

Notice of the ordinary meeting of

Chief Executive Employment Committee

Kōmiti Taimahi o te Tumu Whakarae

Date:	Tuesday 23 February 2021
Time:	2.00p.m.
Location:	Rūma Whakatū Level 2, 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 25 November 2020

7 - 12

Document number M15289

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 25 November 2020, as a true and correct record.***

6. Chairperson's Report

7. Leadership Capability Framework

13 - 15

Document number R22642

Recommendation

That the Chief Executive Employment Committee

- 1. Receives the report Leadership Capability Framework (R22642) and its attachment (A2530701).***

8. Oranga Tonutanga - Nelson City Council's Wellbeing Framework

16 - 23

Document number R22644

Recommendation

That the Chief Executive Employment Committee

- 1. Receives the report Oranga Tonutanga - Nelson City Council's Wellbeing Framework (R22644) and its attachment (A2534033).***

CONFIDENTIAL BUSINESS

Exclusion of the Public

Recommendation

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 section of the meeting as he has knowledge relating to the Chief Executive's employment that will assist the meeting.***

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 - Confidential Minutes - 25 November 2020	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.</p>	<p>The withholding of the information is necessary:</p> <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 December 2020	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			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 Update - mid-year self review	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <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 25 November 2020, commencing at 9.35a.m.

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

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

Apologies : Nil

1. Apologies

There were no apologies.

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 3 November 2020

Document number M15237, agenda pages 7 - 11 refer.

Resolved CEE/2020/029

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 3 November 2020, as a true and correct record.***

Her Worship the Mayor/Edgar

Carried

6. Chairperson's Report

There was no Chairperson's Report.

7. Exclusion of the Public

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

Resolved CEE/2020/030

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/Rainey

Carried

Resolved CEE/2020/031

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/Rainey

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 - 3 November 2020	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.</p>	<p>The withholding of the information is necessary:</p> <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 30 September 2020	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <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

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 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	People and Capability Annual Report 2019-2020	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
4	Chief Executive's Performance Report 2019/20	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 Remuneration Review 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
6	Chief Executive's Draft Performance Agreement and Key Performance Indicators for 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

The meeting went into confidential session at 9.36a.m. and resumed in public session at 12.13p.m.

RESTATEMENTS

It was resolved while the public was excluded:

1	CONFIDENTIAL: People Metrics for quarter ending 30 September 2020
	<i>That the Chief Executive Employment Committee <u>Agrees</u> that Report (R21381); and its attachment (A2518680) remain confidential this time.</i>

2	CONFIDENTIAL: People and Capability Annual Report 2019-2020
	<i>That the Chief Executive Employment Committee <u>Agrees</u> that Report (R21381); and its attachment (A2494550) remain confidential this time.</i>

3	CONFIDENTIAL: Chief Executive's Performance Report 2019/20
	<i>That the Chief Executive Employment Committee <u>Agrees</u> that Report (R21472), Attachment (A2520700) and the decision remain confidential at this time.</i>

4	CONFIDENTIAL: Chief Executive's Remuneration Review 2020
	<i>That the Chief Executive Employment Committee <u>Agrees</u> that Report (R21473), Attachments (A2520702 and A2520704) and the decision remain confidential at this time.</i>

5	CONFIDENTIAL: Chief Executive's Draft Performance Agreement and Key Performance Indicators for 2020/21
	<i>That the Chief Executive Employment Committee <u>Agrees</u> that the Report (R21482), Attachment (A2524847) and the decision remain confidential at this time.</i>

There being no further business the meeting ended at 12.13p.m.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Leadership Capability Framework

1. Purpose of Report

- 1.1 To provide the Committee with an overview of Nelson City Council's new Leadership Capability Framework, a new resource to help the organisation identify, recruit and develop effective leaders.

