

17.3 MINUTES OF THE CEO PERFORMANCE REVIEW PANEL WEDNESDAY 4 NOVEMBER 2020

Responsible Officer: Katrina Bell, Coordinator Organisational Development

Attachments: 1. Minutes of the CEO Performance Review Panel meeting held Wednesday 4 November 2020

153

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

RECOMMENDATION

That Council accepts the minutes of the CEO Performance Review Panel meeting held Wednesday 4 November 2020 as read and received and adopts all recommendations contained within these minutes.

**MOVED COUNCILLOR PAUL IRELAND
SECONDED COUNCILLOR REBECCA BOSELEY**

That Council accepts the minutes of the CEO Performance Review Panel meeting held Wednesday 4 November 2020 as read and received and adopts all recommendations contained within these minutes.

CARRIED.



CONFIDENTIAL CEO Performance Review Panel Minutes

Wednesday, 4 November 2020

Minutes index

1	Meeting Opening.....	3
2	Apologies	3
3	Confirmation of Minutes	3
4	Business Arising from the Minutes of the Previous Meeting	3
5	Confidential Items	4
5.1	Review of the CEO's Strategic Goals	4
5.2	CEO Remuneration Review	7
5.3	Discussion of Proposed Strategic Goals and Remuneration Review with CEO, Jason Taylor	17
6	Other Business	21
7	Next Meeting	21
8	Closure.....	21

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1 MEETING OPENING

The Chairperson Deputy Mayor, Cr Paul Ireland opened the meeting at 2:56pm and welcomed those in attendance by reading the acknowledgment of country.

Southern Mallee District Council acknowledges the Ngarkat people as the traditional custodians of the land on which we meet and work. We respect their culture and we extend that respect to other Aboriginal and Torres Strait Islander people.

PRESENT:

- Cr Paul Ireland (Deputy Mayor)
- Cr Rebecca Boseley
- Cr Andrew Grieger (Mayor)

IN ATTENDANCE:

- Jason Taylor (Chief Executive Officer)
- Katrina Bell (Coordinator Organisational Development)
- Matt Hobby (Director, Perks People Solutions) via zoom

2 APOLOGIES

Nil

3 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the CEO Performance Review Panel Meeting held Wednesday 16 September 2020 be taken as read and confirmed.

COMMITTEE RESOLUTION

- Moved: Cr Rebecca Boseley
- Seconded: Cr Andrew Grieger

That the minutes of the CEO Performance Review Panel Meeting held Wednesday 16 September 2020 be taken as read and confirmed, with the correction of the date of item 5.2 to read as 1 July 2020 – 30 June 2021.

CARRIED

4 BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Nil

5 CONFIDENTIAL ITEMS

5.1 REVIEW OF THE CEO'S STRATEGIC GOALS

RECOMMENDATION

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Coordinator Organisational Development be excluded from attendance at the meeting held on Wednesday 4 November 2020 for Agenda Item 5.1 Review of the CEO's Strategic Goals;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.1 Review of the CEO's Strategic Goals is:
 information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.1 in confidence.

COMMITTEE RESOLUTION

Moved: Cr Andrew Grieger
 Seconded: Cr Rebecca Boseley


That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Coordinator Organisational Development be excluded from attendance at the meeting held on Wednesday 4 November 2020 for Agenda Item 5.1 Review of the CEO's Strategic Goals;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.1 Review of the CEO's Strategic Goals is:
 information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.1 in confidence.

CARRIED

5.1 REVIEW OF THE CEO'S STRATEGIC GOALS

Responsible officer: Katrina Bell, Coordinator Organisational Development

Attachments: 1. Jason Taylor - Proposed Strategic Goals 1 July 2020 - 30 June 2021 - Confidential 

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Executive summary

Director of Perks People Solutions, Matthew Hobby, to present the proposed strategic goals to the CEO Performance Review Panel for discussion.

Discussion Summary

Matt Hobby, Director Perks People Solutions, provided an an overview of the development process for the proposed Strategic Goals. In a meeting held with CEO, Jason Taylor, in Adelaide the focus points were discussed and a goal for each section of the Job Description was created for the period of 1 July 2020 – 30 June 2021.

