

**Northland Regional Council
Organisational Performance Committee
Meeting Agenda**

Tuesday 15 December 2015

NORTHLAND REGIONAL COUNCIL

Organisational Performance Committee

Agenda

For meeting to be held in Council Chambers, 36 Water St, Whāngārei,
on Tuesday 15 December 2015, commencing at 9.00 am

Recommendations contained in the agenda are NOT decisions. Please refer to minutes for resolutions.

MEMBERSHIP OF THE COMMITTEE

Cr Shepherd (Committee Chairman)
Cr Ramsey (NRC Deputy Chairman)
Cr Sinclair

OPEN MEETING

Item		Page
1.0	APOLOGIES	-
2.0	DECLARATIONS OF CONFLICTS OF INTEREST	-
3.0	REPORTS	
3.1	Confirmation of Minutes – 10 November 2015	1 - 6
3.2	Action Sheet	7 - 10
3.3	Process for Communications Strategy <i>(Reporting Officer: Jonathan Gibbard)</i>	11 - 14
3.4	Customer Satisfaction Framework <i>(Reporting Officer: Jonathan Gibbard)</i>	15 - 18
3.5	People Management <i>(Reporting Officer: Dave Tams)</i>	19 -22
4.0	PUBLIC EXCLUSION	23
4.1	Confirmation of Confidential Minutes – 10 November 2015	

ISSUE: Confirmation of Minutes – 10 November 2015

ID: A803538

To: Organisational Performance Committee meeting, 15 December 2015

From: Chris Taylor, Governance Support Manager

Date: 7 December 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the Organisational Performance Committee meeting held on 10 November 2015 (**attached**) for confirmation as a true and correct record.

Legal compliance:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

That the minutes of Organisational Performance Committee meeting held on 10 November 2015 be confirmed as a true and correct record.

NORTHLAND REGIONAL COUNCIL ORGANISATIONAL PERFORMANCE COMMITTEE

Minutes of the meeting of the Organisational Performance Committee
held in Council Chambers, 36 Water Street, Whāngārei,
on Tuesday 10 November 2015 commencing at 8.30 am

Present: Chairman, Bill Shepherd
Councillor Graeme Ramsey
Councillor David Sinclair (*from 8.41am*)

In Attendance: Full Meeting
Chief Executive Officer
GM – Strategy and Governance
Corporate Services Manager
Governance Support Manager

Part Meeting
Councillor Brown
Councillor Dimery
Councillor Samuels
GM – Environmental Services
GM – Customer Service/Community Resilience
Online Services Manager

The Chairman declared the meeting open at 8.36 am.

Apologies (Item 1.0)

The apology from Councillor Sinclair for delayed arrival was noted.

Declarations of Conflicts of Interest (Item 2.0)

It was advised that declarations should be made item-by-item as the meeting progressed. There were no declarations of conflict at this point.

Confirmation of Minutes – 30 June 2015 (Item 3.1)

ID: A791956

Report from Chris Taylor, Governance Support Manager.

Moved (Ramsey/Shepherd)

That the minutes of the Organisational Performance Committee meeting held on 30 June 2015 be confirmed as a true and correct record.

Carried

Receipt of Action Sheet (Item 3.2)

ID: A791990

Report from Chris Taylor, Governance Support Manager.

Moved (Ramsey/Shepherd)

That the Action Sheet be received.

Carried

Secretarial Note: Councillor Sinclair arrived 8.41am.

Human Resources Statistics - Ethnicity (Item 3.3)

ID: A791961

Report from Malcolm Nicolson, Chief Executive Officer.

Moved (Sinclair/Ramsey)

That the report 'Human Resources Statistics – Ethnicity' by Malcolm Nicolson, Chief Executive Officer, and dated 27 October 2015, be received.

Carried

Customer Satisfaction and Awareness Measurement (Item 3.4)

ID: A792446

Report from Jonathan Gibbard, Group Manager – Strategy and Governance.

Moved (Ramsey/Sinclair)

1. That the report 'Customer Satisfaction and Awareness Measurement' by Jonathan Gibbard, Group Manager – Strategy and Governance, and dated 30 October 2015, be received.
2. That council officers identify a preferred external research provider and report back to the Committee.

Carried

NRC Procurement Policy and Procedures (Item 3.5)

ID: A791977

Report from Bruce Howse, Group Manager Environmental Services.

Moved (Ramsey/Sinclair)

1. That the report 'NRC Procurement Policy and Procedures' by Bruce Howse, Group Manager Environmental Services, and dated 27 October 2015, be received.
2. That the Committee endorses the revised NRC Procurement Policy, and recommends to council that the policy be adopted; with the inclusion of an appropriate principle that favours local purchasing.