2. Recommendation

That the Chief Executive Employment Committee

- 1. Receives the report Leadership Capability Framework (R22642) and its attachment (A2530701).***

2. Background

- 2.1 In 2019, the People and Capability team began work on a resource – the Leadership Capability Framework – to assist the organisation to articulate what good leadership in this organisation looks like, so that Nelson City Council can identify, recruit and develop excellent leaders.
- 2.2 The reason for developing the resource was that it was recognised that leadership is a complex construct which means different things in different contexts. This means that in order to identify, recruit and develop good leaders, it is helpful to have a shared understanding of what good leadership looks like in this organisation. A shared understanding of what good leadership is gives us criteria against which to assess current and potential employees for leadership effectiveness and identify areas for development, and provide a means by which to check that the leadership development opportunities we invest in will develop the kind of leaders we want.

Item 7: Leadership Capability Framework

- 2.3 Development of the Leadership Framework involved extensive engagement with employees and our partner union the PSA. The project to develop the framework was delayed first by the Pigeon Valley Fire and then by COVID-19, but was finally completed late in 2020.
- 2.4 Implementation and integration of the framework into people-related processes commenced late in 2020 and will continue for at least 12 months. The framework will be imbedded throughout recruitment and selection processes, performance management processes, and learning and development activities.

3. Conclusion

- 3.1 An overview of the Leadership Capability Framework is attached.

Author: **Stephanie Vincent, Manager People and Capability**

Attachments

Attachment 1: A2530701 - Overview of Leadership Capability Framework [↓](#)

Overview: Our Leadership Capability Framework



Our values

Leadership levels

Personal qualities

Leadership capabilities

Our six leadership capabilities

- Te hanga ahurea
Building culture ➤ Ko tō tātou ara
OUR WAY
- Te whakatipu tangata
Growing our people ➤ Ko tō tātou iwi
OUR PEOPLE
- He kitenga, he aronga
Vision and purpose ➤ Ko tō tātou whāinga
OUR WHY
- He ahunga whakamua
Future oriented ➤ Ko tō tātou ao ki tua
OUR FUTURE
- He whakapāpā, he mahi tahi
Engage and collaborate ➤ Ko tō tātou hapori
OUR COMMUNITY
- He whakaputa hua
Delivering results ➤ Ko tō tātou angitu
OUR SUCCESS



Oranga Tonutanga - Nelson City Council's Wellbeing Framework

1. Purpose of Report

- 1.1 To provide the Committee with an overview of Nelson City Council's new Wellbeing Framework *Oranga Tonutanga*, a resource to help the organisation plan and communicate a wellbeing programme that is holistic and aligned with the continued organisational focus on employee wellbeing.

2. Recommendation

That the Chief Executive Employment Committee

- 1. Receives the report Oranga Tonutanga - Nelson City Council's Wellbeing Framework (R22644) and its attachment (A2534033).***

2. Background

- 2.1 Nelson City Council has placed considerable focus on supporting employee wellbeing since 2016, when the Wellness Team – an internal employee focus group – was established.
- 2.2 With input and advice from the Wellness Team, Nelson City Council implemented a variety of wellbeing initiatives between 2016 and 2019. Over this time period, employee feedback on wellbeing showed increased satisfaction across many aspects of wellbeing.
- 2.3 In 2019 the Wellness Team agreed to focus on developing a framework to articulate the organisation's approach to supporting wellbeing. The goal was to produce a resource which provided a means of:
- 2.3.1 Articulating and communicating our organisational approach to wellbeing;
 - 2.3.2 Ensuring our wellbeing approach is aligned with credible external research on wellbeing;