The panel made positive comments towards notable efforts Jason has initiated, in particular to the second KPI, being the recent introduction of the "Southern Mallee Matters" emails.

A suggested amendment to be made was to the Financial Management KPI. This was to add a procedure to also be developed and to add a date for both of these items to be presented to Council for consideration.

Some clarification was also requested around what the 5.1m included in Leadership & Management KPI.

COMMITTEE RESOLUTION

Moved: Cr Rebecca Boseley

Seconded: Cr Andrew Grieger

1. That Council adopts the Proposed Strategic Goals, with the the updated amendments as disccussed.

CARRIED



Proposed Strategic Goals - Jason Taylor - CEO

Following from the June 2020 Performance Review for Jason Taylor, the following Strategic Goals have been proposed to cover the July 2020 to June 2021 period.

KPI (as per the Job Description)	Summary of Action	Strategic Goals due end June 2021
Economic Development	Deliver the Commercial Centres Revitalisation Project	Finalise Stage 1 documentation for the Pinnaroo Village Green Masterplan and Lamerloo Town Centre Plan projects by January 2021. Substantially complete Stage 1 on ground works for both the Pinnaroo Village Green Masterplan and Lamerloo Town Centre Plan projects by 30 June 2021.
Representation, Public Relations and Relationships	Effective Councillor relationships	Provide regular communication updates to all Elected Members with either an Elected Members Briefing or an informal email update being provided each week.
Governance and Reporting	Establish the strategic plan and deliver quality Council agendas	Present the Strategic Management Plan to Council for adoption by February 2021. Continue to provide high quality Council reports and agendas in line with the independent review of reports and agendas completed in 2018.
Financial Management	Improve the budget process and deliver sound financial management	Develop a new policy for Council adoption that documents the annual business plan and budget process and meet the policy requirements in the preparation of the 2021/22 annual business plan and budget. Ensure the 2020/21 annual budget is delivered with an operating surplus.
Leadership and Management	Deliver the annual capital works program	Ensure delivery of at least 90% of the 2020/21 annual Infrastructure and Buildings capital works program of \$5.1m by 30 June 2021.

5 CONFIDENTIAL ITEMS

5.1 REVIEW OF THE CEO'S STRATEGIC GOALS

RECOMMENDATION

That having considered agenda Item 5.1 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

COMMITTEE RESOLUTION

Moved: Cr Rebecca Boseley
 Seconded: Cr Andrew Grieger

That having considered agenda Item 5.1 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

CARRIED

5.2 CEO REMUNERATION REVIEW

RECOMMENDATION

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer be excluded from attendance at the meeting held on Wednesday 4 November 2020 for Agenda Item 5.2 CEO Remuneration Review;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.2 CEO Remuneration Review is:
 information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.2 in confidence.

COMMITTEE RESOLUTION

Committee Meeting Minutes

4 November 2020

Moved: Cr Andrew Grieger

Seconded: Cr Rebecca Boseley

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer be excluded from attendance at the meeting held on Wednesday 4 November 2020 for Agenda Item 5.2 CEO Remuneration Review;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.2 CEO Remuneration Review is:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.2 in confidence.

CARRIED

5.2 CEO REMUNERATION REVIEW

Responsible officer: Katrina Bell, Coordinator Organisational Development

- Attachments:**
1. Remuneration Review - Report - Jason Taylor 2020 - Confidential
 2. Email request from CEO, Jason Taylor, regarding contract considerations and response - Confidential

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Executive summary

Perks People Solutions Director, Matthew Hobby, to present the Remuneration Report data to the CEO Performance Review Panel for discussion.

Discussion Summary

Matt Hobby, Director Perks People Solutions, discussed the presented table listing of comparison CEO remuneration packages at comparable Council's. It noted that Southern Mallee's CEO is sitting comfortably within those Councils on a total package basis. However, there is a margin for error with the accuracy of the comparative data.

Matt's opinion was that based on performance Jason should receive a moderate increase to the cash component, however taking into consideration the COVID-19 situation, this was probably not advisable and offering a large wage increase would be inappropriate. Across the board Matt noted that there have been no CEO increases higher than 2%. It was also noted that a 3% to the cash component would still have the CEO's cash salary under \$150,000.

