

Terms of Reference

As at October 2026

Elected Members	Five elected members
External Members	None
Chair	Deputy Mayor
Meeting frequency	Four monthly (three times per year) 1. To approve the performance plan for the year 2. Mid year progress review 3. Annual performance review Other - as required
Reports to	Council

Purpose

- The Chief Executive Employment and Performance Committee, as required, has the role of undertaking any recruitment and selection process as part of the recruitment and appointment of the Chief Executive under the Local Government Act 2002 (LGA), for recommendation to the Council.
- The Committee has responsibility under S32 and 35 of Schedule 7 of LGA for the effective monitoring of the Chief Executive's performance, professional development and the delegated authority to undertake the annual remuneration review and determine any market movements and salary adjustments, where applicable.

Terms of Reference (delegations)

The Committee will have responsibility and authority to:

- Lead the Chief Executive recruitment process in accordance with best practice and in compliance with the Local Government Act 2002. However, this does not give the committee the power to appoint a Chief Executive, this must be done by full Council (S32 of schedule 7 of LGA).
- Agree the annual performance objectives, including professional development opportunities, with the Chief Executive.
- Undertake a six-monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments, with the Chief Executive (Appendix 1 for recommended timing).
- Conduct an annual remuneration review and determine any adjustments to remuneration.
- Seek independent professional advice on good employer practice and remuneration as necessary.
- Manage any other matters relating the Chief Executive's employment including any employment dispute that may arise.

The following responsibilities sit with the Council, and not the Committee:

- Appointment of the Chief Executive
- Undertake contract renewal / extension in accordance with the Local Government Act 2002.
- Negotiate and amend the terms and conditions of employment of the Chief Executive.

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Appendix 1

Task	Due by
Chief Executive (CE) provides draft Annual KPIs for Committee review	*Early-October
Final Annual KPIs agreed by Committee, with CE	Mid-October
Half-year interim review of progress on KPI's by the Committee	Mid-December to mid-January
Committee receives Market Movement report from Group Manager – Corporate Services	May to early June
End of year Performance Review completed by Committee, with CE	**Early-June
Annual performance movement and market movement assessed by the Committee for formal resolution	Mid-June
The Committee adopts the annual remuneration adjustments for the following year	End of June; effective 01 July

**Timing in the first year may require adjusting depending on the date of the appointment of the Chief Executive.*

*** Where there is a first part year the Committee may review the market movement in time for 01 July of the first full year, and in negotiation with the Chief Executive agree whether a full performance review is required for a part year.*