



Nelson City Council
Te Kaunihera o **Whakatū**

Notice of the Ordinary meeting of

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Date:	Thursday 20 July 2023
Time:	9.00a.m.
Location:	Mayor's Office Floor 2B, Civic House 110 Trafalgar Street Nelson

Agenda

Rārangi take

Members

His Worship the Mayor Nick Smith
Councillor 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

1.1.1 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 19 May 2023

6 - 9

Document number M20156

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 19 May 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 Kappelly of Intepeople***

remain after the public has been excluded, for 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:**

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 - 19 May 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	People Metrics for quarter ending 30 June 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
3	Chief Executive Draft Performance Agreement 2023/24	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)

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Karakia Whakamutanga

**Minutes of a 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 Friday 19 May 2023, commencing at 2.00p.m.

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

In Attendance: Chief Executive (N Philpott), Team Leader Governance (R Byrne) and External Adviser (M Kappely)

Apologies : Nil

Karakia and Mihi Timatanga

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 24 February 2023

Document number M20022, agenda pages 5 - 9 refer.

Resolved CEE/2023/018

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.**

O'Neill-Stevens/Brand

Carried

6. Exclusion of the Public

Melisa Kappely of Intepeople was in attendance for the Confidential agenda to answer questions and, accordingly, the following resolution was required:

Resolved CEE/2023/019

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.**

O'Neill-Stevens/Rainey

Carried

Resolved CEE/2023/020

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:**

O'Neill-Stevens/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 - Confidential Minutes - 24 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
2	Quarterly People Report to 31 March 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
3	Overview of AskYourTeam Staff Survey Results 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

The meeting went into confidential session at 2.01 and resumed in public session at 2.53p.m.

Karakia Whakamutanga

7. Restatements

It was resolved while the public was excluded:

1 Quarterly People Report to 31 March 2023

Agrees that the Report (R27664) and its attachment (1809402794-749) remain confidential at this time.

2 Overview of AskYourTeam Staff Survey Results 2023

Agrees that Report (R27665), attachments (1809402794-756 and 1809402794-757) and the tabled document be made publicly available.

There being no further business the meeting ended at 2.53p.m.

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

Resolved