


Minutes Organisational Performance Committee 8 October 2020

 <p>WHAKATĀNE District Council <i>Kia Whakatāne au i ahau</i></p>	Details of Meeting:	ORGANISATIONAL PERFORMANCE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, COMMERCE STREET, WHAKATĀNE ON THURSDAY, 8 OCTOBER 2020 COMMENCING AT 1:00 PM
	Present:	Her Worship the Mayor J A Turner, Deputy Mayor A V Iles, Councillor J C Jukes (Chairperson), Councillors G L Dennis, L N Immink, V Luca, N S Tánczos, J W Pullar, A R Silcock, G F van Beek and W B James
	In Attendance:	S O'Sullivan <i>via Zoom</i> (Chief Executive), J Gardyne (General Manager Strategy and Economic Development), E Hatch (General Manager People), T Livingstone (Graduate Strategic Policy Analyst) and S M French (Governance Support Advisor)
	Apologies:	
	Visitors:	A Mcleod (Azure-Think-Act)

Chairperson Jukes welcomed all to the meeting.

1 CONFLICT OF INTEREST

No conflicts of interests were recorded.

2 CONFIRMATION ON MINUTES

Refer to pages 6-8 of the agenda.

RESOLVED:

THAT the Organisational Performance Committee minutes from the meeting held on Thursday, 10 September 2020 be accepted as a true and correct record.

Councillor Pullar/Deputy Mayor Iles

CARRIED

3 ORGANISATIONAL UPDATE

Refer to page 9 of the agenda.

The following key points were noted resulting from the verbal update given by the Chief Executive:

- The Chief Executive had announced the four Executive leadership roles appointed internally and thanked the Mayor and Deputy Mayor for their support and trust in the process.
- There had been a good level of staff engagement in response to the wellbeing initiatives organised by the People and Capability team. The Senior Health, Safety and Wellbeing Advisor, and team, were acknowledged for this work.
- It was recognised that the Council was not alone with the later timeframes for the audit process and staff were working well to address outstanding issues.
- The Long Term Plan process was consuming time and resources across the organisation and work was soon to commence on the development of a financial strategy.
- In response to a question regarding Annual Report timeframes, Members were advised that Auditor signoff was expected mid-late November.

4 REPORTS

4.1 Performance Management Update

Refer to pages 10-16 of the agenda and pages 16a-b of the tabled items.

When introducing herself, Ms McLeod said she had been in Local Government for 40 years; both in regional and district Councils, and working both in policy and operations fields. She then tabled a PowerPoint presentation about Performance Management.

Ms McLeod first gave an overview of what work had been done to date including; talking with Councillors and staff about their performance management expectations, looking at comparative information and identifying areas for strengthening.

When explaining what performance management was, Ms McLeod said that measurement was essential and then the importance of actively using those results to drive improvements within the organisation. She reported that good planning was the foundation of the framework and this occurred at different levels; adding that good planning made all steps in the cycle easier. She noted that external and internal drivers and the different levels of planning should all align to the organisational vision.

In response to a question about reviewing, Ms McLeod clarified that it was about timing; reporting on performance (what was delivered) followed by evaluation (reviewing the effect the organisation had had) and she added these reviews often sat side-by-side for Councils.

Ms McLeod said that a clear direction and alignment with the Council's vision were important drivers for the organisation. She noted complex business aspects in Council could be underestimated by the public and the importance of integrated reporting to understand the full picture.

RESOLVED:

1. **THAT** the attached Performance Management Update Report be received; and
2. **THAT** the update on the work being undertaken to strengthen Whakatāne District Council's organisational performance and development be received and the components of the performance management framework be noted.

Councillor Pullar/Councillor Tanczos

CARRIED

4.2 Status of Audit Recommendations to the Whakatāne District Council

Refer to pages 17-41 of the agenda and pages 41a-b of the tabled items.

Attendance: Councillor Tanczos left the meeting at 1:47pm.

The Graduate Strategic Policy Analyst spoke to the tabled PowerPoint presentation. He explained the reporting framework that aligned to the various Committees and noted that the Organisation Performance Committee were responsible for monitoring and overseeing the implementation of actions resulting from the Auditor's recommendations.

The meeting was advised that in addition to the 51 recommendations from Audit New Zealand a further 2 were expected in the areas of Footpaths (ability to measure) and verification of food premises (inability to report of prior years). It was also noted a further action had been added to the Timesheet Approval recommendation; a programme would be implemented to inform and impress on Managers the importance of this approval step.

It was asked that the status of recommendation 19F-5.2 be updated to indicate a delay; to ensure monitoring of this recommendation continues until the financial aspect is complete.

Council staff were acknowledged for the work carried out on the Audit recommendations to date.

RESOLVED:

THAT the Status of Audit Recommendations to the Whakatāne District Council Report be received.

Councillor Silcock/Councillor Immink

CARRIED

THE MEETING CLOSED AT 2:10 PM

Confirmed this	day of
CHAIRPERSON	