

**AGENDA FOR AN EXTRAORDINARY MEETING OF THE PERFORMANCE REVIEW
COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON MONDAY, 19 JULY 2004,
COMMENCING AT 2.30 PM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	PRESENTATION ON CURRENT PROJECTS	2
5	HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE PERIOD FEBRUARY TO JUNE 2004	2
6	2004 MEETINGS OF THE PERFORMANCE REVIEW COMMITTEE	4
7	CHIEF EXECUTIVE'S CARRYOVER OF ACCRUED LEAVE	5
8	CONTINUITY OF LEADERSHIP - MAJOR PROJECTS	5
9	CHIEF EXECUTIVES PERFORMANCE EVALUATION	5
	PROCEDURAL MOTION TO EXCLUDE THE PUBLIC	5

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Ordinary - Monday, 23 February 2004

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Performance Review Committee held on Monday, 23 February 2004, as circulated, be taken as read and now be confirmed.



4 PRESENTATION ON CURRENT PROJECTS

A presentation on current projects will be introduced by the Chief Executive with three Team Leaders of four of the current projects assisting with a short presentation to the Committee, so that the Committee can obtain some idea of progress being made on the following leading projects:

- One Stop Shop/Customer Service and Charter;
- Performance Development process;
- Leadership Development programme;
- Communications.

RECOMMENDATION

That the information be received.



5 HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE PERIOD FEBRUARY TO JUNE 2004

PURPOSE OF REPORT

This report provides an outline of the key Human Resources Management activities across Council.

REDUNDANCIES

There were two redundancies, one each in the months of March and April 2004.

DISMISSALS

Two dismissals occurred in the report period:

- One in April 2004 for being intoxicated at work;
- The other in June 2004 for failing to account for monies received.

GRIEVANCES

There were four active personal grievances during the period:

- One settled at mediation on 21 March 2004;
- One has been to mediation and unresolved but is not proceeding;
- One is before the Court of Appeal - hearing date to be set;
- Another was lodged but not progressed by end of June 2004.

INDUSTRIAL RELATIONS MATTERS

During the period of this report negotiations on the following collective agreements took place:

- Testing Station Collective Agreement completed;
- Refuse Transfer Station Collective Agreement (in final stages of completion);
- PSA Collective Agreement negotiations completed and being fine tuned prior to ratification.

LEARNING AND DEVELOPMENT

A number of major activities are underway:

- Leadership Forum;
- Team Building workshops;
- Unitec Leadership and Management Development Programme;
- Managers' Conference;
- Effective Communication workshops for managers;
- A range of workshops for managers and staff supporting the Performance Development System i.e. Writing Key Performance Indicators; Introduction to System; Coaching.

STAFF DEVELOPMENT

Performance Development System

The pilot Performance Development System was completed and roll out was commenced across the Council in May. Focus in the period was on introducing sessions for managers and staff and KPI foundation workshops. Coaching training for managers commences in July 2004. The system will be reviewed in April / May 2005.

Remuneration

A new remuneration system is being developed and will see a broad banded remuneration process for all positions in place in 2004/2005. This is a major project we are developing with PSA as the major workplace union.

Recruitment - Customer Service Focus

HR are facilitating a customer service champions group. This is based on the premise that all staff have internal and/or external customers. One of the areas we are focusing on is recruitment processes and procedures. This will include training and certification of all interview panel members to be completed in this calendar year. This will improve the standard of recruitment and strengthen the organisation over time.

Organisational Development

A number of organisational development activities are occurring, namely:

- Ensuring staff are up to speed with Organisational Development projects. Workshops with over 300 participants completed during the period under review;
- A series of managers conferences are being developed with the first to be held in late July. The aim is to strengthen our managerial capability;
- The second year of Unitec Leadership/Management Training will commence in August 2004.

2004 STAFF SURVEY

The 2004 staff survey was completed with over 580 or 81% of staff participating. Some significant achievements have occurred since the 2004 survey.

The analysis and unit reports are being completed for dissemination to managers.

A presentation on the 2004 results will occur at a subsequent committee meeting.

EEO CENSUS

A staff census was carried out in June 2004 to gather updated information on which to base a review of our Equal Employment Opportunities (EEO) strategies. The data is currently being processed. Once processing is complete our 2004/2005 EEO strategic plan will be completed.

HEARTBEAT CHALLENGE

The Heartbeat Challenge pilot in Moselle Building is well underway with the action plan in final stages for discussion and approval. A lot of interest, support and active participation is occurring as well as strong interest areas of Council outside the pilot group.

STAFF TURNOVER

Turnover for the quarter to 30 June 2004 was 26 people (full and part time ongoing staff). This represents an annualised turnover of 14.36% based on an average Full Time Employee (FTE) of 727.2.

Reasons for leaving are summarised in the 23 exit interviews conducted. They were:

- Overseas Travel / Relocating x 6;
- Dissatisfied with Management / Lack of Recognition / Poor communication / Problem colleague x 4;
- Not happy in role / disliked job x 2;
- Personal Reasons x 3;
- New Job / Better Pay / Headhunted x 4;
- Redundancy x 1;
- Health issues due to stress of job x 1;
- End of fixed term contract x 2.

You have asked for benchmarking information which is being looked at now and will be included in our next report.

Jeff Dougal
Manager Human Resources and Organisational Development



6 2004 MEETINGS OF THE PERFORMANCE REVIEW COMMITTEE

Future meetings of the Performance Review Committee are scheduled as follows:

Monday, 16 August 2004	at 2.30 pm	Mayoral Lounge
Tuesday, 21 September 2004	at 2.30 pm	Mayoral Lounge

No meetings for the new Council have been scheduled.

RECOMMENDATION

That the following meetings of the Performance Review Committee be confirmed:

Monday, 16 August 2004 at 2.30 pm Mayoral Lounge
Tuesday, 21 September 2004 at 2.30 pm Mayoral Lounge

Report prepared by: Darryl Griffin, Group Manager: Democracy and Support Services.



7 CHIEF EXECUTIVE'S CARRYOVER OF ACCRUED LEAVE

8 CONTINUITY OF LEADERSHIP - MAJOR PROJECTS

9 CHIEF EXECUTIVES PERFORMANCE EVALUATION

These items will be considered in the Confidential Supplement of the agenda, and has been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely the Chief Executives Carryover of Accrued Leave, Continuity of Leadership - Major Projects and Chief Executives Performance Evaluation.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation of the matters 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 the matters to be considered.	Reason for passing this resolution in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> • Chief Executives Carryover of Accrued Leave; • Continuity of Leadership - Major Projects; • Chief Executives Performance Evaluation. 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • protect the privacy of natural persons. 	<p>That the public conduct of 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.</p>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(a) of that Act which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public as follows:

- *The matters under consideration pertain to the Chief Executive's employment contract.*

