



AGENDA

Ordinary meeting of the

Chief Executive Employment Committee

**Friday 2 December 2016
Commencing at 12noon
Ruma Ana
Civic House
110 Trafalgar Street, Nelson**

Membership: Her Worship the Mayor Rachel Reese (Chairperson), Councillors Luke Acland, Bill Dahlberg 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.

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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. Utilisation of Report It Now and Workplace Support
to 30 September 2016****6 - 8**

Document number R6842

Recommendation

That the Committee***Receives the report Utilisation of Report It Now
and Workplace Support to 30 September 2016
(R6842).*****PUBLIC EXCLUDED BUSINESS****5. Exclusion of the Public**

Recommendation

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

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

Recommendation

That the Committee

Excludes the public 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's Contract	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	Feedback from OAG on oversight of Local Authorities (Members' Interests) Act 1968	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
3	Staff statistics for quarter ending 30 September 2016 and Chief Executive's Safe Work Observations	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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			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
4	Value of vehicle component of Chief Executive's remuneration	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
5	Chief Executive's Performance Report - First Quarter Update	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
6	Complaint from Shaun Fahey	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

6. Re-admittance of the public

Recommendation

That the Committee

Re-admits the public to the meeting.

Utilisation of Report It Now and Workplace Support to 30 September 2016

1. Purpose of Report

- 1.1 To consider the uptake and utilisation of reporting and support mechanisms for individuals who have concerns about corrupt and/or unethical conduct or who require confidential counselling and support.

2. Recommendation

That the Committee

***Receives the report Utilisation of Report It Now
and Workplace Support to 30 September 2016
(R6842).***

3. Discussion

- 3.1 **Report It Now** is an external and independent service which provides employees and others a way of reporting suspected dishonest, corrupt and/or unethical behaviour of Council employees, contractors or elected officials. Since the service went live in April 2015 no conduct of concern has been reported.
- 3.2 Employees are kept informed about the availability of the service through the induction process for new employees, by posters at printers and photocopiers throughout the premises, through the mandatory training session for all staff "Legal and Fraud Prevention Overview", and through other updates via the intranet.
- 3.3 In the event that a submission is made to Report It Now, the provider will email designated persons: Clare Hadley (Chief Executive), Nikki Harrison (GM Corporate Services), and Chris Ward (GM Community Services). If the report or submission relates to or involves one of the designated persons, the provider will email *only* the other designated contacts.

- 3.4 **Workplace Support** is Nelson City Council's primary provider of confidential counselling and support services for employees. Nelson City Council provides a high-touch/early intervention model of support, which means a counsellor is on-site for 7 hours per week, providing both pro-active (counsellor-initiated) support for individuals and undertaking in-depth counselling sessions when required.
- 3.5 Advice from the Chief Executive of Workplace Support outline their experience that the early intervention model that Nelson City Council provides for employees reduces the requirement for in-depth counselling by approximately 50%.
- 3.6 In the quarter to 30 September 2016, 32 in-depth support sessions were delivered by the counsellor to NCC employees.
- 3.7 Workplace Support Ltd will not provide further breakdown (e.g. by business unit) in their reporting as to do so would risk breaching confidentiality in relation to who is accessing the service.

4. Options

- 4.1 It is recommended that the Committee receive the report.

Stephanie Vincent
Manager People and Capability

Attachments

Nil

Important considerations for decision making	
1. Fit with Purpose of Local Government	The consideration of this report aids Council in meeting its legislative requirement to be a good employer (Local Government Act 2002, S.39 (d)).
2. Consistency with Community Outcomes and Council Policy	Consideration of employment related matters aims to support officers in delivering Community Outcomes and Council Policy.
3. Risk	The recommendation to receive this report carries no risk.
4. Financial impact	The recommendation to receive this report carries no financial impact.
5. Degree of significance and level of engagement	This matter is of low significance, and as it reports on internal facilities for officers, no community engagement is required.
6. Inclusion of Māori in the decision making process	Maori have not been consulted on this matter.
7. Delegations	The Chief Executive Employment Committee is responsible for Chief Executive employment related matters.