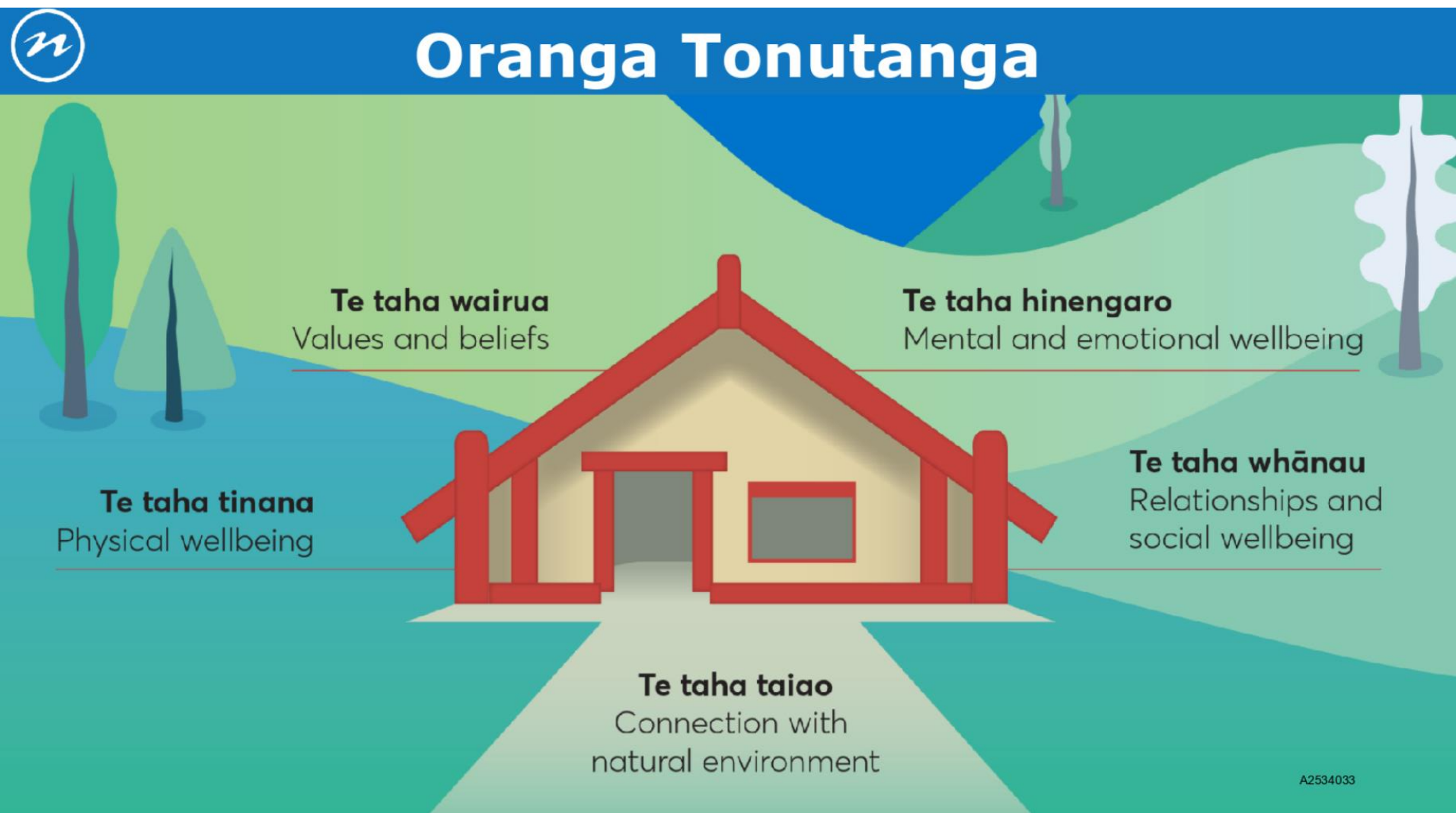
Item 8: Oranga Tonutanga - Nelson City Council's Wellbeing Framework

