

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 20 MAY 2016
63 MT BARKER ROAD STIRLING**

Presiding Member: Cr Jan-Claire Wisdom

Members present:

Cr Jan Loveday
Cr Ian Bailey
Ms Paula Davies, Independent Member

In attendance:

Megan Sutherland	Manager Organisational Development
Andrea Sargent	Manager Governance & Risk
Pam Williams	Minute Secretary
Andrew Aitken	Chief Executive Officer (attended for agenda item 6.1)

1 Commencement

The meeting commenced at 3.33pm.

2 Apologies

Mayor Bill Spragg

3 Previous Minutes

3.1 CEO Performance Review Panel Meeting – 18 November 2015

Moved Cr Jan Loveday
S/- Cr Ian Bailey

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That the minutes of the CEO Performance Review Panel meeting held on 18 November 2015 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

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4 Delegation of Authority

In accordance with the CEO Performance Review Panel Terms of Reference, the Committee has no delegated decision-making powers.

5 Declaration of Interest by Members of the Committee

Nil

6 Officer Reports – Decision Items

6.1 2015-2016 CEO Key Performance Indicator Update

Moved Paula Davies

21

S/- Jan Loveday

1. That the report be received and noted,
2. The completion date of the suite of KPIs to be the end of October 2016.

Carried unanimously

6.2 Process Discussion – CEO Performance Review 2016

Moved Cr Jan Loveday

22

S/- Cr Ian Bailey

1. That the report be received and noted.
2. That the CEO Performance Review Panel recommends to Council to undertake the 2016 CEO Review process using an external consultant.
3. That a minimum of three quotes from consultants be sought and a report prepared for the Panel.

Carried unanimously

6.3 CEO Performance Review Panel – Next meeting date

Moved Paula Davies

23

S/- Cr Ian Bailey

That the next CEO Performance Review Panel meeting be held no later than Thursday 28 July 2016 from 3.00pm.

Carried unanimously

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7 Next Meeting

The next ordinary meeting of the CEO Performance Review Panel will be held by Thursday 28 July 2016, from 3.00pm at 63 Mount Barker Road, Stirling.

8 Close Meeting

The meeting closed at 4.46pm.