MINUTE EXTRACT FROM THE NON-PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON MONDAY 11 DECEMBER 2017

C7 CEO APPRAISAL AND REMUNERATION

The Chief Executive Appraisal Subcommittee (the Subcommittee) met on 28 November 2017 and 30 November 2017 to review the Chief Executive Officer's performance, set objectives for 2018 and consider the level of remuneration to be recommended for approval by Council.

Moved (Cr Marie Laufiso/Cr Chris Staynes):

That the Council:

a) **Agrees** the objectives for the CEO for 2018.

b) **Approves** a salary increase of 1% from 1 July 2017 and a further 1% from 1 January 2018.

Motion carried (CNL/2017/253) unanimously

CEO APPRAISAL AND REMUNERATION

Department: Corporate

REASONS FOR CONFIDENTIALITY

Grounds: S48(1)(a) - The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

Reason: S7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.

EXECUTIVE SUMMARY

1 The Chief Executive Appraisal Subcommittee (the Subcommittee) met on 28 November 2017 and 30 November 2017 to review the CEO's performance, set objectives for 2018 and consider the level of remuneration to be recommended for approval by Council.

RECOMMENDATIONS

That the Council:

a) **Agrees** the objectives for the CEO for 2018.

b) **Approves** a salary increase of 1% from 1 July 2017 and a further 1% from 1 January 2018.

BACKGROUND

2 The Subcommittee reviewed the CEO's performance against the objectives set for 2016/17. There was agreement that the objectives have been met.

3 The following objectives were agreed by the Subcommittee to be recommended to Council for 2018:

That the CEO leads the Dunedin City Council in:

- The development of a robust and transparent public profile with respect to major Council operational matters
- Improving communication with individual residents and stakeholder groups within the Dunedin community.
- Improving departments' responsiveness to decisions of Council
- Establishing a framework that aligns all departments' KPIs with Council strategies and priorities, monitors achievement against these, and reports to Council
- Embedding and deepening the culture of continuous improvement and customer focus throughout all areas of Council operations

- Improving internal processes for managing performance – setting performance expectations, acknowledging good performance and managing non-performance.

Objective	**Measure**	**Evidential basis**
The development of a robust and transparent CEO public profile with respect to major Council operational matters	Public appearances, talks, fronting operational issues and concerns, direct communication with residents in the media concerning operational matters	Feedback to CEO, councillors Reputation in the community
Improving Council communication with individual residents and stakeholder groups both within and outside the Dunedin community in an appropriate and timely manner.	Residents and stakeholders are satisfied with Council communication Increased interaction with business community stakeholders The CEO continues to be well regarded at local and central government level	Resident satisfaction surveys Stakeholder satisfaction surveys The nature and frequency of reporting on operational issues to the community Attendance at Chamber of Commerce BA5 functions or other business community meetings
Establishing a framework that aligns all departments' KPIs with Council strategies and priorities, monitors achievement against these, and reports to Council, including timely responsiveness to the decisions of Council.	All Council departments have documented KPIs that are approved annually by the CEO All departmental KPIs are clearly aligned to Council strategies and priorities Clear framework developed to show delivery on the 'sustainability' and 'Treaty of Waitangi' Council priorities	Documented evidence of departmental KPIs and alignment with strategic framework Regular reports on achievement of departmental KPIs with agreed timeframes of activities being met. Progress against all Council resolutions and the workplan is regularly reported on. Quarterly reporting has qualitative and/or qualitative measures on progress in these areas
Development of council-wide workplan showing major work areas of each department	Workplan delivered and updated in each departmental quarterly report Action on all council resolutions and the workplan is progressed in the agreed timeframe expected by Council.	Councillor satisfaction with the workplan reporting
Embedding and deepening the culture of continuous improvement and customer focus throughout all areas of Council operations	Residents' satisfaction with Council performance and customer focus Staff are equipped and work	Resident satisfaction surveys Committee meeting minutes and reports to Council evidence audit processes are

Objective	Measure	Evidential basis
	together to deliverer the strategic objectives of customer service and quality outcomes	in place and up to date (e.g. Health and Safety, Finance, Risk). Customer focus initiatives and projects are being undertaken in line with Council strategies with quality outcomes evidenced.
Improving internal processes for managing performance – setting performance expectations, acknowledging good performance and managing non-performance	The Council has implemented an effective performance review and appraisal system The Council has a framework for recognising and valuing staff Ongoing cross-Council work to increase staff engagement and morale	Documented evidence of system implementation Council is made aware of exceptional staff performance A regular CEO report is provided to Council. Increase in 'staff engagement' score as measured by annual Connexa Survey: • 53% Sep 2015 • 51% Sep 2016 • 61% Sep 2017

Salary

4 The Subcommittee agreed to recommend to Council that CEO Bidrose be granted a salary increase on the same basis as the staff increase. The CEO's current salary is $371,880. The proposed increase is 1% from 1 July 2017 and a further 1% from January 2018.

NEXT STEPS

5 CEO Bidrose's five year contract expires on 23 November 2018.

6 The Chief Executive Appraisal Subcommittee will meet in May 2018 with the CEO to review progress on the agreed objectives and consider the proposed approach to the contract expiry.

Signatories

Authoriser:	Mayor Dave Cull -

Attachments

There are no attachments for this report.