

**Notice of the Ordinary meeting of
Chief Executive Employment Committee
Te Kōmiti Taimahi Tumuaki
Agenda | Rārangi take**



Date:	Wednesday 20 November 2024
Time:	1.00p.m.
Location:	Mayor's Office Floor 2B, Civic House 110 Trafalgar Street, Nelson

Chairperson His Worship the Mayor Hon Dr Nick Smith

Members DM Rohan O'Neill-Stevens

Cr Trudy Brand

Cr Pete Rainey

Quorum 2

**Nigel Philpott
Chief Executive**

governance.advisers@ncc.govt.nz
www.nelson.govt.nz

Nelson City Council Disclaimer

Please note that the contents of these Council and Committee agendas have yet to be considered by Council and staff 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

Chief Executive Employment Committee

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

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)

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
2. Confirmation of Order of Business
3. Interests
4. Public Forum
5. Confirmation of Minutes
6. Exclusion of the Public

Karakia Whakamutanga

Procedural Items

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 7 August 2024

5 - **Error! Bookmark not defined.**

Document number M20698

Recommendation

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 7 August 2024, as a true and correct record.**



**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 7 August 2024, commencing at 2.30p.m.

Present: His Worship the Mayor N Smith, 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

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 29 May 2024

Document number M20588, agenda pages 6 - 9 refer.

Item 5: Confirmation of Minutes

Resolved CEE/2024/018

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 29 May 2024, 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/2024/019

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 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.***

Rainey/O'Neill-Stevens

Carried

Resolved CEE/2024/020

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:***

Rainey/O'Neill-Stevens

Carried

Item 5: Confirmation of Minutes

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 - 29 May 2024	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 30 June 2024	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 Performance Assessment Report 2024	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's Remuneration Review 2024	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	Draft 2024/2025 Chief Executive Performance Agreement	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 5: Confirmation of Minutes

The meeting went into confidential session at 2.31p.m. and resumed in public session at 3.47p.m.

Karakia Whakamutanga

7. Restatements

It was resolved while the public was excluded:

1 CONFIDENTIAL: People Metrics 30 June 2024

- 2. Agrees that the Report (R28686) and its attachment (1809402794-1206) remain confidential at this time.**

2 CONFIDENTIAL: Chief Executive Performance Assessment Report 2024

- 5. Agrees that Report (R28721), Attachment (1496088540-1405) and the decision remain confidential at this time.**

3 CONFIDENTIAL: Chief Executive's Remuneration Review 2024

- 2. Agrees that Report (R28723), Attachment (1496088540-1406) and the decision remain confidential at this time.**

4 CONFIDENTIAL: Draft 2024/2025 Chief Executive Performance Agreement

- 3. Agrees that Report (R28720), Attachment 1809402794-1209) and the decision remain confidential at this time**

There being no further business the meeting ended at 3.47p.m.

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

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 remain after the public has been excluded, for the Confidential agenda as she has knowledge relating to 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 - 7 August 2024	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 Report 30 September 2024	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 6: Exclusion of the Public

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
3	People and Capability Annual Report 2023- 2024	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