



**Nelson City Council**  
Te Kaunihera o **Whakatū**

**Notice of the Ordinary meeting of**

## **Chief Executive Employment Committee**

### ***Te Kōmiti Taimahi Tumuaki***

Date:	Friday 19 May 2023
Time:	2.00p.m.
Location:	Mayor's Office 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**

**Nigel Philpott  
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. 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

**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)

**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 24 February 2023

**5 - 9**

Document number M20022

Recommendation

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

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 24 February 2023, 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 Melisa Kappely from***

***Intepeople remain after the public has been excluded, the Confidential agenda as she 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 - 24 February 2023</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>2</b>	<b>Quarterly People Report to 31 March 2023</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>Overview of AskYourTeam Staff Survey Results 2023</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 Whakamutanga**

**Minutes of a meeting of the  
Chief Executive Employment Committee  
*Te Kōmiti Taimahi Tumuaki***

**Held in the Rūma Whakatū, Floor 2B, Civic House, 110 Trafalgar Street, Nelson on Friday 24 February 2023, commencing at 2.04p.m.**

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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), Manager People and Capability (Stephanie Vincent) and Team Leader Governance (R Byrne)

Apologies : Nil

**Karakia and Mihi Timatanga**

**1. 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 21 December 2022 - Extraordinary Meeting

Document number M19949, agenda pages 7 - 9 refer.

Resolved CEE/2023/009

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

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

O'Neill-Stevens/Brand

Carried

5.2 18 January 2023 - Extraordinary Meeting

Document number M19959, agenda pages 10 - 12 refer.

Resolved CEE/2023/010

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

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

O'Neill-Stevens/Rainey

Carried

5.3 15 February 2023 - Extraordinary Meeting

Document number M19990, agenda pages 13 - 15 refer.

Resolved CEE/2023/011

***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.***

O'Neill-Stevens/Rainey

Carried

**6. Chairperson's Report**

Document number R27508

There was no Chairperson's Report.

**7. Exclusion of the Public**

Resolved CEE/2023/012

***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:**

Brand/O'Neill-Stevens

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)
1.1	<b>Extraordinary Chief Executive Employment Committee Meeting - Confidential Minutes - 21 December 2022</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)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>
1.2	<b>Extraordinary Chief Executive Employment Committee Meeting - Confidential Minutes - 18 January 2023</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)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>
1.3	<b>Extraordinary Chief Executive Employment Committee Meeting -</b>	Section 48(1)(a) The public conduct of this matter would be likely to result in	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(a)</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)
	<b>Confidential and Highly Confidential Minutes – 15 February 2023</b>	disclosure of information for which good reason exists under section 7.	To protect the privacy of natural persons, including that of a deceased person <ul style="list-style-type: none"> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>
<b>2</b>	<b>People Metrics for quarter ending 31 December 2022</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>Interim Chief Executive's Update</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 2.07p.m. and resumed in public session at 3.14p.m.

**Karakia Whakamutanga**

**8. Restatements**

It was resolved while the public was excluded:

- 1 CONFIDENTIAL: People Metrics for quarter ending 31 December 2022**
- 1. Agrees that the Report (R27498); and its attachment (1809402794-680) remain confidential at this time.**



There being no further business the meeting ended at 3.14p.m.

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

Resolved

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