



Our reference
F19/13/03-D21/26182

24 September 2026

Notice of Meeting

Notice is hereby given that, the **Employment Relations** committee meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford**, on **Tuesday 29 September 2026**, beginning at **3.00pm**.

The timetable is as follows:

10.00am	Workshop • Long Term Plan – Early Conversations ○ Water Services ○ Assets Department
12.00pm	Lunch for Councillors
1.00pm	Workshop • Long Term Plan – Early Conversations ○ Water Services ○ Assets Department
3.00pm	Employment Relations Committee

Yours faithfully

Sven Hanne
Chief Executive

2026 - Agenda - Employment Relations Committee - September - Open



29 September 2026 09:00 AM

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AGENDA

Employment Relations Committee



F25/96/005 – D26/36784

Date: Tuesday 29 September 2026 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 Opening Karakia
D21/40748 Page 5

1.2 Health and Safety Message
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2. Apologies

3. Announcements

4. Declarations of members interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.

5. Resolution to Exclude the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item No: 6-8

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Associated Minutes. Chief Executive KPIs and the Forthcoming End of Term	The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(a) Local Government Official Information and Meetings Act 1987

/_____
Moved/Seconded

6. Public Excluded Item -

7. Public Excluded Item

8. Public Excluded Item

9. Resolution to Open to the Public

Recommendation

THAT the open meeting resume.

/_____
Moved/Seconded

10. Decision Report - Employment Relations Committee Delegations

D26/24871 Page 7

Recommendations

1. THAT the report be received.
2. THAT the Employment Relations Committee recommends to Council that the Committee's delegations be amended to provide authority to make decisions on all matters within its Terms of Reference, except where legislation requires a decision of the full Council.
3. THAT the Employment Relations Committee recommends to Council that the Committee be renamed the Chief Executive Performance Review Committee, and that the Committee's Terms of Reference be amended accordingly.

Recommended Reason

To improve governance and confidentiality by aligning the Committee's delegated authority with its responsibilities for overseeing Chief Executive employment and performance matters. The proposed name change will also provide greater clarity to elected members and the public.

/_____
Moved/Seconded

11. Questions

12. Closing Karakia

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Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.



Our reference
F19/13/03-D22/17082

Health and Safety Message

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

DECISION REPORT



F25/96/006 – D26/35694

To: The Employment Relations Committee
From: The Governance Advisor
Date: 29 September 2026
Subject: Employment Relations Committee Delegations

Recommendations

1. THAT the report be received.
2. THAT the Employment Relations Committee recommends to Council that the Committee's delegations be amended to provide authority to make decisions on all matters within its Terms of Reference, except where legislation requires a decision of the full Council.
3. THAT the Employment Relations Committee recommends to Council that the Committee be renamed the Chief Executive Performance Review Committee, and that the Committee's Terms of Reference be amended accordingly.

Recommended Reason

To improve governance and confidentiality by aligning the Committee's delegated authority with its responsibilities for overseeing Chief Executive employment and performance matters. The proposed name change will also provide greater clarity to elected members and the public.

/
 Moved/Seconded

1. Purpose of Report

- 1.1 The Employment Relations Committee has primary responsibility for overseeing the Chief Executive's performance agreement and monitoring the CE's performance. Unlike the Executive Committee, its decisions and recommendations are subject to adoption by the full Council and it does not have delegated authority to make decisions on these matters independently.
- 1.2 This report requests that the Committee requests that the Council delegate authority to the Employment Relations Committee.

2. Executive Summary

- 2.1 The Terms of Reference for Council Committees were adopted in December 2025, and the Local Governance Statement was adopted in February 2026. At present, matters considered by the Employment Relations Committee must be referred to the full Council for adoption.
- 2.3 To support efficient administration and maintain appropriate confidentiality in employment matters, it is considered appropriate to recommend that Council delegate authority to the Employment Relations Committee to make decisions without requiring subsequent Council adoption.
- 2.4 The sole exception would be the appointment of a Chief Executive. Under clause 32(1)(e) of Schedule 7 of the Local Government Act 2002, the power to appoint a Chief Executive cannot be delegated and must remain with the Council.
- 2.5 It may be appropriate to consider renaming the Committee to better reflect its role and responsibilities. A clearer and more transparent title, such as the Chief Executive

Performance Review Committee, may assist in accurately communicating the Committee's purpose.

3. Local Government Act 2002 - Section 10

Under section 10 of the Local Government Act 2002, the Council's purpose is to "enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future"			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			No
Social	Economic	Environmental	Cultural

The decision relates solely to changes in governance delegations and, as such, has no impact on the four well-beings.