Carried

ID: A796582

Organisational Performance Committee Meeting
10 November 2015

Expenses – Human Resources Consultants (Item 3.6)

ID: A792002

Report from Chief Executive Officer, Malcolm Nicolson.

Moved (Ramsey/Sinclair)

That the report 'Expenses – Human Resources Consultants' by Malcolm Nicolson, Chief Executive Officer, and dated 27 October 2015, be received.

Carried

LGNZ Performance Uplift Programme (Item 3.7)

ID: A792013

Report from Chris Taylor, Governance Support Manager.

Moved (Ramsey/Sinclair)

That the report 'LGNZ Performance Uplift Programme' by Chris Taylor, Governance Support Manager, and dated 27 October 2015, be received.

Carried

Bus Service - Parking (Item 3.8)

ID: A792024

Report from Malcolm Nicolson, Chief Executive Officer.

Moved (Sinclair/Ramsey)

That the report 'Bus Service - Parking' by Malcolm Nicolson, Chief Executive Officer, and dated 27 October 2015, be received.

Carried

Secretarial Note: The Committee signalled there would be merit in pursuing this initiative further.

Chief Executive Officer Key Performance Indicators (Item 3.9)

ID: A793784

Report from Malcolm Nicolson, Chief Executive Officer.

Moved (Ramsey/Sinclair)

That the report 'Chief Executive Officer Key Performance Indicators' by Malcolm Nicolson, Chief Executive Officer, and dated 3 November 2015, be received.

Carried

Business with the Public Excluded

ID: A792025

Report from Chris Taylor, Governance Support Manager.

Moved (Ramsey/Sinclair)

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No.	Item Issue	Reason\Grounds
4.1	Confirmation of Confidential Minutes of the Organisational Performance Committee Meeting – 30 June 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.

Carried

Conclusion

The meeting closed at 9.21 am.

ISSUE: Receipt of Action Sheet

ID: A803603

To: Organisational Performance Committee, 15 December 2015

From: Chris Taylor, Governance Support Manager

Date: 7 December 2015

Report Type:	<input checked="" type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance Policy:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive summary:

The purpose of this report is to enable the committee to receive the current committee action sheet (**attached**).

Legal compliance:

No decision is required.

Recommendation:

That the action sheet be received.

Council Actions new

IRISID	Current Status	Request Date	Reso/Req	Description	Request Details	Note Text	Date of Note	Requested By
REQ.57753 6	Open	30 Jun 2015	REQ	Human Resources Statistics and Salary Structure Design Questions	That the Human Resources Statistics Report include the additional data as requested and the 'Salary Structure Design' questions be addressed for the September meeting of the OPC Committee.	This information will be provided to the OPC meeting on 15 December 2015.	06 Nov 2015	Organisational Performance Committee
REQ.57881 2	Open	12 Nov 2015	RESO	Customer Satisfaction and Awareness - External Research Provider	That an external research provider be identified to undertake customer satisfaction and awareness surveys and a proposal be provided to the Organisational Performance Committee (including but not limited to audiences/methodology/levels of service).	Work in progress. Seperate agenda item to the December Organisational Performance Committee meeting regarding this matter.	07 Dec 2015	Organisational Performance Committee

PAPER: Process for Communications Strategy

ID: A803115

To: Organisational Performance Committee, 15 December 2015

From: Suzanne Takiwa – Communications Manager, and Jonathan Gibbard, Group Manager - Strategy and Governance

Date: 1 December 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive Summary:

This paper seeks support from the Organisational Performance Committee (OPC) to commence the development of a Communications Strategy for the Northland Regional Council and to seek feedback and direction on the proposed process and timeframes.

Legal compliance and significance assessment:

The activities detailed in this report are part of the council's day to day operations, are provided for in the council's 2015-2025 Long Term Plan, and are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002. The activity is part of normal day to day operations of council, hence when assessed against council policy is deemed to be of low significance.

Recommendations:

-
1. That the report 'Process for Communications Strategy' by Suzanne Takiwa – Communications Manager, and Jonathan Gibbard, Group Manager - Strategy and Governance, and dated 1 December 2015, be received.
 2. That the Organisational Performance Committee endorses the development of the Communications Strategy, and the process and timeframes as outlined in Attachment 1 (pertaining to Item 3.3 of the 15 December Organisational Performance Committee agenda).
-

Report

Councillors have set a clear direction for the organisation to increase our focus on improved customer services and engagement. This is supported through the development of the Long Term Plan 2015/25 (LTP) and the organisational restructure to align with this vision.

