



Chief Executive's Employment Committee Agenda

Monday 20 July 2020, 10:30am

Manawatū District Council Chambers, 135 Manchester Street,
Feilding

www.mdc.govt.nz

MEMBERSHIP

Chairperson

Councillor Michael Ford

Deputy Chairperson

Councillor Grant Hadfield

Members

Her Worship the Mayor and all Councillors

PURPOSE

Primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. The committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

DELEGATED AUTHORITY

Make decisions on the performance and remuneration of the Chief Executive.

RESPONSIBILITIES

All matters relating to the employment of the Chief Executive, including monitoring of performance.



Dr Richard Templer
Chief Executive

ORDER OF BUSINESS

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1. MEETING OPENING	
2. APOLOGIES	
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<i>Draft resolution</i>	
<i>That the minutes of the Chief Executive's Employment Committee meeting held 28 May 2020 be adopted as a true and correct record.</i>	
4. DECLARATIONS OF INTEREST	
Notification from elected members of:	
4.1	Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and
4.2	Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968
5. NOTIFICATION OF LATE ITEMS:	
Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:	
5.1	The committee by resolution so decides; and
5.2	The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.
6. OFFICER REPORTS	
6.1 CHIEF EXECUTIVE'S END OF YEAR KEY PERFORMANCE INDICATORS REVIEW	9
Report of the Chief Executive dated 6 July 2020	
7. CONSIDERATION OF LATE ITEMS	
8. PUBLIC EXCLUDED BUSINESS	
COMMITTEE TO RESOLVE:	
That the public be excluded from the following parts of the proceedings of this meeting, namely:	
a)	Review of Performance to 30 June 2020
b)	Chief Executive's End of Term Review
c)	Chief Executive's Remuneration
d)	Performance Agreement 2020-21

That 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
a) Review of Performance to 30 June 2020	Section 7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of members, officers or employees from improper pressure or harassment.	Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.
b) Chief Executive's End of Term Review	Section 7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons	As above
c) Chief Executive's Remuneration	As above	As above
d) Performance Agreement 2020-21	As above	As above

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

Also, that Pamela Peters of LG Equip, be permitted to remain after the public have been excluded to provide advice and assistance for the Chief Executive's End of Term Review.

9. MEETING CLOSURE

MINUTES	MEETING	TIME
CHIEF EXECUTIVES EMPLOYMENT COMMITTEE	THURSDAY 28 MAY 2020	8:33AM

Minutes of a meeting of the Chief Executives Employment Committee held on Thursday 28 May 2020, commencing at 8:33am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT Cr Michael Ford (Chairperson)
 Mayor Helen Worboys
 Cr Steve Bielski
 Cr Stuart Campbell
 Cr Shane Casey
 Cr Heather Gee-Taylor
 Cr Grant Hadfield
 Cr Hilary Humphrey
 Cr Phil Marsh
 Cr Andrew Quarrie
 Cr Alison Short

IN ATTENDANCE: Richard Templer (Chief Executive)
 Hamish Waugh (General Manager - Infrastructure)
 Frances Smorti (General Manager – People and Culture)
 Allie Dunn (Governance Team Leader)
 Steph Skinner (Governance Officer)

CEE 20/01 MEETING OPENING

The Chairperson declared the meeting open.

CEE 20/02 APOLOGIES

RESOLVED

That the apologies for lateness from Councillor Shane Casey be approved.

Moved by: Councillor Phil Marsh

Seconded by: Councillor Heather Gee-Taylor

CARRIED

CEE 20/03 DECLARATIONS OF INTEREST

There were no declarations of Interest.

CEE 20/04 NOTIFICATION OF LATE ITEMS:

There were no late items.

CEE 20/05 APPOINTMENT OF DEPUTY CHAIRPERSON

Report of the General Manager – Corporate and Regulatory dated 3 April 2020 seeking appointment of a Deputy Chairperson for the Chief Executive’s Employment Committee.

Councillor Shane Casey joined the meeting at 8:38am.

MINUTES	MEETING	TIME
CHIEF EXECUTIVES EMPLOYMENT COMMITTEE	THURSDAY 28 MAY 2020	8:33AM

RESOLVED

That the Chief Executive's Employment Committee uses System B of Clause 25 of Schedule 7 of the Local Government Act 2002 for the election of its Deputy Chairperson.

Moved by: Councillor Alison Short

Seconded by: Councillor Hilary Humphrey

CARRIED

There were two nominations put forward for the position of Deputy Chairperson of the Chief Executive's Employment Committee: Councillor Grant Hadfield, nominated by Her Worship the Mayor and Councillor Steve Bielski, and Councillor Phil Marsh, nominated by Councillor Alison Short and Councillor Heather Gee-Taylor. Following a vote by show of hands, Councillor Hadfield was declared appointed as Deputy Chairperson.

