

I hereby give notice of the following Ordinary meeting:

Meeting	Remuneration and Development Committee
Date	Wednesday 08 May 2019
Time	2.00pm
Venue	Mangawhai Heads Surf Lifesaving Club – Wintle Street, Mangawhai Heads

Open Agenda

Membership

Chair: Mayor Jason Smith
Members: Deputy Mayor Peter Wethey
Councillor Anna Curnow
Councillor Libby Jones
Councillor Andrew Wade

Jason Marris
General Manager Governance, Strategy and Democracy

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**Ordinary meeting of the
Remuneration and Development Committee
Wednesday 08 May 2019 in Mangawhai**

1 Opening

1.1 Karakia

1.2 Present

1.3 Apologies

1.4 Confirmation of agenda

The Committee to confirm the Agenda.

1.5 Conflict of interest declaration

Elected members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as Councillors and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before Council.

2 Minutes

2.1 Confirmation of Remuneration and Development Committee minutes 13 February 2019

General Manager Governance, Strategy and Democracy 1613.03

Recommended

That the unconfirmed minutes of the Remuneration and Development Committee meeting held 13 February 2019 be confirmed as a true and correct record.

Remuneration and Development Committee

Minutes

Date	Wednesday 13 February 2019
Time	Meeting commenced at 2.45pm Meeting concluded at 3.47pm
Venue	Kauri Museum Function Centre Board Room – 5 Church Road, Matakoho
Status	Unconfirmed

Membership

Chair: Mayor Jason Smith

Members: Deputy Mayor Peter Wethey and Councillors Anna Curnow, Libby Jones and Andrew Wade

Staff and Associates:

General Manager People and Capability, Governance Advisor

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Unconfirmed

**Minutes of the Ordinary meeting of Remuneration and Development Committee
Tuesday 13 February 2019, Matakohē**

1 Opening

At 2.00pm, the Committee was informed that Councillor Curnow was unexpectedly delayed so quorum could not be met. Pursuant to Standing Order 10.5, the Chair decided to wait for a longer period.

The meeting opened at 2.45pm.

1.1 Present

Mayor Jason Smith (Chair), Deputy Mayor Wethey and Councillor Curnow.

In Attendance

Name	Designation	Item(s)
Hannah Gillespie	General Manager People and Capability	All
Lisa Hong	Governance Advisor	All (Minute-taker)

1.2 Apologies

Moved Curnow/Wethey

That the apologies of Councillors Jones and Wade be received.

Carried

1.3 Confirmation of Agenda

Moved Smith/Curnow

That the Remuneration and Development Committee confirms the Agenda for 13 February 2019.

Carried

1.4 Conflict of Interest Declaration

Nil.

2 Confirmation of Minutes
2.1 Confirmation of Open Remuneration and Development Committee minutes 06 April 2018

Governance and Procedural Advisor 1613.02

Moved Smith/Curnow

That the unconfirmed Open minutes of the Remuneration and Development Committee meeting held 06 April 2018 be confirmed as a true and correct record.

Carried

3 Decision

3.1 Chief Executive review process

General Manager Governance, Strategy and Democracy

General Manager People and Capability **22/SPF/D**

[Secretarial Note: Additional supporting documents (1) LGNZ Equip Limited's 'Kaipara District Council Executive Performance Programme' dated 31 January 2019ⁱ and (2) Watson Peters' 'Kaipara District Council Executive Performance and Support' dated January 2019ⁱⁱ were tabled at the meeting.]

Moved **Smith/Curnow**

That the Remuneration and Development Committee:

- 1 *Approves that LGNZ Equip Limited is engaged to deliver the Equip Executive Performance Programme for the Chief Executive; and*
- 2 *Delegates the General Manager People and Capability the authority to finalise the agreement with LGNZ Equip Limited for period ending 30 June 2020 subject to the costs being met in the existing budgets; and*
- 3 *Notes that once the engagement has been confirmed, LGNZ Equip Limited will commence the process with the Remuneration and Development Committee to conduct the Chief Executive's performance review; and*
- 4 *Notes that key priorities and performance measures will be developed and finalised with Council and the Chief Executive.*

Carried

4 Information

4.1 Elected member collective development

General Manager Governance, Strategy and Democracy

22/SPF/D

Moved **Smith/Curnow**

That the Remuneration and Development Committee:

- 1 *Notes that the priorities for collective elected member development for the remainder of 2019 were identified as iwi relations training and governance development; and*
- 2 *Notes that a workshop on iwi relations was held on 29 January 2019, and that a suite of on demand webinars covering governance related topics have been made available to elected members.*

Carried

5 Public Excluded Committee minute items 13 February 2019

Meeting went into Public Excluded session at 3.45pm.

Moved Smith/Wethey

That the public be excluded from the following part of the proceedings of this meeting namely:

- *Confirmation of Public Excluded Remuneration and Development Committee minutes 06 April 2018.*

The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(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	Ground(s) under Section 48(1) for the passing this resolution:
<i>Confirmation of Public Excluded Remuneration and Development Committee minutes 06 April 2018</i>	<i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</i>	<i>Section 48(1)(a) that the public conduct of the whole or relevant part of the proceedings of the meeting would likely to result in the disclosure of information for which good reason for withholding would exist</i>

Carried

6 Open Committee minutes 13 February 2019

Meeting returned to Open session at 3.46pm.

