



Notice of the Ordinary meeting of

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Date:	Friday 24 February 2023
Time:	2.00p.m.
Location:	Rūma Whakatū Floor 2B, Civic House 110 Trafalgar Street, Nelson

Agenda

Rārangi take

Members

His Worship the Mayor Nick Smith
Deputy Mayor Rohan O'Neill-Stevens
Cr Trudie Brand
Cr Pete Rainey

Quorum 2

Lindsay McKenzie
Interim 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
(NDOCS-1974015928-884)***

Chief Executive Employment Committee

1.1.1 Areas of Responsibility:

- To facilitate the process for appointment of the Chief Executive, including establishment of an interview panel
- 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

1.1.2 Powers to Decide:

- Approval of an external provider to facilitate a Chief Executive appointment
- Approve an interview panel for appointment of a Chief Executive
- Approve the Chief Executive interview panel following consultation with all Elected Members on the interview panel (by email or informal meeting)

1.1.3 Powers to Recommend to Council:

- To recommend to Council the consideration process for the preferred candidates/s for the appointment of a Chief Executive
- To recommend to Council the preferred candidate/s for the appointment of Chief Executive
- 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 recommend to Council the Chief Executive's remuneration
- 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 Emergency Meeting - 21 December 2022 **7 - 9**

Document number M19949

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the emergency meeting of the Chief Executive Employment Committee, held on 21 December 2022, as a true and correct record.***

5.2 Emergency Meeting - 18 January 2023 **10 - 12**

Document number M19959

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the emergency meeting of the Chief Executive Employment Committee, held on 18 January 2023, as a true and correct record.***

Document number M19990

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the extraordinary meeting of the Chief Executive Employment Committee, held on 15 February 2023, as a true and correct record.***

6. Chairperson's Report**CONFIDENTIAL BUSINESS****7. 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	Emergency Chief Executive Employment Committee Meeting - Confidential Minutes - 21 December 2022	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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			commercial and industrial negotiations)
	Emergency Chief Executive Employment Committee Meeting - Confidential Minutes - 18 January 2023	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)
	Extraordinary Chief Executive Employment Committee Meeting - Confidential Minutes - 15 February 2023	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)
2	People Metrics for quarter ending 31 December 2022	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	Interim Chief Executive's Update	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(a) To protect the privacy of natural persons,

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		good reason exists under section 7	including that of a deceased person

Karakia Whakamutanga

**Minutes of an emergency meeting of the
Chief Executive Employment Committee**

Te Kōmiti Taimahi Tumuaki

Held in the Mayor's Office, Floor 2B, Civic House, 110 Trafalgar Street, Nelson on Wednesday 21 December 2022, commencing at 1.03p.m.

Present: His Worship the Mayor N Smith, Deputy Mayor R O'Neill-Stevens, T Brand and P Rainey

In Attendance: Interim Chief Executive (L McKenzie), Team Leader Governance (R Byrne)

Apologies : Nil

Karakia

1. Apologies

2. Confirmation of Order of Business

There was so 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. Exclusion of the Public

Resolved CEE/2022/041

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:

His Worship the Mayor/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	Interim Chief Executive Officer Performance Agreement and Key Result Areas for 2023	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	Recruitment of a 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 • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into confidential session at 1.05p.m. and resumed in public session at 2.06p.m.

Karakia Whakamutanga

6. Restatements

It was resolved while the public was excluded:

2 Recruitment of a Chief Executive

Agrees that Report (R27395), and the decision remain confidential at this time.

There being no further business the meeting ended at 2.06p.m.

Confirmed as a correct record of proceedings by resolution on (date)

Resolved

**Minutes of an emergency meeting of the
Chief Executive Employment Committee**

Te Kōmiti Taimahi Tumuaki

**Held in the Maitai Room, Tides Hotel, 66 Trafalgar Street, Nelson on
Wednesday 18 January 2023, commencing at 5.30pm**

Present: His Worship the Mayor N Smith, Deputy Mayor R O'Neill-Stevens, T Brand and P Rainey

In Attendance: Interim Chief Executive (L McKenzie) and Mayor's Office Administration Manager (K McLean)

Apologies : Nil

1. Apologies

There were no apologies

2. Confirmation of Order of Business

There was so 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. Exclusion of the Public

Resolved CEE/2023/001

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:***

Rainey/Brand

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	Recruitment of a 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 • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into confidential session at 5.32p.m and resumed in public session at 5.52p.m.

Karakia Whakamutanga

There being no further business the meeting ended at 5.52p.m.

Confirmed as a correct record of proceedings by resolution on (date)

Resolved



**Minutes of an extraordinary meeting of the
Chief Executive Employment Committee**

Te Kōmiti Taimahi Tumuaki

Held in the Council Chamber, Floor 2A, Civic House, 110 Trafalgar Street, Nelson on Wednesday 15 February 2023, commencing at 1.07p.m.

Present: His Worship the Mayor N Smith, Deputy Mayor R O'Neill-Stevens, T Brand and P Rainey

In Attendance: Interim Chief Executive (L McKenzie), iwi Representative (R Hāte) and Team Leader Governance (R Byrne)

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. Exclusion of the Public

Rachael Hāte, iwi Representative, was in attendance for the Confidential agenda to answer questions and, accordingly, the following resolution was required to be passed:

Resolved CEE/2023/001

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 iwi Representative Rachael Hāte remain after the public has been excluded, for Item 1 of the Confidential agenda (Recruitment of a Chief Executive), as she has knowledge that will assist the meeting.***

O'Neill-Stevens/Rainey

Carried

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	Recruitment of a 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 • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into confidential session at 1.09p.m. and resumed in public session at 2.39p.m.

Karakia Whakamutanga

There being no further business the meeting ended at 2.39p.m.

Confirmed as a correct record of proceedings by resolution on (date)

Resolved