RESOLVED

That the Chief Executive's Employment Committee appoints Councillor Grant Hadfield as its Deputy Chairperson.

Moved by: Her Worship the Mayor

Seconded by: Councillor Steve Bielski

CARRIED

CEE 20/06 CHIEF EXECUTIVE'S KEY PERFORMANCE INDICATORS REVIEW

Report of the Chief Executive dated 20 May 2020 to update the Chief Executive's Employment Committee on the progress of the Chief Executive's Key Performance Indicators at the end of April 2020.

RESOLVED

That the Chief Executive's Employment Committee notes the report.

Moved by: Councillor Grant Hadfield

Seconded by: Councillor Phil Marsh

CARRIED

CEE 20/07 MANAWATU DISTRICT COUNCIL IMPROVEMENT PLAN

Report of the Chief Executive dated 20 May 2020 to update the Chief Executive's Employment Committee on the improvement plan developed by the Executive Team.

Her Worship the Mayor left the meeting at 9:28am and returned at 9:29am.

The meeting adjourned at 10:01am and reconvened at 10:03am.

MINUTES	MEETING	TIME
CHIEF EXECUTIVES EMPLOYMENT COMMITTEE	THURSDAY 28 MAY 2020	8:33AM

It was noted that it would be valuable to document more specific information about the savings that had been made. It was asked that the timeframe for measuring be extended to cover the entire triennium, and also that an update be provided on the shared service arrangements with Rangitīkei District Council.

RESOLVED

That the Chief Executive's Employment Committee:

1. **Notes the Manawatū District Council Improvement Plan set out in Appendix One to the report of the Chief Executive dated 20 March 2020;**
2. **Approves the areas identified for improvement, including efficiencies and savings.**

Moved by: Councillor Shane Casey

Seconded by: Councillor Stuart Campbell

CARRIED

CEE 20/08 CHIEF EXECUTIVE'S EMPLOYMENT CONTRACT

Presentation by the Chief Executive outlining the status of the Chief Executive's employment contract with the Council and seeking a decision from the Council on whether it wished to extend his contract for a further two years, or the proceed with a recruitment process.

Her Worship the Mayor left the meeting at 10:16am

The Deputy Mayor outlined discussions he had held with Council's contractor, Pamela Peters of LG Equip, on a process that could be used to review the Chief Executive's performance over his contract period, and come to a decision on whether to extend his contract or proceed with a recruitment process.

RESOLVED

That the Chief Executive's Employment Committee notes the Chief Executive's presentation and advises that it would be undertaking an assessment of the Chief Executive's performance over the past four years to be completed by June/July 2020.

Moved by: Councillor Michael Ford

Seconded by: Councillor Phil Marsh

CARRIED

CEE 20/09 CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

MINUTES	MEETING	TIME
CHIEF EXECUTIVES EMPLOYMENT COMMITTEE	THURSDAY 28 MAY 2020	8:33AM

CEE 20/10 MEETING CLOSURE

The meeting was declared closed at 10:31am

Chief Executive's Employment Committee

Meeting of 20 July 2020

Business Unit: Chief Executive's Office

Date Created: 6 July 2020

Chief Executive's End of Year Key Performance Indicators Review

Purpose

To update the Chief Executive's Employment Committee on the Chief Executive's Key Performance Indicators at the end of the 2019/20 Financial Year.

Significance of Decision

The Council's Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That the Chief Executive's Employment Committee notes the report.

Report prepared by:
Richard Timpler
Chief Executive

Approved for submission by:
Richard Timpler
Chief Executive

1 Executive Summary

1.1 In this financial year the Chief Executive’s performance agreement contains 17 Key Performance Indicators. Of the 17 KPIs, 14 have been achieved, 1 partially achieved and 2 have not been achieved.

2 Contribution to the Council Vision and Council Outcomes

2.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

Connected, vibrant and thriving Manawatū District – the best lifestyle in New Zealand

Manawatū District protects the natural environment through stewardship of the District’s natural and physical resources.	Manawatū District attracts and retains residents and businesses.	Manawatū District develops a broad economic base from its solid foundation in the primary sector.	Manawatū District is connected via quality infrastructure, services and technology.	Manawatū District’s built environment is safe, resilient and attractive.	Manawatū District Council is a customer-focussed and efficient organisation.
✓	✓	✓	✓	✓	✓

3 Background

3.1 At the start of this financial year (July 2019) the Chief Executive’s Employment Committee approve 17 Key Performance Indicators [KPIs] for the Chief Executive.

