

Notice of the ordinary meeting of

Chief Executive Employment Committee

Kōmiti Taimahi o te Tumu Whakarae

Date:	Tuesday 21 June 2020
Time:	2.00p.m.
Location:	Rūma Whakatū Level 2B, Civic House 110 Trafalgar Street, Nelson

Agenda

Rārangi take

Chair	Her Worship the Mayor Rachel Reese
Deputy Chair	Cr Judene Edgar
Members	Cr Gaile Noonan Cr Pete Rainey

Pat Dougherty
Chief Executive

Quorum: 2

Nelson City Council Disclaimer

Please note that the contents of these Council and Committee Agendas have yet to be considered by Council and officer recommendations may be altered or changed by the Council in the process of making the formal Council decision.

Chief Executive Employment Committee

Areas of Responsibility:

- To develop recommended Key Performance Indicators in consultation with the Chief Executive
- To review and monitor the Chief Executive's performance
- To review the Chief Executive's remuneration
- To address any employment related issues as may from time to time arise between the Chief Executive and Council

Powers to Recommend:

- To recommend to Council a performance agreement between the Chief Executive and Council
- To recommend to Council the outcome of an externally facilitated performance review involving the whole of Council
- To recommend to Council any personal development opportunities for the Chief Executive
- To review annually the Chief Executive's remuneration and make recommendations to Council
- To recommend to Council any action arising from employment related issues

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 27 May 2020

7 - 10

Document number M9890

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 27 May 2020, as a true and correct record.***

6. Chairperson's Report

11 - 12

Document number R18162

Recommendation

That the Chief Executive Employment Committee

- 1. Receives the report Chairperson's Report (R18162).***

CONFIDENTIAL BUSINESS

Exclusion of the Public

Recommendation

That the Chief Executive Employment Committee

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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 - 27 May 2020	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 • 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)
2	Chairperson's Report	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	People Metrics for quarter ending 30 June 2020	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
4	Chief Executive's Draft Performance Agreement 2020/21	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 Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
5	Chief Executive's Update - May to July 2020	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



Minutes of a meeting of the Chief Executive Employment Committee

Held in the Rūma Whakatū, Level 2B, Civic House, 110 Trafalgar Street, Nelson

On Wednesday 27 May 2020, commencing at 2.05p.m.

Present: Her Worship the Mayor R Reese (Chairperson), Councillors J Edgar, G Noonan and P Rainey

In Attendance: Chief Executive (P Dougherty), Manager People and Capability (S Vincent), Team Leader Governance (R Byrne) and External Advisor (P Bell)

Apologies : Nil

1. Apologies

2. Confirmation of Order of Business

There was no change to the order of business.

3. Interests

Members provided the following updates to the Members Interests Register:

Councillor Rainey was elected to the Board of the Choral Federation of New Zealand.

Councillor Edgar was appointed Director on the new subsidiary board of Nelson Marlborough Institute of Technology. It was noted that officers had been advised of this update in April but the website was still to be updated.

No interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 28 February 2020

Document number M6725, agenda pages 6 - 9 refer.

Resolved CEE/2020/005

That the Chief Executive Employment Committee

1. ***Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 28 February 2020, as a true and correct record.***

Her Worship the Mayor/Rainey

Carried

6. Exclusion of the Public

Paul Bell, of Intepeople was in attendance for the Confidential session to answer questions and, accordingly, the following resolution was required to be passed:

Resolved CEE/2020/006

That the Chief Executive Employment Committee

1. ***Confirms, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that Paul Bell of Intepeople remain after the public has been excluded, for the Confidential agenda as he has knowledge relating to the Chief Executive's employment that will assist the meeting.***

Edgar/Noonan

Carried

Resolved CEE/2020/007

That the Chief Executive Employment Committee

1. ***Excludes the public from the following parts of the proceedings of this meeting.***
2. ***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:

Edgar/Noonan

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 - 28 February 2020	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 • 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
2	People Metrics for quarter ending 31 March 2020	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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			the public interest that such information should continue to be supplied
3	Verbal Update from Chief Executive	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 2.08p.m. and resumed in public session at 3.25p.m.

RESTATEMENTS

It was resolved while the public was excluded:

1	PUBLIC EXCLUDED: People Metrics for quarter ending 31 March 2020
	<i>Agrees that Report (R17004), and its attachments (A2385929 and A2385910) be excluded from public release at this time.</i>

There being no further business the meeting ended at 3.25p.m.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Chairperson's Report

1. Purpose of Report

- 1.1 To update the Committee on areas of focus.

2. Recommendation

That the Chief Executive Employment Committee

- 1. Receives the report Chairperson's Report (R18162).***

2. Background

- 2.1 There are a few matters that I wish to highlight to the Committee as we commence the new financial year. This report is intended to generate open discussion. No decisions are expected at this meeting but plans of action should follow.

Reporting to Committee

- 2.2 Regular reporting against key performance measures (KPIs) and organisational risk is always important but even more so in times of uncertainty. In signing out the Annual Plan I have noted that ongoing change may be needed as we better understand the impact of COVID-19 on our organisation and the community and adapt the Annual Plan accordingly.

Long Term Plan Development and Delivery

- 2.3 I wish to highlight the critical importance of the Long Term Plan (LTP) development and would like to see a focus on development and delivery of this project in the Chief Executive's Performance Agreement. We have an opportunity to build back better from COVID-19 and accelerate a transformational plan for our region. The last LTP has given us an excellent platform to work from but there is much more to do. I have already signalled an interest in a wellbeing LTP and this approach seems to have been well received by elected members. We will need to flesh out what this looks like.

Improving Joint Priorities and Developing a Communications Platform

- 2.4 In times of uncertainty a flexible and dynamic governance and management relationship becomes even more important. Responsive communication both within the organisation and to our community is essential to ensure trust and confidence is maintained. Throughout the year I would like to see more opportunities for senior leadership and elected member interaction to ensure a no-surprises environment that focuses on joint priorities and develops a communications platform that tells our story about what we are doing and why. The COVID-19 lock down has been a barrier to setting up opportunities for this interaction but working together has never been more important. As a start I would like to propose a Chairs and Senior Leadership Team session to set out committee work programmes for 2020/21 so we have a greater sense of joint purpose. I am raising this suggestion at this meeting to allow the Chief Executive to have an open discussion about what he needs to ensure these interactions are effective.

COVID-19 Recovery

- 2.5 Finally, Council has a significant role to play in the COVID-19 recovery programme for our region. I would like to see 'Leading and Acting in Recovery' as a key organisational focus in the coming year. As part of establishing the Chief Executive's Performance Agreement for the coming year I would like some discussion on how this focus can be incorporated as a strong signal to the organisation.

We have an opportunity to demonstrate the value of Local Government to our community, and as they say, never waste a good crisis.

Author: Rachel Reese, Mayor of Nelson

Attachments

Nil