



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

MISSION: To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton
Staff, Legislative & Governance Committee
18 October 2016
10:00am

Present: Councillor Lawrence Scott (Chair)
Rt. Wor. Charles Gosling, JP
Councillor Nicholas Swan
Councillor Henry Ming

In Attendance: Ed Benevides - the Secretary
Patrick Cooper - Senior Engineer
Lindell Foster - Human Resources Manager

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1. **Confirmation of Notice:** the Secretary confirmed that the notice periods were met in accordance with the new meeting guidelines.
 2. **Role of the Chairman** - Councillor L. Scott was acknowledged as the Chair.
 3. **Open Meeting** - Councillor L. Scott opened the meeting at 10:00am.
 4. **Apologies** - the Secretary confirmed that no apologies had been received.
 5. **Public Participation** - the Secretary confirmed there was no public participation.
 6. **Correspondence:**

There is no correspondence.

7. **Minutes of Previous Meeting dated 20 September 2016**

Proposed: Councillor H. Ming

Seconded: Mayor, Charles Gosling

The Minutes were accepted as read.

8. Matters arising from Previous Meeting dated 20 September 2016

- (i) **Contact the Minister to further discuss a couple of matters from their meeting that need to be addressed, i.e. Parking Ordinances, etc.** – the Mayor had an initial meeting with the Minister but has to arrange for a further meeting – action item outstanding.
- (ii) **Recommendations re: changes to the Sponsorship Policy** – action item not discussed.

9. Status Update:

- (i) **Union Issues** – will be discussed in the Restricted Session.
- (ii) **Investors in People (IIP)** – the assessments were done on 29th and 30th September 2016 were they interviewed a number of staff members. IIP gave their feedback and are recommending that the CoH receive accreditation. The HR Manager is now waiting to receive the plaque and the official letter from IIP. Councillor L. Scott offered his congratulations in this regard.

ACTION: The HR Manager to make a presentation to the Council once the plaque and official letter has been received from IIP.

10. Recommendations for Review:

RECOMMENDATION: That the Board approve the draft copy of the policy as it relates to Ethics and Conflicts of Interest. **(Approved in the Corporation Board meeting dated 5 October 2016)**

RECOMMENDATION: That the Board support the Secretary, Edward Benevides' candidacy for the IIMC Region XI Director Vacancy. **(Approved in Corporation Board meeting dated 8 September 2016). The Minister reserved his decision.**

The Secretary advised that the Minister has now approved the recommendation.

RECOMMENDATION: Review of the draft policy on unsolicited proposals.

The CoH has from time to time received a number of unsolicited proposals and has struggled with the manner in which to deal with them and maintain the issues of the optics to the public, i.e. cronyism, nepotism, conflicts of interests, etc. These proposals are very subjective without a policy. The Mayor suggested a policy that would guide both Council and technical officers on whether something meets an acceptable level of conditions or terms to being an accepted unsolicited proposal or not. That policy has to be determined by the Council. The Secretary created a draft policy based on inputs from the New Zealand Government, the Homeland Security of the US and other procurement areas within the US and the UK that is far more extensive than the draft presented.

He is looking for feedback, i.e. (a) whether the committee is in agreement with the draft and a recommendation be made to the Board or (b) would the committee like to see some amendments made before it is accepted. It was suggested for the committee members to consider the draft and in the next Staff, Legislative & Governance Committee meeting have a full discussion with a view to making a recommendation to the Board.

11. Any Other Business

(i) **Review of Structure re: Infrastructure Committee and Property & Safety Committee** - the Secretary submitted a memo to the committee with a suggestion to restructure the two (2) committees. The CoH used to have more committees than it currently has, it has varied in the number of committees depending on the vision or objectives of the Council. Previously, the Council members actually did more of the management of the CoH and they had smaller committees. Now there is a management structure in place that deals with all operations and the Council members are focused primarily on policy issues and oversight of the CoH's compliance issues. He commented on the synergy between Infrastructure and Property & Safety Committees and if the meetings can deal with policy issues rather than other issues, then the meetings can be kept under two (2) hours (would really prefer that they be under one (1) hour) and incorporate both committees. There has been no consultation with either of the Chairpersons for those respective committees as yet.

Councillor Ming said the notion of two (2) hour meeting is excessive if the committee is only dealing with policy. There may be issues with property where an item may have to be looked at more closely.

The Mayor said this would be a good way to consolidate two (2) committees as there is a fair amount of overflow between them. It will also have a great impact in terms of one less committee meeting that the staff would need to be present at.

The Secretary said a great deal of the reporting will fall on the City Engineer and wanted to hear his view on the suggestion. The Secretary had not been in consultation with him either.

The City Engineer said he could see the rationale for the consolidation. If the meetings go as they should, dealing with policy only then there would be a reduction in the time. If the meetings continue to run the way they have been with a lot of status updates and getting into a great deal of detail, then will end up with one 4-hour meeting as opposed to two 2-hour meetings. It is going to need the Chairman to be disciplined and keep steering the meeting back on to policy. Details at the committee level are absolutely needed because the technical officers can see one side of the issue and would need the input of the rest of the committee. The reason for the committee is to have many people to bring their different viewpoints on policy so that when the policy is made, problems are not then discovered after the fact.

The Mayor commented that at the committee level, there should be a fair amount of detail so that when it comes to the Council, they will be able to concentrate on policy alone.

Councillor Ming commented that there are times when the two (2) committees would have to be separate.

The Secretary suggested that the policy presented be deferred for further consultation amongst the committee members and the technical officers. The Mayor suggested that the document be presented to both the Infrastructure and Property & Safety Committee meetings for their input.

(ii) **Amendment to Acceptable Use Policy** - the City Engineer was putting forward an amendment to the existing policy on cell phone usage. The existing policy speaks to company-owned cell phones and computers. He is recommending a change, i.e. adding a piece in the policy regarding acceptable use for personal devices during working hours. He asked for the matter to be deferred to the next Staff, Legislative & Governance Committee meeting.

ACTION: The City Engineer to forward to the committee members a copy of the amendment to the Acceptable Use Policy and Procedure as it relates to technology/communication/data. The matter to be placed on the agenda of the next Staff, Legislative & Governance Committee meeting in November.

12. Motion to Move to a Restricted Session

Proposed: Mayor, Charles Gosling

Seconded: Councillor H. Ming

There was no further business to be discussed.

The public session was adjourned at 10:35am.