3.2 This report highlights the results of the KPIs for the 2019/20 Financial Year.

4 Discussion and Options considered

4.1 Following is a table of the KPIs and current status. Their status has two categories:
 ACHIEVED – the KPI has been achieved
 NOT ACHIEVED – The KPI was not achieved at the end of the financial year.

4.2 For each KPI these is an explanation of the status where required.

4.3 KPI Status Table

Health & Safety Staff go home happy & safe every night	a) Operational hazards and risks are identified, registered and treated b) Take care of your own health and safety and don’t cause harm to others c) Follow MDC’s health and safety instructions, policies and procedures	a) MDC Health & Safety strategy approved ACHIEVED – Approved by Council b) Zero reportable accidents ACHIEVED – No reportable accidents
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<p>Key Projects</p> <p>CE leads from the front on key organisational projects</p>	<p>a) Customer Service b) Performance Improvement c) Financial Management</p>	<p>a) Customer Service complaints reduce year on year ACHIEVED – 12 vs. 14 in 2018/19 b) Key Council areas for improvement, including efficiencies and savings identified and agreed by the Executive Team and Council ACHIEVED c) Council operates to or below its operating budget and planned Capital expenditure is within +5/-15% of budget NOT ACHIEVED: Opex due to Covid-19 disruption. Capex – Due to Covid-19 disruption. Plus the unexpected passing of a land owner means it was not possible to complete Turners Road this financial year. The Resource Recovery centre has also been redesigned to ensure it comes in on budget.</p>
<p>People & Culture</p> <p>Staff engagement increases</p>	<p>a) Staff Engagement improves b) Professional development of Elected Members c) Improving Recruitment at MDC</p>	<p>a) Organisational Culture – AskYourTeam result above 71% ACHIEVED - Overall result 72% b) Professional Development Plan for all Elected Members complete ACHIEVED – Delivered to all elected members on 6 March 2020 c) Recruitment 2.0 – complete refresh of MDC’s attraction, selection and pre-on-boarding approach ACHIEVED – New process up and running on JARVIS.</p>
<p>Infrastructure</p> <p>MDC infrastructure meets the current and future needs of the community.</p> <p>Year 2 of the LTP infrastructure work programme is delivered.</p>	<p>a) AMPs b) Major Capital projects c) Drinking Water</p>	<p>a) Robust and integrated asset management plans complete and externally peer reviewed NOT ACHIEVED – Roading business Case complete, AMPs will be complete by 30 July 2020 b) Turners Road, Resource Recovery Centre and New Reservoir delivered to plan Partially ACHIEVED – New reservoir delivered, Turners Road & Resource Recovery Centre delayed c) Compliance with NZDWS and consent conditions within the known limitations of the water and</p>

		<p>wastewater treatment plants ensuring no risk to public health or environmental harm</p> <p>ACHIEVED – One technical non-compliance, but no public health risks</p>
<p>Community & Strategy</p> <p>MDC is trusted by our community</p> <p>Year 2 of the LTP community work programme is delivered.</p>	<p>a) Council building earthquake strengthening and refit</p> <p>b) Library building earthquake strengthening and refit</p> <p>c) District plan</p>	<p>a) Council building refit and strengthening project indicative project costings complete. A positive communication approach will be part of the project</p> <p>ACHIEVED – Project SAM underway and design procurement completed</p> <p>b) Council has approved final location, scope and cost of the library building project. A positive communication approach will be part of the project</p> <p>ACHIEVED – Location agreed, scope approved and design procurement complete.</p> <p>c) District plan review has progressed in line with Council approved project plan, budget and timeline</p> <p>ACHIEVED – Precinct 4 approved</p>
<p>Corporate & Regulatory</p> <p>MDC is trusted by our community</p>	<p>a) Election & Induction</p> <p>b) Digital strategy</p> <p>c) EQPB regulations</p>	<p>a) New Council is established and inducted</p> <p>ACHIEVED</p> <p>b) Digital strategy advanced with Office 365 rollout and online resource compliance complete</p> <p>ACHIEVED – Digital strategy complete, Office 365 rollout ahead of schedule (due to Covid-19) and Online Resource Consents operational</p> <p>c) EQPB legislation is implemented</p> <p>ACHIEVED – Priority areas approved by Council, Building owners informed and EQPB specialist consultancy engaged</p>

5 Delegations

5.1 The Chief Executive’s Employment Committee has the delegation to approve this report.

6 Conclusion

6.1 Of the 17 KPIs, 14 have been achieved, 1 partially achieved and 2 have not been achieved.