The development of a Communications Strategy is seen as one of the tools necessary to ensure the vision articulated in the LTP is then transferred into councils every day work. It should be noted however that a Communications Strategy is only one of a suite of mechanism that will be required to ensure the organisation becomes more customer focused.

A proposed process and timeframe for the development of this strategy is outlined in **Attachment 1**. Staff seek feedback and endorsement from OPC on the development process and timeframes. In particular, feedback is sought on:

1. Initial views, thoughts and expectations of what the strategy would include and/or what it would not include.
2. Feedback on previous attempts at presenting communications strategies to council.
3. How best to engage with the full council.
 - Updates to council through CEO's report?
 - Updates to council through OPC minutes?
 - Workshop with all councillors at the initial feedback stage, or alternatively when the draft strategy has been developed?

Process for Communications Strategy Development

Prepared by Communications Manager, December 2015

ACTIVITY	WHAT	WHO	FROM	TO
RESEARCH / STATE OF PLAY: October – December 2015				
	Desktop research: Read corporate documents	<ul style="list-style-type: none"> - LTP, Annual Plan, Annual Report etc. - Iwi representatives /agencies submissions 	Oct	Dec
	Communications current status	<ul style="list-style-type: none"> - Meet with Communication Team, to better understand current communications service and priorities - Discuss online capacity and strategy with Online Manager - Audit current communication channels, campaigns, projects and brand - Overview/analysis of media profile - Identify critical work-streams 	Oct	Dec
FEEDBACK AND INPUT: October 2015 – March 2016				
	Internal	<ul style="list-style-type: none"> - Elected members, via OPC - Management and key staff - Area office staff 	Oct	Nov
	External Stakeholders	<ul style="list-style-type: none"> - Regional communications managers - Key stakeholders (define key stakeholders) 	Dec	Feb
	Public	<ul style="list-style-type: none"> - Customer satisfaction survey results (if available in time) 	Mar	Apr
	OPC	<ul style="list-style-type: none"> - Initial views, thoughts and expectations. - Feedback on previous attempts at Communications Strategies. - Views on key stakeholders. 	15 Dec	
	Council Meeting	<ul style="list-style-type: none"> - Update council on process (<i>OPC guidance sought</i>) 	Mar	Apr
	Executive Leadership/ and Executive Management Team	<ul style="list-style-type: none"> - Seek feedback (see 'internal') - Draft strategy to ELT ¹for feedback - Final strategy to ELT - Action plan to ELT for approval 	Feb	May

¹ Executive Leadership Team (ELT)

STRATEGY DEVELOPMENT: December 2015 – February 2016				
	Collate and analyse feedback and information.	<ul style="list-style-type: none"> - Prepare overview / report on findings. - Align with communications best practice - Prepare draft strategy - Peer review (Comms Managers and consultant) 	Dec	Feb
MEETINGS SCHEDULE: February – April 2016				
	OPC Meeting	<ul style="list-style-type: none"> - Take draft strategy for feedback. (Draft is advised by previous comments). - Will bring final back for approval. 	Mar	
	TTMAC Meeting	<ul style="list-style-type: none"> - Provide cover paper, draft for feedback? - Workshop iwi engagement component? 	11 Feb	
	OPC Meeting	<ul style="list-style-type: none"> - Final approval 	Apr	May
	Council Meeting	<ul style="list-style-type: none"> - Present approved Comms Strategy - Guidance sought from OPC 	June	
IMPLEMENTATION: June 2016 - ongoing				
	Communicate to organisation	<ul style="list-style-type: none"> - Communicate outcomes, changes to service 		
	Develop action plan	<ul style="list-style-type: none"> - Develop action plan in line with Communications Strategy - Approval and support from ELT for action plan 		
	Budget	<ul style="list-style-type: none"> - Budget planning for activities for 2017-2018 budget round. 		

PAPER: Customer Satisfaction Framework

ID: A803014

To: Organisational Performance Committee, 15 December 2015

From: Suzanne Takiwa, Communications Manager, and Jonathan Gibbard,
Group Manager – Strategy and Governance

Date: 1 December 2015

Report Type:	<input type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Decision
Purpose:	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive Summary

The report presents a high level Customer Satisfaction Framework and seeks approval to engage an external research provided, based on this framework.

Legal compliance and significance assessment:

The activities detailed in this report are part of the council's day to day operations, are provided for in the council's 2015-2025 Long Term Plan, and are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002. The activity is part of normal day to day operations of council, hence when assessed against council policy is deemed to be of low significance.

