Nelson City Council
Te Kaunihera o Whakatū

Notice of the Ordinary meeting of

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Date:	Tuesday 20 September 2022
Time:	2.00p.m.
Location:	Rūna Whakatū Civic House 110 Trafalgar Street, Nelson

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

Page No.

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 February 2022 **8 - 12**

Document number M19254

Recommendation

That the Chief Executive Employment Committee

1. ***Confirms*** ***the minutes of the meeting of the Chief Executive Employment Committee, held on 22 February 2022, as a true and correct record.***

5.2 Extraordinary Meeting - 19 April 2022 **13** - **15**

Document number M19414

Recommendation

That the Chief Executive Employment Committee

1. ***Confirms*** ***the minutes of the extraordinary meeting of the Chief Executive Employment Committee, held on 19 April 2022, as a true and correct record.***

5.3 22 April 2022 **16 - 20**

Document number M19427

Recommendation

That the Chief Executive Employment Committee

1. ***Confirms the minutes of the meeting of the Chief Executive Employment Committee, held on 22 April 2022, as a true and correct record.***

6. Chairperson's Report

A verbal update will be provided.

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 (item title), 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 - 22 February 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: • 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 the public interest that such information should continue to be supplied
2	**Extraordinary Chief Executive Employment Committee Meeting - Confidential Minutes - 19 April 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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
3	**Chief Executive Employment Committee Meeting - Confidential Minutes - 22 April 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: • 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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			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 the public interest that such information should continue to be supplied
4	**Confirmation of Highly 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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
5	**People Metrics for quarter ending 30 June 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: • 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 the public interest that such information

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			should continue to be supplied
6	**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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

Karakia Whakamutanga

Nelson City Council
Te Kaunihera o Whakatū

Minutes of a meeting of the

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Held in the via Zoom on Tuesday 22 February 2022, commencing at 2.06p.m.

Present:	Her Worship the Mayor R Reese (Chairperson), Councillors J Edgar (Deputy Mayor), G Noonan and P Rainey
In Attendance:	Councillor R Sanson, Chief Executive (P Dougherty), Manager People and Capability (Stephanie Vincent) Team Leader Governance (R Byrne) and External Adviser (P Bell)
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 25 January 2022, agenda pages 11 - 14 refer.

Resolved CEE/2022/008

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.***

Her Worship the Mayor/Noonan — Carried

6. Chair's Report

Document number R26638

Her Worship the Mayor thanked members and officers for the work on papers presented to the meeting.

7. Exclusion of the Public

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

Resolved CEE/2022/009

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/Rainey — Carried

Resolved CEE/2022/010

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/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)
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: • 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: • 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: • 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: • 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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			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 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: • 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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

The meeting went into confidential session at 2.11 and resumed in public session at 4.05p.m.

Karakia Whakamutanga

8. Restatements

It was resolved while the public was excluded:

2 CONFIDENTIAL: People Metrics for quarter ending 30 September 2021

2. Agrees that the Report (R26438); and its attachment (A2789724) remain confidential at this time.

3 CONFIDENTIAL: People Metrics for quarter ending 31 December 2021

2. Agrees that the Report (R26438); and its attachment (A2789724) remain confidential at this time.

4 CONFIDENTIAL: Exit Survey Summary for 1 July 2021 to 31 December 2021

2. Agrees that the Report (R26635); and its attachment (A2841151) remain confidential at this time.

5 CONFIDENTIAL: Chief Executive's Remuneration Review 2021

2. Agrees that Report (R26462), Attachment (A2841631) and the decision remain confidential at this time.

6 CONFIDENTIAL: Chief Executive's Draft Performance Agreement and Key Performance Indicators for 2021/22

1. Refers the item Chief Executive's Draft Performance Agreement and Key Performance Indicators for 2021/22 to be considered at the Council meeting to be held on 10 March 2022.

There being no further business the meeting ended at 4.05p.m.

Confirmed as a correct record of proceedings by resolution on date

Resolved

Nelson City Council
Te Kaunihera o Whakatū

Minutes of an extraordinary meeting of the

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Held via Zoom on Tuesday 19 April 2022, commencing at 10.03a.m.

Present: Deputy Mayor J Edgar (Chairperson), Councillors G Noonan and P Rainey

In Attendance: Team Leader Governance (R Byrne)

Apologies : Her Worship the Mayor R Reese

1. Apologies

Apologies

Resolved CEE/2022/019

That the Chief Executive Employment Committee

1. ***Receives and accepts the apologies from Her Worship the Mayor R Reese.***

Rainey/Noonan Carried

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. Exclusion of the Public

Resolved CEE/2022/020

That the Chief Executive Employment Committee

1. ***<u>Excludes</u> 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:***

<u>Rainey/Edgar</u> <u>Carried</u>

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's Employment 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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

The meeting went into confidential session at 10.04a.m. and resumed in public session at 10.32a.m.

Karakia Whakamutanga

6. Restatements

It was resolved while the public was excluded:

1 Chief Executive's Employment Review

Agrees that the Report and Attachments (A2874619 and A2874629) remain confidential at this time.

There being no further business the meeting ended at 10.32a.m.

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

Resolved

Nelson City Council
Te Kaunihera o Whakatū

Minutes of a meeting of the

Chief Executive Employment Committee

Te Kōmiti Taimahi Tumuaki

Held via Zoom on Friday 22 April 2022, commencing at 1.30p.m.

Present:	Her Worship the Mayor R Reese (Chairperson), Councillors J Edgar (Deputy Mayor), 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 :	Councillor Edgar for lateness

Karakia and Mihi Timatanga

1. Apologies

Apologies

Resolved CEE/2022/024

That the Chief Executive Employment Committee

1. Receives and accepts the apologies from Councillor J Edgar for lateness.

Her Worship the Mayor/Noonan — Carried

2. Confirmation of Order of Business

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

Councillor Noonan noted she had resigned from Big Brothers Big Sisters.

4. Public Forum

There was no public forum.

5. Chairperson's Report

Document number R26838

Her Worship the Mayor acknowledged the work going on in the organisation managing COVID, including moving to the next phase of transitioning back to the office. She acknowledge that Group Manager Alec Louverdis was doing excellent work chairing the Incident Management Team.

6. Exclusion of the Public

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

Resolved CEE/2022/025

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 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/Rainey — Carried

Resolved CEE/2022/026

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/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	**People Metrics for quarter ending 31 March 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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
2	**AskYourTeam - Overview of Staff Survey Results 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: • 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 the public interest that such information should continue to be supplied
3	**Exit Survey Summary for 1 January 2022 to 31 March 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: • 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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			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 the public interest that such information should continue to be supplied
4	**Review of Sick Leave and Turnover Trends**	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: • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

The meeting went into confidential session at 1.35p.m. and resumed in public session at 2.49p.m. Councillor Edgar joined the meeting at 2.10p.m.

Karakia Whakamutanga

7. Restatements

It was resolved while the public was excluded:

1 People Metrics for quarter ending 31 March 2022

2. Agrees that the Report (R26819); and its attachment (A2871760) remain confidential at this time.

2 AskYourTeam - Overview of Staff Survey Results 2022

2. Agrees that Report (R26810) and Attachments (A2871750, A2871751, A2871752) be made publicly available.

3 Exit Survey Summary for 1 January 2022 to 31 March 2022

2. Agrees that the Report (R26821); and its attachment (A2872359) remain confidential at this time.

4 Review of Sick Leave and Turnover Trends

2. Agrees that the Report (R26823); and its attachments (A2873946, A2874018) 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