

# **MINUTE ITEM ATTACHMENTS**

**meeting of the  
Chief Executive Employment Committee**

***Te Kōmiti Taimahi Tumuaki***

**Tuesday 27 July 2021  
Commencing at 2.00p.m.  
Rūma Whakatū**

**Civic House**

**110 Trafalgar Street, Nelson**

**TABLE OF CONTENTS**

**PAGE**

**Chief Executive Performance Review – Timetable**

A.	A2713305 CEEC - NCC CE Performance Review Timeline 2021 27Jul2021	2
B.	A2713307 CEEC - Chief Executive Employment Committee meeting plan for 2021 27Jul2021	3

## NCC CE 2021 PERFORMANCE REVIEW AND 2022 PERFORMANCE AGREEMENT TIMELINE

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<b>21<sup>st</sup> September 2021</b>	<ul style="list-style-type: none"> <li>CE to provide written and verbal progress report on FY21 KPI's to CEEC.</li> </ul> <p style="text-align: right;">(Pat Dougherty)</p>
<b>14<sup>th</sup> October 2021</b>	<ul style="list-style-type: none"> <li>Councillors provided with Performance Review document containing CE self-assessment and an opportunity to record their individual observations and assessment prior to facilitated sessions on 2<sup>nd</sup> and 3<sup>rd</sup> November</li> </ul> <p style="text-align: right;">(Paul Bell)</p>
<b>2<sup>nd</sup> and 3<sup>rd</sup> November 2021</b>	<ul style="list-style-type: none"> <li>2 Feedback sessions with all Councillors to agree on ratings and general feedback. Conducted by Paul Bell. Informal Feedback to be given to CE.</li> <li>Feedback consolidated with CEEC 21<sup>st</sup> September feedback and sent as a draft to Mayor and CE to comment on and amend in need by 18<sup>th</sup> November 2021.</li> <li>Strategic Pay Remuneration data and analysed and Remuneration Report drafted.</li> </ul> <p style="text-align: right;">(Paul Bell)</p>
<b>23<sup>rd</sup> November 2021</b>	<ul style="list-style-type: none"> <li>Performance Report and Remuneration Report finalised by Paul Bell and circulated to CEEC.</li> </ul> <p style="text-align: right;">(Paul Bell)</p>
<b>30<sup>th</sup> November 2021</b>	<ul style="list-style-type: none"> <li>CEEC to meet to adopt report and endorse or modify findings Performance Report 2020/2021</li> <li>Endorse final draft of FY2021/2022 Performance Agreement.</li> <li>CE's draft Performance Agreement 2021/2022 submitted for CEEC consideration</li> </ul> <p style="text-align: right;">(CEEC)</p>
<b>9<sup>th</sup> December 2021</b>	<ul style="list-style-type: none"> <li>Final Recommendation on Performance Report 2020/2021, Re3muneration Review 2021/2022 and Performance Agreement 2021/2022 ( for approval) submitted to full Council</li> </ul> <p style="text-align: right;">(Council)</p>

### Chief Executive Employment Committee Meetings 2021

CEEC Date	Anticipated reports	Council Date	For decision by Council
23 Feb 2021	Chief Executive's Performance Report – mid-year self-review (PD) People Metrics report to 31 Dec 2020 (SV) Exit Survey Summary (include in People Metrics Report) (SV) Gender Balance Report (SV) Overview of Leadership Capability Framework (SV) Overview of Wellbeing Framework (SV)	11 March 2021	Nil
25 May 2021	Chief Executive's verbal update (PD) People Metrics report to 31 March 2021 (SV)	24 June 2021	Nil
27 July 2021	Chief Executive's verbal update (PD) People Metrics report to 30 June 2021 (SV) People and Capability Annual Report 2021 (SV)	12 Aug 2021	Nil
21 Sept 2021	Chief Executive's Performance Report – end-of-year self-review (PD) – then in following four weeks undertake process for collecting input from elected members Overview of AskYourTeam Staff Survey Results (SV)	28 Oct 2021	Nil
30 Nov 2021	Chief Executive's verbal update (PD) People Metrics report to 30 September 2021 (SV) Chief Executive's Draft Performance Agreement 2021-2022 (PD, Mayor, SV) Chief Executive's Performance to 30 June 2021 (PB) Chief Executive's Remuneration Review 2021 (PB)	9 Dec 2021	Chief Executive's Performance to 30 June 2021 (PB) Chief Executive's Remuneration Review 2021 (PB) Chief Executive's Performance Agreement 2021-2022 (for approval) (PD, Mayor, SV)