



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

**Notice of the Ordinary meeting of**

# **Chief Executive Employment Committee**

## ***Te Kōmiti Taimahi Tumuaki***

Date:	Wednesday 29 May 2024
Time:	1.30p.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 21 February 2024

**6 - 9**

Document number M20455

Recommendation

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

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 21 February 2024, 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 name and name remain after***

***the public has been excluded, for Item# of the Confidential agenda (item title), as he/she/they has/have knowledge relating to (description) 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 - 21 February 2024</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>People Metrics Report 31 March 2024</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 Performance Review - Proposed Process Outline 2023/2024</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 Mayor's Office, Floor 2B, Civic House, 110 Trafalgar Street, Nelson on Wednesday 21 February 2024, commencing at 1.01p.m.**

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Present: His Worship the Mayor Hon Dr 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 22 November 2023

Document number M20370, agenda pages 6 - 9 refer.

Resolved CEE/2024/001

***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.***

O'Neill-Stevens/Rainey

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 is required to be passed:

Resolved CEE/2024/002

***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.***

His Worship the Mayor/Rainey

Carried

Resolved CEE/2024/003

***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	<b>Chief Executive Employment Committee Meeting - Confidential Minutes - 22 November 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>
2	<b>AskYourTeam - Overview of Pulse Staff Survey Results December 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>
3	<b>People Metrics for the Quarter ended 31 December 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>
4	<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>
5	<b>KiwiSaver Contributions</b>	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"> <li>• Section 7(2)(a) To protect the privacy of natural persons,</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)
		exists under section 7	including that of a deceased person

The meeting went into confidential session at 1.02p.m. and resumed in public session at 2.50p.m.

## Karakia Whakamutanga

### 7. Restatements

It was resolved while the public was excluded:

**1 CONFIDENTIAL: AskYourTeam - Overview of Pulse Staff Survey Results December 2023**

*Agrees the Report (R28327) and attachment (1809402794-1090) remain confidential at this time.*

**2 CONFIDENTIAL: People Metrics for the Quarter ended 31 December 2023**

*Agrees that the Report (R8325); and its attachment (1809402794-1089) remain confidential at this time.*

**4 CONFIDENTIAL: KiwiSaver Contributions**

*Agrees that the Report (R28352) remain confidential at this time.*

There being no further business the meeting ended at 2.50p.m.

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

Resolved