Recommendations:

1. That the report 'Customer Satisfaction Framework' by Suzanne Takiwa, Communications Manager, and Jonathan Gibbard, Group Manager – Strategy and Governance, and dated 1 December 2015, be received.
 2. That staff engage an external research provider based on the Customer Satisfaction Framework provided in Attachment 1 (pertaining to Item 3.4 of the 15 December Organisational Performance Committee agenda).
 3. That a more detailed survey methodology is presented to the Organisational Performance Committee in March 2016 once the external research provider has been confirmed.
 4. That the results of the Customer Satisfaction Survey, is reported to council annually.
-

REPORT

In November 2015, an outline of the research that council has undertaken in the past was presented to the Organisational Performance Committee (OPC), along with a range of options to undertake annual customer satisfaction research.

OPC confirmed that council would engage the services of an external research provider and directed council officers to identify a preferred external research provider and report back to the Committee.

Given the short timeframe between OPC's last meeting (November) and the December meeting, and the fact that the next OPC meeting is not until March 2016, staff are seeking approval to engage/confirm a supplier based on the attached Customer Satisfaction Framework (**Attachment 1**). Waiting until March 2016 to confirm a preferred supplier may make it too tight to complete the research and report back to council before the end of this financial year.

A comprehensive Customer Satisfaction Framework has been developed that considers a range of Northland Regional Council's customers, stakeholders and key partnerships. The framework sets out the method for gathering targeted feedback from each group, as well as how this feedback will be reported.

The framework aims to:

1. Improve the way current operational information is gathered and reported.
2. Provide a more specific brief to prospective research service providers to ensure the proposals received are targeted and cost effective.
3. Capture feedback from existing partnerships, for example our Advisory Groups, to better understand the council's existing relationships and improve future collaboration.

Council officers are seeking approval to go ahead and secure the services of an external research provider, to work with that provider to further develop the detailed methodology on how the research will be undertaken and report this back to the next OPC meeting in March 2016.

CUSTOMER SATISFACTION FRAMEWORK

TARGET AUDIENCE	WHAT	HOW	WHO WILL CONDUCT RESEARCH	WHEN
All of Northland <ul style="list-style-type: none"> Public 	<ul style="list-style-type: none"> Reputation Value for money Identity Communications 	<ul style="list-style-type: none"> Perceptions survey (phone or online) Representative sample Random selection methodology 	Research company <ul style="list-style-type: none"> Develop questions Randomised phone survey Report to include key drivers of behaviours 	<ul style="list-style-type: none"> March / May 2016
Channel users	<ul style="list-style-type: none"> Web Social media Print Radio 	Rate satisfaction <ul style="list-style-type: none"> Easy to find Easy to do Easy to take action 	Combination of: <ul style="list-style-type: none"> Research company – questions included in survey In-house – NRC undertake online surveys for web users 	<ul style="list-style-type: none"> Online surveys Customer testing during development Research company to include communications effectiveness questions
Key partnerships <ul style="list-style-type: none"> Advisory /working groups etc 	<ul style="list-style-type: none"> How easy is it to do business with us? How well do we communicate? 	<ul style="list-style-type: none"> Online surveys Use the lists we provide 	Research company - targeted survey <ul style="list-style-type: none"> Focus on one or two key advisory or working groups per year. 	<ul style="list-style-type: none"> Ongoing
Customers of core/regulatory services	IRIS Services <ul style="list-style-type: none"> FDE Biosecurity Consents etc. 	<ul style="list-style-type: none"> This information is currently captured but could be used more proactively. Review process and software being used. Produce more user-friendly reports and track progress. 	<ul style="list-style-type: none"> In-house 	<ul style="list-style-type: none"> Ongoing Monthly/quarterly reports

<p>Submitters</p> <ul style="list-style-type: none">• People who have engaged with us via our consultation processes	<ul style="list-style-type: none">• Annual Plan• Regional Plan• Etc	<ul style="list-style-type: none">• Use submission database in ECC to capture submitters.• Survey on completion of consultation process.	<ul style="list-style-type: none">• In-house	<ul style="list-style-type: none">• After every consultation
--	---	---	---	--

ISSUE: People Management

ID: A803726

To: Organisational Performance Committee, 15 December 2015

From: Dave Tams, Corporate Services Manager

Date: 7 December 2015

Report Type:	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
Purpose:	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
Significance:	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

Executive Summary:

The purpose of this paper is to respond to the questions previously posed by the Organisational Performance Committee at their meeting held on 10 November 2015.

