

CONFIDENTIAL MEMORANDUM

TO: Council

MEETING DATE: 1 June 2022

TITLE: Appointment of Consultant- Working environment review

PRESENTED BY: Hannah White, Democracy and Governance Manager

APPROVED BY: Sheryl Bryant, Assistant Chief Executive

It is recommended that this report be considered with the public excluded, as permitted by the Local Government Official Information and Meetings Act 1987 under clause:

s7(2)(b)(ii) Third Party Commercial - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

s7(2)(i) Negotiations - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

RECOMMENDATION FOR PUBLIC RELEASE

The report and recommendations can be released following confirmation of contract with the provider.

RECOMMENDATION(S) TO COUNCIL

1. That Council appoint Tregaskis Brown Ltd to review the working environment of elected members and the chief executive.

OR

That Council seek further expressions of interest to complete this work.

2. That Council agree the cost of the consultancy be covered, where possible, in the 2021/22 financial year from existing operational budgets.
 3. That the report and resolutions are released following confirmation of contract with the provider.
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1. ISSUE

The purpose of this report is to provide Council with options for an external lead provider and the terms of reference for that provider to work with elected members as they seek to provide a safe and supportive working environment. This work is being prioritised to make the most of the dual timing of the organisation readying itself for a successful transition to a new chief executive and a newly elected Council (October 2022).

Officers, having clarified the scope of the work with elected members, sought to identify consultants capable of completing a review and offering recommendations for culture improvement. Officers approached Taituarā- Local Government Professionals Aotearoa, Wellington City Council and elected members for recommendations. Several businesses and individuals were approached and invited to submit an expression of interest. One company has put in a proposal, which is attached.

The company is Tregaskis Brown Ltd., offering one of their partners Rebeca Elvy as Lead.

The proposal highlights:

- the approach proposed - interviews, analysis and research
- the objective identified - to provide enduring, compelling, concrete, practical and measureable recommendations
- experience of Rebecca Elvy in leadership of public service organisations
- the experience of Tregakis Brown in working with the New Zealand public sector.
- confirmation of Tregakis Brown as a Tier 1 All of Government provider on the Consultancy Panel- Business Change

Officers also note that the provider is not local to Palmerston North- strengthening independence and objectivity.

The cost put forward in the proposal is approximately \$80K. This could be partially covered in the current financial year from forecast operating surplus. There is an option to decrease the cost by approximately \$10K by allowing for the work to be completed remotely, rather than in person.

2. NEXT STEPS

Should the Council agree the appointment, officers will confirm the contract with the provider and the work can begin in June-July 2022.

3. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	Choose an item.
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	Choose an item.
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: <Enter text>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This work presents an opportunity for elected members to reflect upon and improve performance as employers of the Chief Executive, and in doing so ensure effective leadership of the city's vision and progress towards the four wellbeings.

ATTACHMENTS

1. Proposal- Tregakis Brown Ltd