

Chief Executive Performance and Employment Committee - Terms of Reference

Chair	The Mayor
Membership	Deputy Mayor and Chairs of Finance and Performance; Innovation and Sustainable Development; Social, Community Development and Housing; Infrastructure, Transport and Environment and Regulatory Committees
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Monthly.
Reports To	Council

Areas of Focus

The Chief Executive Performance Committee considers and reports to the Council on the following matters:

- Overseeing the performance of the Chief Executive in line with the performance agreement and his/her ongoing relationship with the Council, and report regularly to the Council on his or her performance
- Facilitating regular performance reviews of the Chief Executive and reporting on a regular basis to the Council
- Undertaking reviews of the Chief Executive's remuneration package in accordance with the employment agreement and make recommendations to the Council
- Engaging relevant external advice including independent legal advice to assist the committee with all or any of these matters, as appropriate, ensuring such advisors are not otherwise contracted to the Council for similar services
- As may be necessary from time to time, matters relating to succession planning and the appointment of a Chief Executive, including:
 - Overseeing the recruitment and selection process for a Chief Executive
 - Recommending candidates and remuneration to the Council for consideration
- Organisational capability, workforce planning and development
- Council remuneration and employment policy including the living wage