Legal compliance and significance assessment:

The activities detailed in this report are part of the council's day to day operations, are provided for in the council's 2015-2025 Long Term Plan, and are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002. The development of the annual plan is part of normal day to day operations of council; hence it does not trigger council's significance policy.

Recommendation:

That the report 'People Management' by Dave Tams, Corporate Services Manager, and dated 7 December 2015, be received.

1. Grade and Range Structure: Which jobs does NRC group together for grading and what drives the progress within each grade?

Grades are assigned by job size, using the Strategic Pay (SP5) methodology. The jobs that are grouped together are those that are similar in tasks, within each department. The progress within each grade is primarily driven by length of service and sometimes by performance.

2. For each grade what is the 'market' NRC compares to and what is NRC's desired position? Does this differ for specific functions e.g. Information Technology?

The market we compare ourselves to is within Local Government and more specifically other Regional Council's. This does not differ for specific functions.

3. What benefits does NRC have for each level/grade (including time in lieu) and what are the expectations?

Tier	Benefits
1	<ul style="list-style-type: none"> • Vehicle and carpark (with personal use) • Landline Telephone 50% • Laptop/iPad/Cell phone
2	<ul style="list-style-type: none"> • Vehicle and carpark (optional) • Laptop/iPad/Cell phone
All staff	<ul style="list-style-type: none"> • Southern Cross • Three council paid days leave between Xmas and New Year (over and above annual leave allowance) • Laptops/iPads/cell phones (dependant on role/need) • Kiwi Saver 3% / LG Superannuation (optional) • Vehicle and carpark (for some field staff) • Uniform allowance (\$50/year for office staff and \$100/year for field staff) • 75 hours flexi (time in lieu) permitted each financial year

4. What team performances and what specific individual performances are important to NRC?

At the moment our activities are broadly aligned to the LTP and the Annual Plan. There needs to be a clearer line of sight between activities staff carry out on the ground and the LTP/AP. We need to closer align individual and team performance with KPI's which cascade down from the CEO's KPI's.

5. What variable pay/non-cash items does NRC use, and where?

Value	Description	Payment Rules	Eligibility	YTD 2015-16	Annual 2014-15
\$4.13	Call Minder	Per Fortnight	Management (x1)	49.56	107.38
\$220.00	Communications on call	Per Fortnight	Communications (x1)	5280.00	440
\$220.00	Civil Defence on call	Per Week	All CDEM Staff	1320.00	11817.16
\$220.00	Hotline on call	Per Week	Environmental Monitoring (x5)	5280.00	12100
\$35.00	Local Event Resp Night Allow	Per night	All	280.00	1995
\$50.00	Local Event Resp Weekend Allow	Per Weekend	All	400.00	1000
\$12.00	Late duty	Per day	All	193.00	686.5
\$220.00	Maritime Incident on call	Per Week	Maritime	5500.00	11880
\$12.00	Meals	Per day	All Staff	504.00	2856
\$70.00	National Overnight Response Maritime	Per night	All Staff	0.00	0
\$70.00	National Response Daily Allowance	Per Day	All Staff	210.00	1610
\$225.00	Pilotage - weekday	Per day	Harbourmaster	0.00	4725
\$1,000.00	Pilotage	Per Ship	Harbourmaster	2500.00	4725
\$330.00	Pilotage - weekend	Per day	Harbourmaster	2500.00	3300
\$110.00	Rostered on scene commander	Per week	Maritime Management (x3)	1210.00	3190
\$220.00	Rostered Centre Mgr on call	Per Week	Management (x1)	1100.00	5500
\$150.00	Deckhand for Pilotage weekday	Per day	Maritime	750.00	7500
\$220.00	Deckhand for Pilotage weekend	Per Day	Maritime Management (x3)	1760.00	4840
\$10.90	Telephone non taxable	Per Fortnight	Management (x3)	1057.02	850.2
\$10.90	Telephone taxable	Per Fortnight	Management (x2)	1057.02	566.8
\$100.00	Severe Weather	Per event	Hydrology Team	1057.02	1300

ISSUE: Business with the Public Excluded

ID: A804501

To: Organisational Performance Committee, 15 December 2015

From: Chris Taylor, Governance Support Manager

Date 9 December 2015

Executive summary:

The purpose of this report is to recommend that the public be excluded from the proceedings of this meeting to consider the confidential matters detailed below for the reasons given.

Recommendations:

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No.	Item Issue	Reason\Grounds
4.1	Confidential Minutes of the Organisational Performance Committee Meeting – 10 November 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