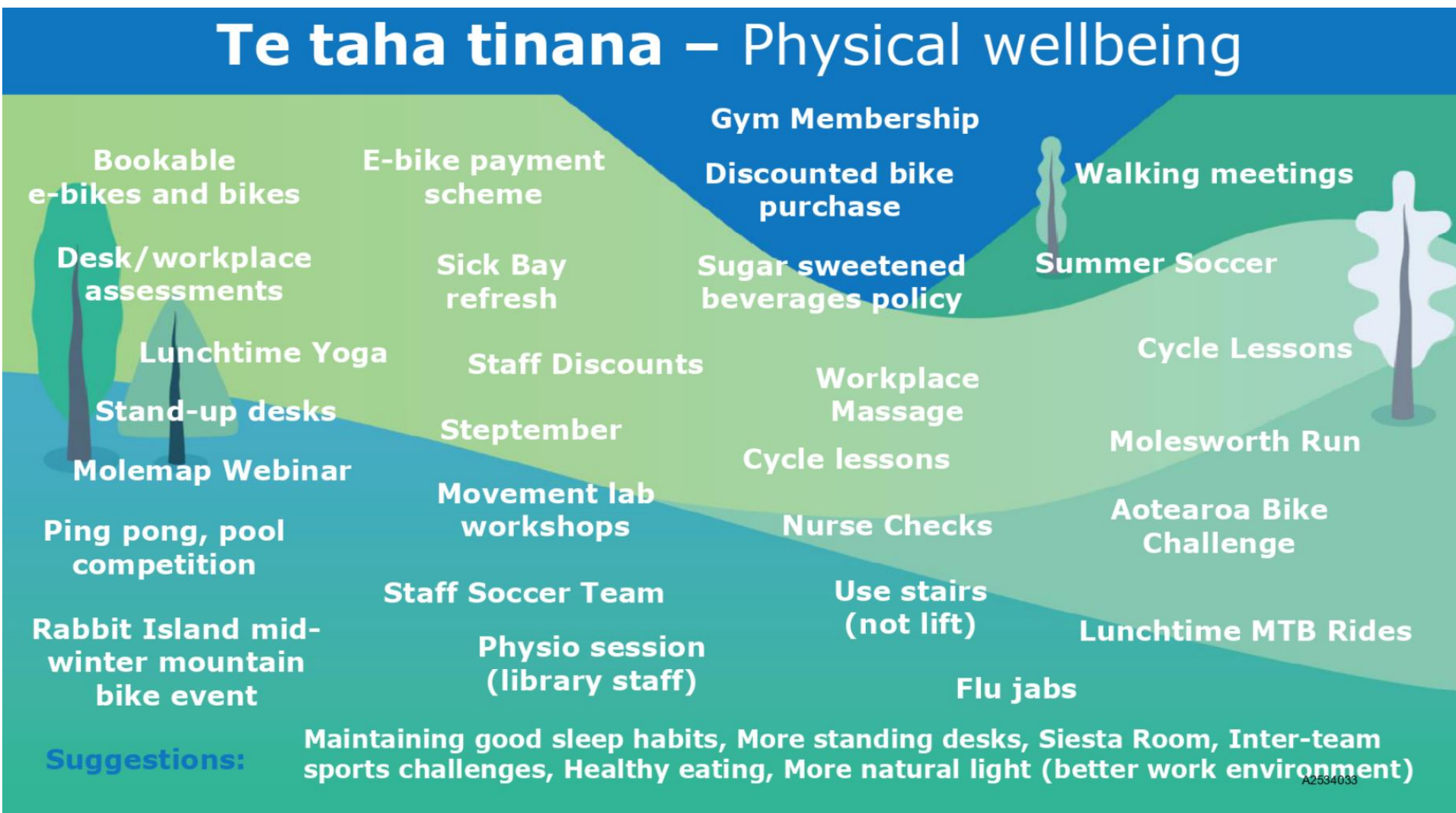
- 2.3.3 Ensuring our wellbeing initiatives were carefully chosen to address wellbeing across a range of factors.
- 2.4 The name of Nelson City Council's wellbeing framework Oranga Tonutanga translates as "continued wellbeing, survival, sustenance". Oranga Tonutanga is based on Professor Sir Mason Durie's Te Whare Tapa Wha, which characterises health and wellbeing within four elements of wellness. The Wellness Team added a complementary fifth element relating to environmental wellbeing, reflecting our connection as a Council with the natural environment. This holistic and long term model of health implies that if one wellbeing element is not met, it impacts on other wellbeing elements.
- 2.5 The five elements of the framework are:
 - 2.5.1 Te taha tinana – physical wellbeing – the ways in which we nourish and care for our bodies;
 - 2.5.2 Te taha hinengaro – mental and emotional wellbeing – thoughts, feelings, and behaviour and the activities and support systems to promote good mental and emotional health;
 - 2.5.3 Te taha wairua – values and beliefs – respect for our own and others' values and belief systems that influence how we understand and engage with the world around us;
 - 2.5.4 Te taha whanau – relationships and social wellbeing – our sense of belonging, connectedness and relationships with others;
 - 2.5.5 Te taha taiao – connection with the natural environment – as kaitiaki we have a relationship with the land, water, air and living things, and care for the environment which nurtures us in return.
- 2.6 The attachment, A2534033, shows the framework and provides an indication of past, current and proposed wellbeing initiatives/workplace features which the Wellness Team will be considering further at their next meeting in March to confirm our wellbeing programme for 2021.

