

OPEN

MINUTE ITEM

ATTACHMENTS

Ordinary meeting of the
Chief Executive Employment Committee

Tuesday 10 November 2015
Commencing at 3.00pm
Ruma Ana

Level 2B, Civic House
110 Trafalgar Street, Nelson

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Chief Executive Employment Committee 2016

Monday 22 February 2016, 1pm

Reports to be authorised by noon Wed before SLT meeting n/a
Final reports to be authorised by Friday 5 February (Monday 6 is a public holiday - Waitangi)
Agenda draft to Clare by Wed 10 February
Agenda confirmed cob Friday 12 February, distributed Monday 15 February

Title	Author	PE	SLT Date
Receive performance update	Hadley Clare	Yes	
Staff Statistics - Quarterly Report	Gully, Stephen	Yes	
Review process and independent facilitator recommended to committee and on to Council	Gully, Stephen	Yes	

Minutes of the above would be report at the 24 March 2016 Council meeting.

Annual Plan sign off is set for 2 June 2016

Monday 23 May 2016, 1pm

Reports to be authorised by noon Wed before SLT meeting n/a
Final reports to be authorised by Friday 6 May
Agenda draft to Clare by Tuesday 10 May
Agenda confirmed cob Friday 13 May, distributed Monday 18 May

*PLEASE NOTE: this is earlier for this step to take place but will be after the draft Annual Plan has been released for consultation and will be very shortly after the Council meetings to hear submissions and the deliberation meetings.

Title	Author	PE	SLT Date
Draft KPIs 2016/2017 for consideration	Clare H	Yes	
Staff Statistics - Quarterly Report	Gully, Stephen	Yes	

Minutes of the above would be reported to the 16 June Council meeting.

Monday 20 June 2016, 1pm

Reports to be authorised by noon Wed before SLT meeting n/a
Final reports to be authorised by Friday 3 June (Monday 6 is a public holiday - Queen's Birthday)
Agenda draft to Clare by Wed 8 June
Agenda confirmed cob Friday 10 June, distributed Monday 13 June

*PLEASE NOTE: due to timing the end of year financials will not be available at this point but they will not be ready at a time that also allows for the business to be transacted before the election. Numbers will be available for at least 10 months of the financial year.

Title	Author	PE	SLT Date
Final draft KPIs (Performance Agreement) for consideration	External HR advisor (Paul Bell)	Yes	

Clare Hadley Chief Executive Employment Committee meetings plan 2016 Sept2015.docx 11/11/2015 8:47 a.m.
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Present performance report 2015/2016 (usually done after the annual report)	Clare H	Yes	

Minutes of the above would be reported to the 28 July Council meeting.

Week commencing 27 June (recommend Wednesday 29 June)

Title	Author
Independently facilitated session for all of Council	External HR advisor (Paul Bell?)

Informal feedback given to CE by Mayor not in a formal meeting – time to booked in dairies?

Friday 15 July 2016, 9am

Reports to be authorised by noon Wed before SLT meeting n/a
 Final reports to be authorised by Tuesday 5 June
 Agenda draft to Clare by Thursday 7 July
 Agenda confirmed cob Monday 11 July, distributed Tuesday 12 July

Title	Author	PE	SLT Date
Performance assessment 2015/2016 and remuneration report	External HR advisor (Paul Bell?)	Yes	
Staff Statistics - Quarterly Report	Gully, Stephen	Yes	

Minutes of the above would be reported to 28 July Council meeting (penultimate meeting of the triennium)

After the election a meeting will need to be scheduled for the new committee to be briefed on role & CEO performance agreement (if required) and to receive staff statistics for the quarter ending 30 September.