4. Background

- 4.1 The Committee Terms of Reference were adopted at the beginning of the current triennium in December 2025. As part of this process, the Employment Relations Committee was established with responsibility for overseeing the Chief Executive's performance agreement and monitoring performance outcomes. Prior to the establishment of this Committee, these matters were considered by the Executive Committee, which holds full delegated authority from the Council.
- 4.2 The Terms of Reference provide that matters considered by the Employment Relations Committee are subject to Council approval. This is reflected in the Terms of Reference adopted by Council at its December 2025 Ordinary Council meeting, with most delegations stating "subject to Council's final approval". Accordingly, decisions and recommendations of the Employment Relations Committee are currently adopted by full Council.
- 4.3 Given the nature of the matters considered by the Employment Relations Committee, meetings are generally conducted in public excluded session due to the sensitive and confidential nature of the information discussed. To maintain confidentiality and protect the integrity of the Committee's processes, reports are not circulated beyond Committee members, consistent with the approach taken for Executive Committee papers.
- 4.3 Accordingly, it remains arguable whether elected members who are not members of the Committee should have access to the full details of matters considered by the Committee, except where required by legislation. This includes decisions required under the Local Government Act 2002, such as the appointment of a Chief Executive, which must be determined by the full Council.
- 4.4 It has been requested to the District Mayor that the Employment Relations Committee be delegated authority to the same extent as the Executive Committee, such that its decisions do not require subsequent adoption by the full Council. This approach would better protect the privacy and confidentiality of CE employment-related matters and support the efficient administration of Council business.
- 4.5 It is also common practice for local authorities to establish a dedicated committee to oversee Chief Executive performance and employment matters. In many cases, these committees are delegated the authority to make decisions without requiring further Council approval, except where legislation requires the decision to the full Council, such as the appointment of a Chief Executive.

- 4.6 The title Employment Relations Committee may not accurately reflect the Committee's function. To members of the public, the title could suggest responsibility for a broad range of employment relations matters, whereas the Committee's primary focus is the Chief Executive's employment, performance, and related matters.

5. Consultative Process

- 5.1 **Public Consultation - Section 82**
Not required.
- 5.2 **Māori Consultation - Section 81**
Not required.

6. Risk Analysis

None.

7. Sustainability Consideration

None.

8. Decision Making Process - Section 79

8.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	None
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	None

8.2 Data

Not required.

8.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance and Engagement Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance and Engagement Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	

In terms of the Council's Significance and Engagement Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		√

8.4 Options

Option One: Request that Council amend the delegations of the Employment Relations Committee to provide it with decision-making authority for all matters within its Terms of Reference, except those that are required by legislation. This would align the Committee's delegated authority with that of the Executive Committee and remove decisions being referred to Council for adoption.

Under this option, Council would also be requested to rename the Committee to the Chief Executive Performance Review Committee.

Option Two: Do nothing and retain the current governance arrangements, whereby decisions and recommendations of the Employment Relations Committee remain subject to adoption by the full Council.

Option Analysis:

Option One is considered the preferred option as it aligns the Committee's responsibilities with an appropriate level of delegated authority. The Employment Relations Committee is specifically established to oversee matters relating to the Chief Executive's employment and performance, and membership was appointed by Council for that purpose. Extending delegated authority would improve governance by removing the need for matters already considered in detail by the Committee to be subsequently referred to Council for adoption. It would also better protect the confidentiality of information, while still preserving Council's statutory responsibilities where legislation requires decisions to be made by the full Council.

Renaming the Committee to the Chief Executive Performance Review Committee would further improve transparency by ensuring the Committee's title accurately reflects its function and responsibilities, thereby reducing the potential for misunderstanding by elected members and the public.

Option Two would retain the current governance arrangements and ensure that all elected members continue to participate in final decision-making on matters considered by the Committee. While this provides a broader oversight, it also results in a duplication of process, requiring both the Committee and Council to consider the same matters. Given that Committee papers are generally not distributed beyond Committee members due to their confidential nature, non-Committee members may be required to make decisions without having access to the full information considered by the Committee.

- 8.5 **Financial**
None.
- 8.6 **Prioritisation & Trade-off**
Would better support more efficient administration and maintain appropriate confidentiality.
- 8.7 **Legal Issues**
None. The proposal is consistent with the Local Government Act 2002.
- 8.8 **Policy Issues - Section 80**
None. The proposal is consistent with the Local Government Act 2002.

Appendix A: Current Terms of Reference for the Employment Relations Committee


Gareth Hancock
Governance Advisor


[Approved by]
Sven Hanne
Chief Executive

Date 18 September 2026

Appendix A: Current Terms of Reference for the Employment Relations Committee

Employment Relations Committee

Purpose

- The Employment Relations Committee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance.

Responsibilities

- To establish key performance indicators (KPIs) for the Chief Executive.
- To manage the annual remuneration and performance review for the Chief Executive
- To deliver the recruitment process for the Chief Executive when required

Delegations

Considering and advising Council on all matters relevant to the employment of the Chief Executive, including:

- Developing, in consultation with the Chief Executive, and recommending to Council no later than June each year, an Annual Performance Agreement for the Chief Executive for the upcoming financial year.
- Providing the opportunity for Councillors to provide feedback on the annual performance review of the Chief Executive.
- Reviewing and recommending to Council appropriate amendments or adjustments of the remuneration and terms and conditions of employment of the Chief Executive arising from the end of year review. Negotiating with the Chief Executive as required to complete this review.
- Negotiating, subject to Council's final approval, any amendments, additions, or alterations to the Chief Executive's Annual Performance Agreement.
- Recommending to Council, should this become necessary, a selection and appointment process for the role of Chief Executive.
- Engaging independent advice and assistance to undertake the committees' responsibilities as and when required.

The Committee does not have authority to make an offer of employment for the Chief Executive role. In accordance with Clause 32(1)(e), Schedule 7 of the Local Government Act 2002, this power cannot be delegated by the Council. On the same grounds, the Committee cannot terminate the Chief Executive's employment.

Membership

- Comprises five members of Council including the Mayor and Deputy Mayor.
- The chairperson shall be the Deputy Mayor

Quorum

Three members (majority of the membership)

Frequency of Meetings

- Annually, unless circumstances require additional meetings.



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.