The email request from the CEO on 21 September 2020 was discussed in regards to Item 2. It was considered that that in lieu of an increase in the cash salary, that removing the housing subsidy to allow for a housing allowance would be an acceptable request to approve. It was also considered appropriate to keep this itemised as a housing allowance rather than absorbing it into the cash salary portion of the package.

Further discussion of the CEO's email was had in relation to Item 1 and the extension of the employment contract by a further one year. There were concerns raised into the financial risk that exposed Council to, however Matt pointed out that the terms of the contract only require a pay out of up to six months should the contract be terminated for any reason and that Council's risk is no more than it is exposed to currently. He also highlighted the benefits to Council and the CEO by providing further job security and how the current expiry date will be challenging for Council navigate with it falling closely to the time of the next Council elections.

<p>COMMITTEE RESOLUTION</p> <p>Moved: Cr Andrew Grieger Seconded: Cr Rebecca Boseley</p>
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Committee Meeting Minutes

4 November 2020

That Council acknowledge the email received on Monday 21 September 2020 and

- extend the contract term by one year, bringing the new end date to 19 July 2023, with all other terms and conditions of the employment contract to remain the same and;
- approve Item 2 to apply from 19 July 2020.

CARRIED

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Remuneration Review

Jason Taylor

2020



Introduction

Perks People Solutions have conducted the 2019/2020 Performance Review for Jason Taylor, CEO, Southern Mallee District Council. Following on from the Performance Review, a Remuneration Review has now been conducted as per Jason's employment contract –

11. Remuneration Review

- (a) The Remuneration specified in Schedule 2 will be reviewed annually and any such review shall not result in a decrease in the Remuneration.
- (b) The annual review of the Remuneration shall be conducted within 1 month following the performance review described in clause 8 (if reasonably practicable), and any change to the Remuneration shall be back dated to take effect from the anniversary of the commencement date of this agreement.
- (c) The review of the Remuneration will take into account the following:
 - (i) the agreed criteria upon which the Chief Executive Officer's performance is assessed in accordance with the performance review process; and
 - (ii) movements in the annual CPI (all groups Adelaide) and increase and movement in executive salaries within Local Government in South Australia.
- (d) any variation to the remuneration must be approved by the Council.

Current Remuneration Package

The current salary package for Jason Taylor, effective from 19 July 2019 is as follows-

Annualised Salary	\$145,000 p.a
Notional Value of Motor Vehicle	\$15,000 p.a
Super – 9.5%	\$13,775 p.a
Housing Provision (Notional \$150 per week)	\$7,800 p.a
Additional 2 weeks leave per annum	\$5,577 p.a
Addition 2% Super	\$2,900 p.a
Total Employment Package	\$190,052 p.a

Additional items provided to the Chief Executive Officer in order to conduct business:

- Mobile Phone (Smartphone with all expenses by employer)
- Laptop Computer (Microsoft Surface Pro or equivalent)
- Internet provision at place of residence (Up to \$100 per month)
- Corporate Uniform Allowance in line with Council policy

Comparative Data

After consulting with Southern Mallee District Council, we have gathered the following data from these comparative Regional SA Council's as a basis for our remuneration recommendations -