Closure

Meeting closed at 3.47pm.

Confirmed :

Chair:

Kaipara District Council
Dargaville

ⁱ Kaipara District Council Executive Performance Programme (LGNZ Equip Limited, 31 January 2019)

ⁱⁱ Kaipara District Council Executive Performance and Support (WatsonPeters, January 2019)

Unconfirmed

3 Information

2019 Election: Elected Member Induction

Meeting: Remuneration and Development Committee
Date of meeting: 09 May 2019
Reporting officer: Jason Marris, General Manager Governance, Strategy and Democracy

Purpose/Ngā whāinga

To discuss the induction for elected members post the 2019 election.

Executive summary/Whakarāpopototanga

To enable elected members to be effective in their role, it is important to create and deliver a comprehensive induction programme for the incoming council. A draft high level programme has been created and is presented to this committee for discussion and feedback.

Following the committee meeting, feedback will be incorporated into a comprehensive induction programme for the incoming council.

Recommendation/Ngā tūtohunga

That the Remuneration and Development Committee:

- a) Notes the draft high level induction programme for elected members post the 2019 election.

Context/Horopaki

The 2019 local government election is being held this year on Saturday 12 October 2019. To ensure that the incoming council is effective quickly, understands the environment and their role, and is prepared for the term ahead, it is important that a structured plan for the induction is created and delivered.

The committee currently has responsibility for overseeing the development needs of elected members.

Discussion/Ngā kōrerorero

As an initial step, a draft high level induction programme has been created and is available at **Attachment A**. It is built around three key themes:

- **Foundation knowledge development:** This theme presents the development opportunities that are the 'building blocks' to the elected member role.
- **Relationships:** This theme highlights opportunities to build relationships internally, within the elected members, and with our iwi partners.
- **Technical Knowledge:** Presented in this theme are the courses that provide technical skills which will help elected members in their decision-making.

This is a draft high level programme presenting initial thoughts around a programme. No opportunities have been confirmed or assessed in any depth to date.

The draft programme is being presented to this committee to obtain members' thoughts and feedback.

Feedback on the following would be appreciated:

- The opportunities themselves. Are there any gaps, additions or deletions?
- Priority of the training
- Possible timing of the training. Many elected members work full time and travel long distances for council commitments, which can present significant scheduling challenges

Financial implications

Budget has been set aside in the Long Term Plan to ensure a robust induction plan can be created and delivered.

Risks and mitigations

There is risk involved in not completing a comprehensive induction programme for elected members. Knowledge around role, legislation, operating environment and other factors is important to ensure that elected members understand their role and are effective quickly.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Feedback from the committee will be incorporated into a comprehensive induction plan for the incoming council.

Attachments/Ngā tapiritanga

	Title
A	Draft high level induction programme

Jason Marris, 18 April 2019

2019 Election: Draft Elected Member Induction Programme

Foundation knowledge development	Relationships	Technical knowledge
Legal framework – delivered in conjunction with the Northland Regional Council (NRC), provided by Simpson and Grierson	<ul style="list-style-type: none"> ▪ Meet and greet with Executive team (briefing on organisation structure, work programme, key issues) ▪ Administration session (remuneration, expenses, IT equipment) ▪ Induction programme overview 	Standing orders, Chairing a meeting
Local Government New Zealand (LGNZ) Mayor's induction	Working with the media	Civil defence roles and responsibilities
LGNZ elected members' induction	Elected member retreat – could incorporate elected members values and high level strategy/goals for the term.	Health and Safety – responsibilities under the legislation
Governance and leadership <ul style="list-style-type: none"> ▪ Applied governance essentials – workshop to discuss governance in a local government (LG) environment, or ▪ Leadership and governance (LGNZ) 	<ul style="list-style-type: none"> ▪ Understanding Te Ao Māori – to support developing meaningful and inclusive relationships ▪ Site visits with Kaipara Iwi 	Financial governance <ul style="list-style-type: none"> ▪ Financial principles ▪ Elected member role within the LG financial landscape ▪ Managing financial risk ▪ Debt management
<ul style="list-style-type: none"> ▪ Treaty of Waitangi familiarisation 		Workshop to improve ability to read and comprehend large volumes of reading material quickly
Political decision-making – a course operated by LGNZ to overview the decision-making process		

Notes:

- The above are draft possibilities provided for discussion
- Sessions will be organised in partnership with agencies such as LGNZ and other Northland councils where possible
- LGNZ elected member handbook will also be provided for each elected member
- Timing of sessions – need to reflect the needs of elected members and their ability to attend regular education sessions
- Courses will initially focus on the first three to six months, however refresher courses could be made available with a comprehensive three year plan built in conjunction with the council post-election
- Budgetary considerations will need to be taken into account following further investigation

4 Public Excluded agenda items 08 May 2019

Recommended

That the public be excluded from the following part of the proceedings of this meeting namely:

- *Chief Executive's Performance Agreement January 2019 – July 2019*

The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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<i>Chief Executive's Performance Agreement January 2019 – July 2019</i>	<i>Part 1, Section 7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>

5 Open agenda 08 May 2019

Closure

**Kaipara District Council
Dargaville**