

**Minutes of the meeting of the Executive Committee of the City of Holdfast Bay held in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton on Thursday 28 April 2016 at 6:00pm.**

**PRESENT**

**Members**

Chairman – Mayor S Patterson  
Deputy Mayor – M Bouchee  
Councillor S Charlick  
Councillor J Smedley  
Councillor A Bradshaw

**1. OPENING**

The Chairman declared the meeting open at 6.25pm.

**2. APOLOGIES**

- 2.1 Apologies Received – Councillor R Snewin
- 2.2 Absent - Nil

**3. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**4. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Executive Committee held on 18 November 2015 be taken as read and confirmed.**

Moved by Councillor Smedley, Seconded by Councillor Charlick

**Carried**

**5. REPORTS BY OFFICERS**

**8.1 Chief Executive Officer Performance Review Process (Report No: 98/16)**

The Executive Committee is charged with the responsibility for undertaking the annual performance appraisal of the Chief Executive Officer.

**Motion**

**That the Executive Committee advises Council it has considered the Chief Executive Officer's performance review process and recommends:**

1. **Working towards a draft performance review to be completed by 31 May 2016 and presented to Council in June for ratification to apply from 1 July 2016.**
2. **Engaging the services of an HR specialist to facilitate the above.**

Moved Councillor Smedley, Seconded Councillor Bradshaw

**Carried**

6. **URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil**

7. **CLOSURE**

The Meeting closed at 8.55 pm.

**CONFIRMED**