Committee Meeting Minutes

4 November 2020

Council	Est Resident Population as of 30 June 2020	Region Size (km ²)	Rate Revenue	Cash Component (part of package)	Super (p.a.)	Total (Cash+ Super p.a.)	Vehicle allowance p.a.	Phone / Laptop allowance	Rent Assistance	Total Item Package	Other
Southern Mallee District Council	2,094	6,000	\$3.1m	\$145,000	\$1,775	\$158,775	\$15,000	Supplied	\$150/week	\$190,052	Internet Provision at place of residence (up to \$100 per month), Corporate Uniform allowance in line with Council Policy, additional 2 weeks leave, Additional 2% super
Flinders Range Council	1,692	4,198	\$3.40m	\$155,000	\$14,775	\$169,775	\$15,000	Supplied	Nil	\$189,775	\$5,000 per annum for CEO professional membership internet provision at place of residence, Corporate Uniform allowance in line with council policy.
Tadwa District Council	6,871	6,276	\$10.5m	\$179,785	\$17,280	\$196,965	\$12,500	Supplied	Nil	\$209,365	No amount specified for training, internet provision at residence if not used, no dollar amount set
District Council of Karoonda East Murray	1,090	4,200	\$1.6m	\$150,000	\$14,250	\$164,250	\$15,000	Supplied	House (\$250/week)	\$197,250	\$4,000 per annum for professional development
Wodanah Regional Council	6,801	3,465.4/km ²	\$8.6m	\$186,820	\$17,180	\$198,000	\$12,000	Supplied	Nil	\$210,000	N/A
District Council of Currie	1,736	5,400	\$3.0m	\$134,000	\$12,730	\$146,730	\$11,000	Supplied	\$189/Week	\$187,506	Uniform allowance in line with Council Policy
District Council of Yumbury Bay	2,688	2,669	\$5.7m	\$162,500	\$15,418	\$177,917	\$12,000	Supplied	Nil	\$189,917	\$500 Uniform, \$3000 Relocation
Kingston District Council	2,371	334,266	\$3.9m	\$166,000	\$13,870	\$159,870	\$15,000	Supplied	Nil	\$174,870	N/A



Perks People Solutions - Recommendations

Based on the data presented above and, on the back, a positive performance review, we would recommend moderate increase to Jason's base salary, however we are in unprecedented times. Due to the Covid – 19 pandemic, our recommendation would be to consider what the impact of an increase would be in the community. Further discussion needs to be had to form a strong view.



Committee Meeting Minutes

4 November 2020

Katrina Bell

From: Jason Taylor
Sent: Monday, 21 September 2020 11:52 AM
To: Paul Ireland; Rebecca Boseley; Andrew Grieger
Cc: Matthew Hobby; Katrina Bell
Subject: CEO Contract

Good morning CEO performance review panel

Thank you for your time at the CEO Performance Review Panel Meeting on Wednesday 16 September 2020. At that meeting I was encouraged to formally request any desired changes to my contract with Council.

I have reflected on the meeting discussion and the strong positive feedback in the survey results since the meeting. I am thoroughly enjoying the role and I take great satisfaction from the positive organisational changes that have been implemented since I started in the role, the significant external funding we have attracted to the district and the extensive range of projects that we have delivered for the community. I am very eager to see the delivering of many more projects that are now in the pipeline and to continue leading the organisation. Accordingly I make the following requests to the existing contract:

1. The terms of the contract be amended to provide for one additional year of tenure subject to this, and any future, satisfactory CEO performance review.

I have also reflected on the ongoing challenges in Council's provision of CEO accommodation. Council has not been able to provide CEO accommodation of a reasonable standard and the Council house now has an extensive list of urgent and necessary works required. Accordingly I make the following request to the existing contract:

2. The terms of the contract be amended to provide for a before tax housing allowance of \$205.50 per week (this would result in an after tax amount of \$150 per week being the same amount as Council's current housing subsidy in the contract) to be used to enable me to source my own private accommodation

I also look forward to helping establish key performance indicators for the next review period.

Regards

Jason

Jason Taylor

Chief Executive Officer

jtaylor@southernmallee.sa.gov.au
 8 857 7800
 1 294 717 75

www.southernmallee.sa.gov.au

www.southernmallee.sa.gov.au | view/checkbox.php



Katrina Bell

From: Paul Ireland
Sent: Tuesday, 22 September 2020 10:07 AM
To: Jason Taylor
Cc: Rebecca Boseley; Andrew Grieger; Matthew Hobby; Katrina Bell
Subject: Re: CEO Contract

Morning Jason,
 Thanks for the written detail of your request, the panel will consider and respond to these points through the ongoing process in consultation with Perks People Solutions

Regards

Paul

Councillor Paul Ireland,
 Southern Mallee District Council.

On 21 Sep 2020, at 11:52 am, Jason Taylor <Jason.Taylor@southernmallee.sa.gov.au> wrote:

Good morning CEO performance review panel

Thank you for your time at the CEO Performance Review Panel Meeting on Wednesday 16 September 2020. At that meeting I was encouraged to formally request any desired changes to my contract with Council.

