



Nelson City Council
Te Kaunihera o **Whakatū**

Notice of the Ordinary meeting of

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Date:	Wednesday 21 February 2024
Time:	1.00p.m.
Location:	Mayor's Office Floor 2B, Civic House 110 Trafalgar Street, Nelson

Agenda

Rārangi take

Members

His Worship the Mayor Nick Smith
Cr 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 22 November 2023

6 - 9

Document number M20370

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 22 November 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 of Intepeople***

remain after the public has been excluded, for the Confidential as she had 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 - 22 November 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	Verbal update from the 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
3	AskYourTeam - Overview of Pulse Staff Survey Results December 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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
4	People Metrics for the Quarter ended 31 December 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
5	KiwiSaver Contributions	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

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 Wednesday 22 November 2023, commencing at 11.05a.m.

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

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

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 20 July 2023

Document number M20225, agenda pages 6 - 9 refer.

Resolved CEE/2023/033

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 20 July 2023, as a true and correct record.***

O'Neill-Stevens/Brand

Carried

6. Exclusion of the Public

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

Resolved CEE/2023/034

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 of Intepeople remain after the public has been excluded, for the Confidential as she had knowledge relating to the Chief Executive's employment that will assist the meeting.***

Rainey/Brand

Carried

Resolved CEE/2023/035

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	Chief Executive Employment Committee Meeting - Confidential Minutes - 20 July 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 Report	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	People and Capability Annual Report 2022 - 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
4	Chief Executive Update	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason	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)
		exists under section 7	including that of a deceased person

The meeting went into confidential session at 11.06a.m. and resumed in public session at 11.57a.m.

Karakia Whakamutanga

7. Restatements

It was resolved while the public was excluded:

2 People Metrics Report

2. *Agrees that the Report (R28124); and its attachment (1809402794-1058) remain confidential at this time.*

3 People and Capability Annual Report 2022 - 2023

2. *Agrees that the Report (R28125); and its attachment (1809402794-1059) remain confidential at this time.*

There being no further business the meeting ended at 11.57a.m.

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

Resolved