Author: **Stephanie Vincent, Manager People and Capability**

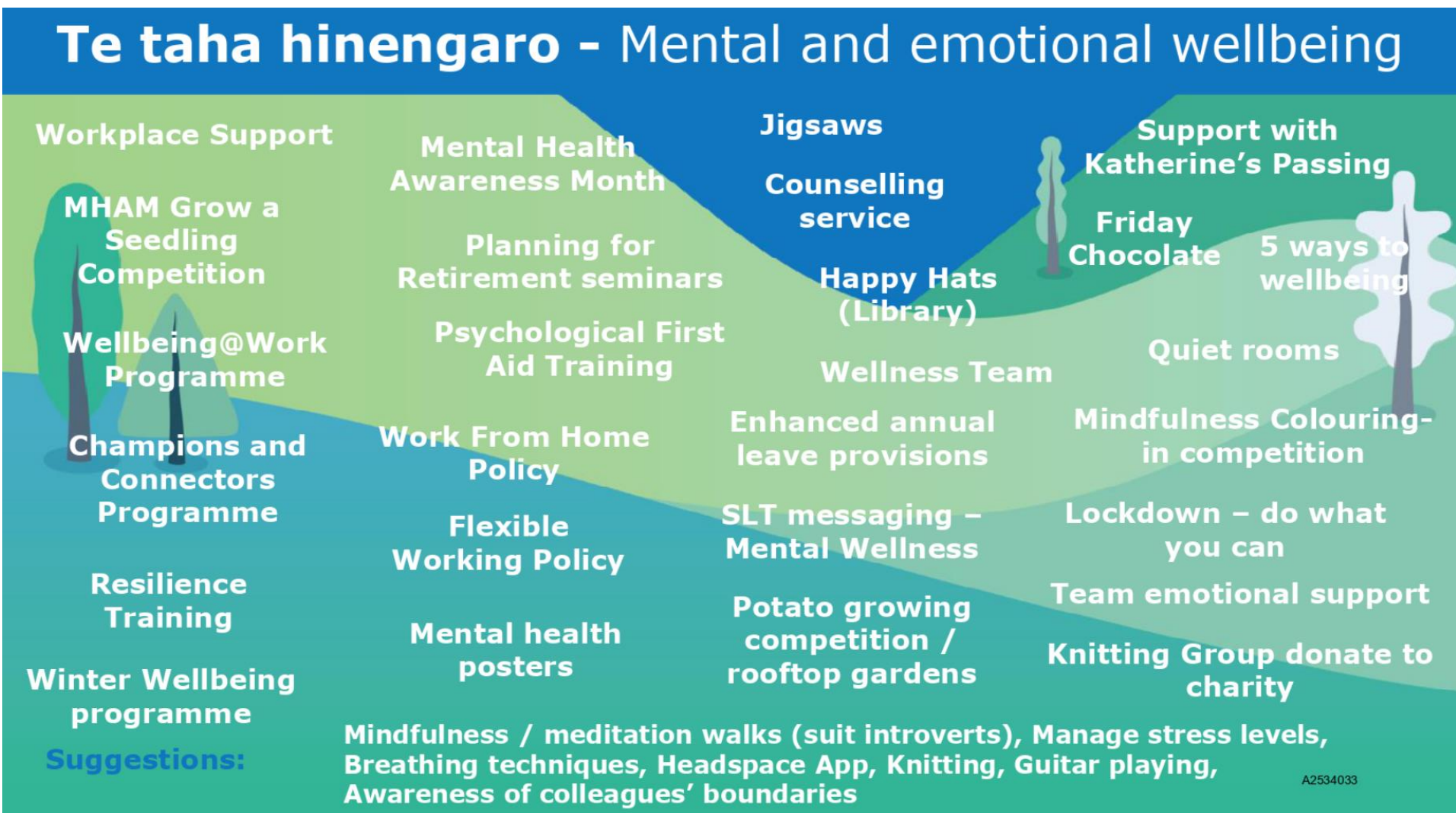
Attachments

