



**Notice of the Ordinary meeting of**

## **Chief Executive Employment Committee**

### ***Te Kōmiti Taimahi Tumuaki***

Date:	Tuesday 21 September 2021
Time:	2.00p.m.
Location:	Rūma Whakatū Civic House 110 Trafalgar Street, Nelson

## **Agenda**

### ***Rārangi take***

**Chairperson**

Her Worship the Mayor Rachel Reese

**Deputy Mayor**

Cr Judene Edgar

**Members**

Cr Gaile Noonan

Cr Pete Rainey

**Quorum: 2**

**Pat Dougherty  
Chief Executive**

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. For enquiries call (03) 5460436.

***Excerpt from Nelson City Council Delegations Register  
(A11833061)***

**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

**Karakia and Mihi Timatanga**

**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 July 2021

**6 - 10**

Recommendation

***That the Chief Executive Employment Committee***

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 27 July 2021, as a true and correct record.***

**CONFIDENTIAL BUSINESS**

**6. 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 Beelof 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.**

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:***

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
<b>1</b>	<b>Chief Executive Employment Committee Meeting - Confidential Minutes - 27 July 2021</b>	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"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• 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</li> </ul>

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
<b>2</b>	<b>People and Capability Annual Report 2020-2021</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> </ul>
<b>3</b>	<b>Chief Executive's Performance Report - end of year self-review</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> </ul>
<b>4</b>	<b>Chief Executive Key Performance Indicators 2021/22</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> </ul>

## **Karakia Whakamutunga**

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**Minutes of a meeting of the  
Chief Executive Employment Committee**

***Te Kōmiti Taimahi Tumuaki***

**Held in the Rūma Whakatū, Civic House, 110 Trafalgar Street,  
Nelson on Tuesday 27 July 2021, commencing at 2.05p.m.**

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- Present: Councillor J Edgar (Chairperson), Her Worship the Mayor R Reese (via Zoom), Councillor G Noonan
- In Attendance: Chief Executive (P Dougherty), Manager People and Capability (S Vincent) and Team Leader Governance (R Byrne ) and External Advisor (P Bell)
- Apologies : Councillor P Rainey

**Karakia and Mihi Timatanga**

**1. Apologies**

**Apologies**

Resolved CEE/2021/016

***That the Chief Executive Employment Committee***

- 1. Receives and accepts an apology from Councillor P Rainey.***

Noonan/Edgar

Carried

**2. Confirmation of Order of Business**

As she was attending the meeting via Zoom, Her Worship the Mayor requested that Deputy Mayor Edgar chair the meeting. Councillor Edgar assumed the Chair.

**3. Interests**

Councillor Noonan requested an update to her Members' Interest Register as follows:

- She continues to be a member of Rotary, but is no longer President
- Add Councillor Noonan as a Trustee of the Nelson Rotary Club Charitable Trust

No interests with items on the agenda were declared.

#### 4. Public Forum

##### 4.1 Steve Cross - Consumer Feedback on Chief Executive Performance

Document number R26084

Mr Cross gave feedback on the Chief Executive's performance in the previous year, and provided his thoughts about the Whakatu Nelson Plan and Long Term Plan.

He also spoke of his experience with the instability information added to the Land Information Memorandum for his property and, as a consequence, discussions with his insurers.

#### 5. Confirmation of Minutes

##### 5.1 25 May 2021, agenda pages 6 - 9 refer.

Resolved CEE/2021/017

***That the Chief Executive Employment Committee***

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 25 May 2021, as a true and correct record.***

Edgar/Noonan

Carried

#### 6. Chief Executive Performance Review – Timetable

Document number R26068

External Advisor, Paul Bell, presented and tabled the timetable for the Chief Executive's performance review (attached A2713305 and A2713307).

Following discussion, Manager People and Capability, Stephanie Vincent, advised an 18 month timeline and plan would be presented to the September meeting, giving consideration to the Chief Executive's fifth anniversary and addressing the requirements under the Local Government Act.

It was noted that the dates and makeup of feedback sessions provided in the attachments were indicative only and subject to the Elected Members meeting schedule and availability.

#### **Attachments**

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

## **7. Exclusion of the Public**

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

Resolved CEE/2021/018

### ***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, Paul Bell of Intepeople remain after the public has been excluded, as he has knowledge relating to the Chief Executive's employment that will assist the meeting.***

Edgar/Noonan

Carried

Resolved CEE/2021/019

### ***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	<b>Chief Executive Employment Committee Meeting - Confidential Minutes - 25 May 2021</b>	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"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• 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</li> </ul>
2	<b>People Metrics for quarter ending 30 June 2021</b>	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"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• 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</li> </ul>

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	<b>Verbal Update from the Chief Executive</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> </ul>

The meeting went into confidential session at 2.37p.m. and resumed in public session at 4.00p.m.

## Karakia Whakamutanga

### 8. Restatements

It was resolved while the public was excluded:

- 1 **CONFIDENTIAL: People Metrics for quarter ending 30 June 2021**  
  
***That the Chief Executive Employment Committee***
2. ***Agrees that the Report (R26025); and its attachments (A2705383 and A2705389) remain confidential at this time.***

Confirmed by resolution on (date)

Resolved