



AGENDA

Ordinary meeting of the

Chief Executive Employment Committee

**Tuesday 16 August 2016
Commencing at 2.00pm
Ruma Mārama
Civic House
110 Trafalgar Street, Nelson**

Membership: Her Worship the Mayor Rachel Reese (Chairperson), Councillors Luke Acland and Paul Matheson (Deputy Mayor)

Guidelines for councillors attending the meeting, who are not members of the Committee, as set out in Standing Orders:

- All councillors, whether or not they are members of the Committee, may attend Committee meetings (SO 2.12.2)
- At the discretion of the Chair, councillors who are not Committee members may speak, or ask questions about a matter.
- Only Committee members may vote on any matter before the Committee (SO 3.14.1)

It is good practice for both Committee members and non-Committee members to declare any interests in items on the agenda. They should withdraw from the room for discussion and voting on any of these items.

16 August 2016

Page No.

1. Apologies

Nil

2. Confirmation of Order of Business**3. Interests**

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Public Forum**5. Confirmation of Minutes**

5.1 1 August 2016

6 - 9

Document number M2051

Recommendation

THAT the minutes of the meeting of the Chief Executive Employment Committee, held on 1 August 2016, be confirmed as a true and correct record.

6. Utilisation of Report It Now and employee assistance services (2013-2016 financial years)**10 - 11**

Document number R6425

Recommendation

Receive the report Utilisation of Report It Now and employee assistance services (2013-2016 financial years).

PUBLIC EXCLUDED BUSINESS

7. Exclusion of the Public

Recommendation

THAT, in accordance with section 48(5) of the Local Government Official Information and Meetings Act 1987, Paul Bell remains after the public has been excluded, for the Public Excluded agenda, as he has knowledge that will assist the Council;

AND THAT, in accordance with section 48(6) of the Local Government Official Information and Meetings Act 1987, the knowledge that Paul Bell possesses relates to the Chief Executive's performance, remuneration and development.

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting.

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:

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Chief Executive Employment Committee Meeting - Public Excluded Minutes - 1 August 2016	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person.
2	Performance Review Report - CEs Comments	Section 48(1)(a) The public conduct of this matter would be likely to result in	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons,

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		disclosure of information for which good reason exists under section 7	including that of a deceased person
3	Chief Executive Performance Assessment 2015/16	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
4	Chief Executive Remuneration Review 2015/16	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

8. Re-admittance of the public

Recommendation

THAT the public be re-admitted to the meeting.

Note: This meeting refers to items discussed at the meeting of 1 August 2016. Committee members are requested to bring copies of the 1 August 2016 meeting agenda with them to this meeting. Please contact an Administration Adviser if you require a copy of the 1 August 2016 agenda.

Minutes of a meeting of the Chief Executive Employment Committee

Held in Ruma Ana, Level 2B, Civic House, 110 Trafalgar Street, Nelson

On Monday 1 August 2016, commencing at 9.06am

Present: Her Worship the Mayor R Reese (Chairperson) and Councillor L Acland

In Attendance: Chief Executive (C Hadley), Administration Adviser (E-J Ruthven), and External Adviser (P Bell)

Apology: Councillor P Matheson

1. Apologies

Resolved CEE/2016/021

THAT an apology be received and accepted from Councillor Paul Matheson.

Her Worship the Mayor/Acland

Carried

2. Confirmation of Order of Business

There was no change to the order of business.

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 20 June 2016

Document number M1944, agenda pages 6 - 9 refer.

Resolved CEE/2016/022

THAT the minutes of the meeting of the Chief Executive Employment Committee, held on 20 June 2016, be confirmed as a true and correct record.

Her Worship the Mayor/Acland

Carried

6. Exclusion of the Public

Her Worship the Mayor advised that Paul Bell, of Intepeople, would be in attendance for the Public Excluded agenda to answer questions and, accordingly, the following resolution was required to be passed:

Resolved CEE/2016/023

THAT, in accordance with section 48(5) of the Local Government Official Information and Meetings Act 1987, Paul Bell, remain after the public has been excluded, for all items of the public excluded agenda, as he has knowledge that will assist the Council;

AND THAT, in accordance with section 48(6) of the Local Government Official Information and Meetings Act 1987, the knowledge that Paul Bell possesses relates to the Chief Executive's performance, remuneration and development.

Acland/Her Worship the Mayor

Carried

Resolved CEE/2016/024

THAT the public be excluded from the following parts of the proceedings of this meeting.

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:

Acland/Her Worship the Mayor

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Chief Executive Employment Committee Meeting - Public Excluded Minutes - 20 June 2016	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person.
2	Staff Statistics - Quarterly Report for the Quarter ending 30 June 2016 and Chief Executive's Safe Work Observation	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(c)(i) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied
3	Chief Executive's Performance Review 2015/16 - Additional Information	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
4	Chief Executive Performance Assessment 2015/16	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		good reason exists under section 7	
5	Chief Executive Remuneration Review 2015/16	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

The meeting went into public excluded session at 9.07am and resumed in public session at 10.33am.

7. Re-admittance of the Public

Resolved CEE/2016/025

THAT the public be re-admitted to the meeting.

Acland/Her Worship the Mayor

Carried

There being no further business the meeting ended at 10.33am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Utilisation of Report It Now and employee assistance services (2013-2016 financial years)

1. Purpose of Report

- 1.1 This report is for information only and provides a high-level overview of uptake and utilisation of reporting and support mechanisms for Nelson City Council employees who have concerns or require confidential counselling and support.

2. Recommendation

It is recommended that the Committee

Receive the report Utilisation of Report It Now and employee assistance services (2013-2016 financial years).

3. Discussion

Report It Now

- 3.1 In 2015 Nelson City Council engaged an external and independent provider (Report-It Now) to allow employees to report suspected corrupt and/or unethical conduct. The service went live on 10 April 2015. No conduct of concern has been reported to date.

Employee assistance

- 3.2 Nelson City Council has an employee assistance programme which provides employees with confidential access to counselling and support services. Workplace Support is the main provider of support services to Council employees, however a range of providers can be accessed if employees have specific support needs. Utilisation of Workplace Support as a provider over the 2013-2016 financial years is as follows:

<i>Financial year</i>	<i>Number of times Workplace Support service accessed</i>
2013-2014	1,090
2014-2015	1,176

2015-2016 1,093

- 3.3 Note that this measure includes phone calls, management/HR contacts, in-depth-counselling sessions and meetings.

Financial year Expenditure on all employee assistance providers

2013-2014 \$28,292.61

2014-2015 \$27,530.26

2015-2016 \$26,157.06

- 3.4 No clear pattern or trend is identifiable – utilisation and expenditure appear to be at fairly consistent levels across the period.

Stephanie Vincent

Manager People and Capability

Attachments

Nil