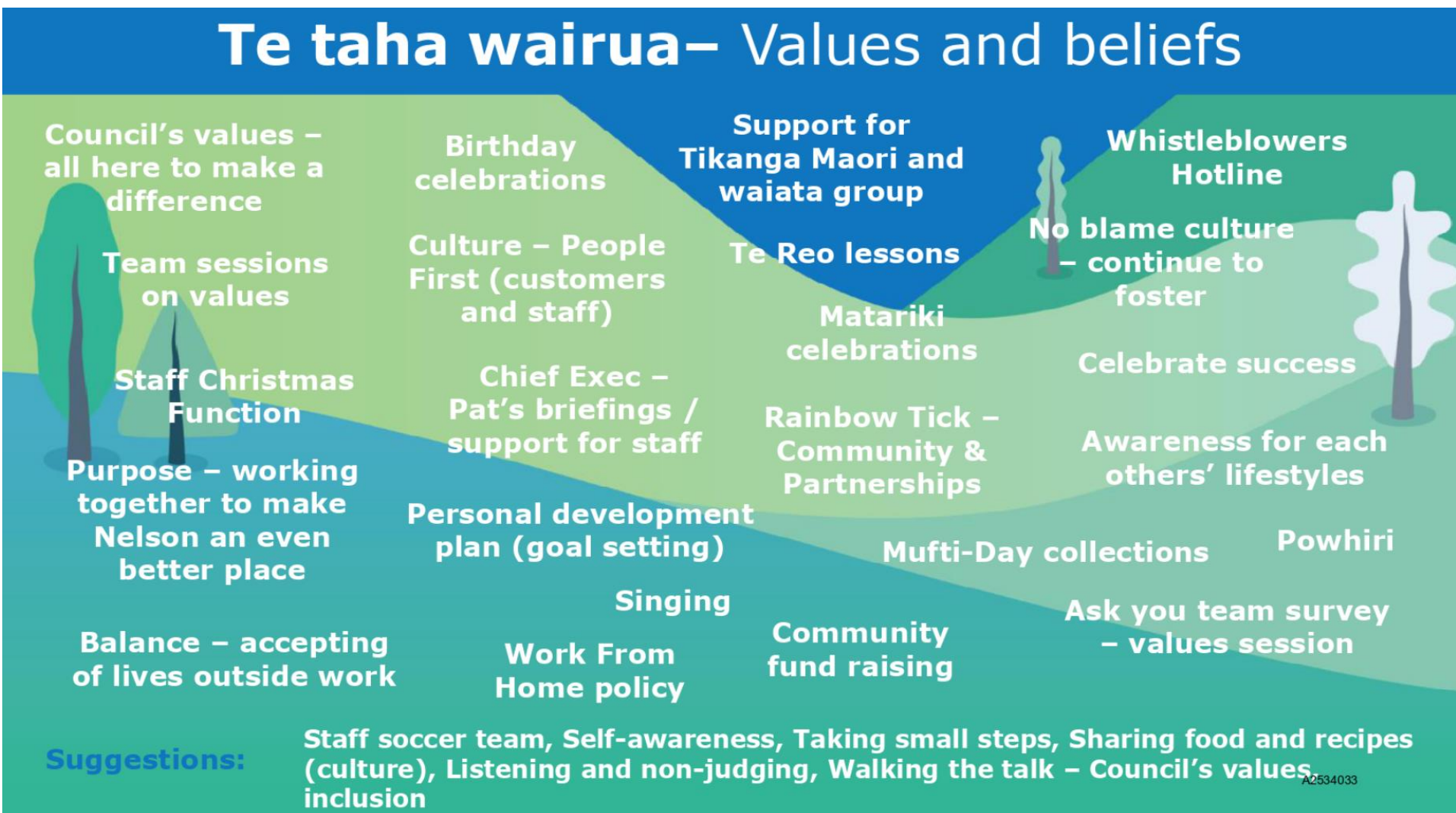
Attachment 1: A2534033 - Oranga Tonutanga overview for CEEC 23Feb2021 [↓](#)