I have reflected on the meeting discussion and the strong positive feedback in the survey results since the meeting. I am thoroughly enjoying the role and I take great satisfaction from the positive organisational changes that have been implemented since I started in the role, the significant external funding we have attracted to the district and the extensive range of projects that we have delivered for the community. I am very eager to see the delivering of many more projects that are now in the pipeline and to continue leading the organisation. Accordingly I make the following requests to the existing contract.

1. The terms of the contract be amended to provide for one additional year of tenure subject to this and any future, satisfactory CEO performance review

I have also reflected on the ongoing challenges in Council's provision of CEO accommodation. Council has not been able to provide CEO accommodation of a reasonable standard and the Council house now has an extensive list of urgent and necessary works required. Accordingly I make the following request to the existing contract:

2. The terms of the contract be amended to provide for a before tax housing allowance of \$205.50 per week (this would result in an after tax amount of \$150 per week being the same amount as Council's current housing subsidy in the contract) to be used to enable me to source my own private accommodation.

I also look forward to helping establish key performance indicators for the next review period.

Regards

5 CONFIDENTIAL ITEMS

5.2 CEO REMUNERATION REVIEW

RECOMMENDATION

That having considered agenda Item 5.2 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer’s report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

COMMITTEE RESOLUTION

Moved: Cr Paul Ireland
 Seconded: Cr Andrew Grieger

That having considered agenda Item 5.2 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer’s report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

CARRIED

5.3 DISCUSSION OF PROPOSED STRATEGIC GOALS AND REMUNERATION REVIEW WITH CEO, JASON TAYLOR

RECOMMENDATION

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer be excluded from attendance at the meeting held on Wednesday 4 November 2020 for Agenda Item 5.3 Discussion of Proposed Strategic Goals and Remuneration Review with CEO, Jason Taylor;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.3 Discussion of Proposed Strategic Goals and Remuneration Review with CEO, Jason Taylor is:
 information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.3 in confidence.

COMMITTEE RESOLUTION

Moved: Cr Paul Ireland

Seconded: Cr Rebecca Boseley

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer be excluded from attendance at the meeting held on Wednesday 4 November 2020 for Agenda Item 5.3 Discussion of Proposed Strategic Goals and Remuneration Review with CEO, Jason Taylor;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.3 Discussion of Proposed Strategic Goals and Remuneration Review with CEO, Jason Taylor is:
information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.3 in confidence.

CARRIED

5.3 DISCUSSION OF PROPOSED STRATEGIC GOALS AND REMUNERATION REVIEW WITH CEO, JASON TAYLOR

Responsible officer: Katrina Bell, Coordinator Organisational Development

Attachments: Nil

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Executive summary

The CEO Performance Review Panel, Perks People Solutions Director, Matthew Hobby, and CEO Jason Taylor to discuss proposed Strategic Goals and Remuneration Review.

Discussion Summary

The CEO, Jason Taylor, joined the meeting. Matt briefed Jason on the discussions that had just been held prior. Regarding item 5.1 the feedback and questions around the KPIs were discussed, Jason stated he felt there was no need for the separate procedure for the Financial Management KPI and the proposed policy would include an outline of timeframes. It was also clarified that the 5.1m in the Leadership & Management KPI included all works excluding the Major Projects.

Next Matt took Jason through the conversation that was held around the remuneration review and the decision to support both of his requests. This was followed by Cr Paul Ireland providing a summary on behalf of the Panel. While Jason was disappointed with the decision to not offer an increase, he understood the Panel's reasoning and is looking forward to the next twelve month period and was grateful for the consideration of his requests.

It was agreed tentatively that the Panel would meet again in March 2021 to discuss the progress of the KPIs.

5 CONFIDENTIAL ITEMS**5.3 DISCUSSION OF PROPOSED STRATEGIC GOALS AND REMUNERATION REVIEW WITH CEO, JASON TAYLOR****RECOMMENDATION**

That having considered agenda Item 5.3 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

COMMITTEE RESOLUTION

Moved: Cr Rebecca Boseley

Seconded: Cr Paul Ireland

That having considered agenda Item 5.3 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

CARRIED

Committee Meeting Minutes

4 November 2020

6 OTHER BUSINESS

7 NEXT MEETING

The next meeting date is expected to be held in March 2021, exact date to be advised.

8 CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 4:31pm.

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Committee Chairperson

Dated / /2020