



Notice of the Ordinary meeting of

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Date:	Tuesday 22 February 2022
Time:	2.00p.m.
Location:	via Zoom

Agenda

Rārangi take

Chairperson

Her Worship the Mayor Rachel Reese

Deputy Mayor

Cr Judene Edgar

Members

Cr Gaile Noonan

Cr Pete Rainey

Quorum 2

**Pat Dougherty
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
(A11833061)***

Chief Executive Employment Committee

Areas of Responsibility:

- 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 Recommend:

- 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 review annually the Chief Executive's remuneration and make recommendations to Council
- 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 September 2021

7 - 10

Recommendation

That the Chief Executive Employment Committee

1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 21 September 2021, as a true and correct record.

5.2 25 January 2022

11 - 14

Recommendation

That the Chief Executive Employment Committee

1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 25 January 2022, as a true and correct record.

6. Mayor's Report

A verbal update will be provided at the meeting.

CONFIDENTIAL BUSINESS

7. 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 Paul Bell of Intepeople remain after the public has been excluded, for the Confidential agenda, as he 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 - 21 September 2021	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	Chief Executive Employment Committee Meeting - Confidential Minutes - 25 January 2022	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)
3	Mayor's 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
4	People Metrics for quarter ending 30 September 2021	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	People Metrics for quarter ending 31 December 2021	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
6	Exit Survey Summary for 1 July 2021 to 31 December 2021	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)(c)(i) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			the public interest that such information should continue to be supplied
7	Chief Executive's Remuneration Review 2021	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
8	Chief Executive's Draft Performance Agreement and Key Performance Indicators for 2021/22	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 Rūma Whakatū, Civic House, 110 Trafalgar Street,
Nelson on Tuesday 21 September 2021, commencing at 2.00p.m.**

Present: Her Worship the Mayor R Reese (Chairperson), Councillors J Edgar, G Noonan and P Rainey

In Attendance: Chief Executive (P Dougherty), Manager People and Capability (S Vincent), Team Leader Governance (R Byrne) and External Adviser (P Bell).

Apologies : Nil

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 27 July 2021, agenda pages 6 - 10 refer.

Resolved CEE/2021/023

That the Chief Executive Employment Committee

- 1. Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 27 July 2021, as a true and correct record.***

Her Worship the Mayor/Rainey

Carried

The meeting adjourned from 2.10p.m. to 2.12p.m.

6. Exclusion of the Public

Paul Bell, of Intepeople, was in attendance for the Confidential session to answer questions and, accordingly, the following resolution was required to be passed:

Resolved CEE/2021/024

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

Her Worship the Mayor/Edgar

Carried

Resolved CEE/2021/025

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:***

Her Worship the Mayor/Edgar

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 - 27 July 2021	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 and Capability Annual Report 2020-2021	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's Performance Report - end of year self-review	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 Key Performance Indicators 2021/22	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 2.13pm and resumed in public session at 4.27p.m.

7. Restatements

It was resolved while the public was excluded:

1 CONFIDENTIAL: People and Capability Annual Report 2020-2021

- 1. Agrees that the Report (R26024); and its attachment (A2705390) remain confidential at this time.***

2 CONFIDENTIAL: Chief Executive's Performance Report - end of year self-review

- 1. Approves that Report (R26240), it's attachments (A2422056, A2748013, A2748015 and A2748016) and the decision be excluded from public release at this time.***

There being no further business the meeting ended at 4.27p.m.

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

Resolved



**Minutes of a meeting of the
Chief Executive Employment Committee**

Te Kōmiti Taimahi Tumuaki

**Held in the Rūna Whakatū, Civic House, 110 Trafalgar Street,
Nelson on Tuesday 25 January 2022, commencing at 2.06p.m.**

Present: Her Worship the Mayor R Reese (Chairperson), Councillors J Edgar, G Noonan and P Rainey

In Attendance: Chief Executive (P Dougherty), Roger Ball (Support for CE) 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 September 2021, agenda pages 5 - 8 refer.

It was noted that Deputy Mayor Judene Edgar was not recorded as present, the minutes were updated to correct the error.

That the Chief Executive Employment Committee

Resolved CEE/2022/001

That the Chief Executive Employment Committee

- 1. Confirms the amended minutes of the meeting of the Chief Executive Employment Committee, held on 21 September 2021, as a true and correct record.***

Her Worship the Mayor/Edgar

Carried

6. Chairperson's Report

Document number R26454

Her Worship the Mayor advised that there were some steps to work through in relation to finalising the Chief Executive's performance review, remuneration review and 2021/22 KPIs, along with the five year contract review.

The meeting adjourned from 2.10pm to 2.22pm.

7. Exclusion of the Public

The Chief Executive advised that Roger Ball was present as his support person when considering Item 3 on the Confidential Agenda (Chief Executive's Performance Review Report).

Her Worship the Mayor asked Mr Ball to confirm that he understood the confidential nature of the meeting and that what was discussed would stay within the room. Mr Ball confirmed his understanding.

Resolved CEE/2022/002

- 1. Confirms, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that Roger Ball remain after the public has been excluded as he was the support person for the Chief Executive in relation to the Chief Executive's Performance Review Report; and***
- 2. Excludes the public from the following parts of the proceedings of this meeting.***
- 3. 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:

Her Worship the Mayor/Edgar

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 - 21 September 2021	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	Chairperson's 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	Chief Executive's Performance Review 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

The meeting went into confidential session at 2.27p.m. and adjourned at 4.07pm.

The meeting reconvened in confidential session on Monday 14 February 2022 at 2.00p.m., and reconvened in public session at 3.28pm.

Karakia Whakamutunga

8. Restatements

It was resolved while the public was excluded:

2 **CONFIDENTIAL: Chief Executive's Performance Review Report**

1. *Agrees that Report (R26460), Attachment (A2838234) and the decision remain confidential at this time.*

There being no further business the meeting ended at 3.28p.m.

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

Resolved