a Committee of Council pursuant to Section 41 of the Local Government Act 1999, on 18 January 2011)

**Minutes of the C.E.O. Performance Management Panel held on
Tuesday 31 October 2017, at 6pm.**

PRESENT

Members

Cr. D.V. Clark (Mayor)
Cr. G.W. Lange
Cr. B. J. Browne
Cr. S.V. Scarman (Proxy)

Staff

Colin Byles (Chief Executive Officer)

APOLOGIES

Nil

ABSENT

Nil

MEETING COMMENCED: 6:00pm

1. CONFIRMATION OF THE PREVIOUS MINUTES

Moved Cr. Lange Sec. Cr. Browne
That the minutes of the Northern Areas Council CEO performance
Management panel meeting held 28 June 2017, as circulated, be taken
as read and confirmed.

CARRIED 9008

2. BUSINESS ARISING FROM THE MINUTES – NIL

3. BUSINESS

3.1 CEO PERFORMANCE MANAGEMENT PANEL

MOVED Cr. Browne SECONDED Cr. Lange
that pursuant to section 90 (2) of the Local Government Act 1999, the
Council orders that all members of the public, except Colin Byles
(Chief Executive Officer) be excluded from attendance at the meeting
for Agenda Item 3.1 – Confidential Item CEO Performance
Management Panel.

That Council is satisfied that pursuant to section 90 (9) (b) of the Act,
the information to be received, discussed or considered in relation to
this Agenda item is related to the employment performance of the
staff member.

In addition, the disclosure of this information would, on balance, be
contrary to the public interest. The public interest in public access to
the meeting has been balanced against the public interest in the

continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the item is related to the employment performance of a staff member.

CARRIED 9009

3.2 BUSINESS

3.2.2 Quarterly CEO Performance Review

CEO provided a written report (attached) on the progress of the set Key Performance Indicators.

CEO was concerned that the Key Performance Indicators did not show enough of what was currently happening in the organisation to keep members informed when a quarterly review was being conducted.

CEO suggested that the Key Result Areas in the CEO Job Description and as these were used in the external CEO Review in February 2017 these Key Result Areas be reported on at each quarterly review.

In addition at the March 2017 Annual CEO Performance Review a small number of issues were outlined to the CEO and suggested these be focussed on during the next year.

CEO handed out a paper (attached) on what these Key Result Areas are and the issues to focus on from the March 2017 Annual Review.

The CEO Performance Review Panel agreed with the process the CEO had put forward.

CEO provided a verbal report on the Key Result Areas and issues to focus on.

MOVED Cr. Browne

SECONDED Cr. Lange

That the CEO Performance Management Panel accepts the written and verbal report presented by the CEO that shows progress to date on the set KPI's and the Key Result Areas and is of the opinion that all Key Performance Indicators and Key Result Areas are being met.

CARRIED 9010

4.. OTHER BUSINESS

MOVED Cr. Lange

SECONDED Cr. Browne

That the meeting now resume in open session.

CARRIED 9011

3. DATE OF NEXT MEETING

That the next meeting of the CEO Performance Review Panel be held after the February 2018 Council Meeting.

4. MEETING CLOSED

The Mayor declared the meeting closed at 7.16pm

Confirmed at the Ordinary Council Meeting held on Tuesday 21st
November 2017.

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Mayor

CONFIDENTIAL