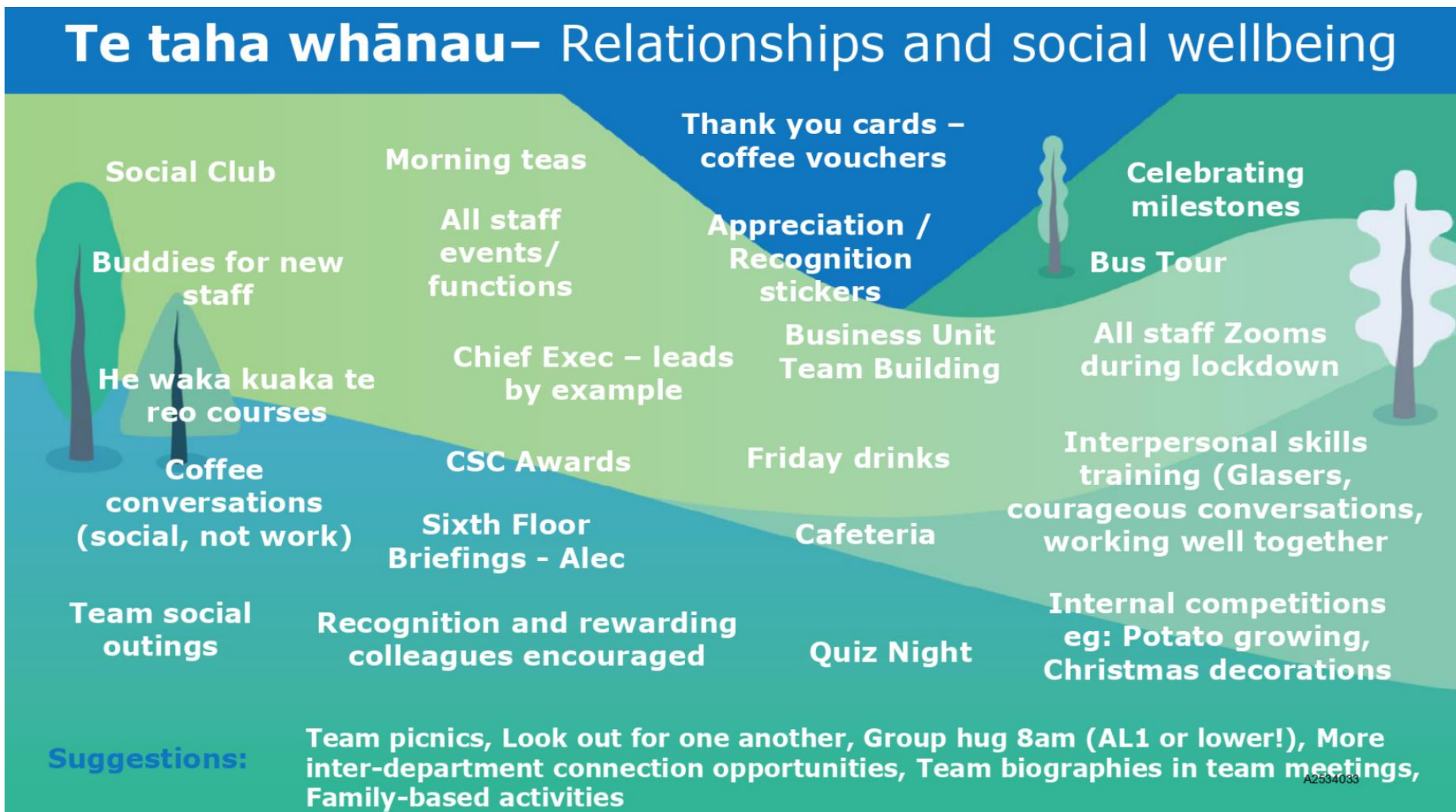




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