

CONFIDENTIAL MEMORANDUM

TO: Council

MEETING DATE: 1 June 2022

TITLE: Monitoring the Chief Executive's Performance- review of process

PRESENTED BY: Aleisha Rutherford, Chief Executive Performance Review Panel Chair

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)(h) Commercial Activities - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities

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 memorandum and resolutions may be released following conclusion of any contract negotiations with external consultants.

RECOMMENDATION(S) TO COUNCIL

1. That Council agree in principle the shape of the chief executive's performance management (as set out in Attachment 1), subject to the new term of Council's committee structure as set by the Mayor and appropriate delegations being agreed by the Council.
 2. That Council agree budget of up to \$17,400 be applied to complete the two surveys as soon as practicable.
 3. That Council note a further report will be brought to Council to consider ongoing Human Resource consultancy support for the Chief Executive's performance management function.
 4. That the memorandum, resolutions and Attachment 1 be released following the conclusion of any related contract negotiations.
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1. ISSUE

On 1 December 2021, Council agreed additional budget for the Chief Executive's Performance Review Panel, so that under delegation 187.7 the Panel could contract Streamline HR and Liminality Ltd to review and provide advice on the performance appraisal process of the Chief Executive.

The review has resulted in a proposed performance management process which is attached to this memorandum (see Attachment 1).

As a part of the proposed process, the review recommends collating baseline evidence before the new Chief Executive arrives, from which to measure future performance. This baseline would be built from two data sets:

- a) Staff Engagement Survey
- b) 360 feedback from external stakeholders

Streamline HR has proposed that they undertake this work in June/July 2022, as well as support the process, at least in the first year of implementation.

The Chief Executive Performance Panel has delegation to contract Human Resource consultancy to assist their function as appropriate.

2. NEXT STEPS

Should Council resolve to proceed with the proposed process, the Panel will determine who is best to complete the two surveys.

A further report will be brought to Council by the Panel in August to consider future external provision of support.

A report will be brought by officers in the new triennium to consider:

- a) Delegation of authority to the Mayor and one other appointed member to:
 - undertake performance appraisal, rather than a panel as in previous terms;
 - direct staff to undertake an annual staff engagement survey
 - direct staff to contract external HR consultancy support where necessary
- b) Ongoing budget considerations, including levels of service

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?	No
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: n/a	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	To enable the Council to meet the Local Government Act responsibilities to undertake performance review of the Chief Executive and to be a good employer as set out in Schedule 7 clauses 35 and 36.

ATTACHMENTS

1. Proposed Performance Review Process
2. Streamline HR- Service Proposal