

Report
Date 17 March 2014
File E/12/03/04

Committee Chief Executive Employment Review Committee
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Recruitment process for Chief Executive

1. Purpose

For the Committee to agree the process for the recruitment of the Council's Chief Executive.

2. Background

The Council has approved the recruitment and selection process for the new Chief Executive position. The recruitment and selection process is as follows:

- a) Review and update the Chief Executive job description
- b) Undertake a competitive tendering process for a recruitment consultancy to undertake the recruitment process
- c) Engage a recruitment consultancy to undertake the recruitment process
- d) Advertise the vacancy
- e) Shortlist and interview preferred applicants
- f) Conduct such assessments of preferred applicant(s) as determined appropriate for the Chief Executive position
- g) Identify a preferred applicant for recommendation to Council
- h) Identify terms and conditions of employment for recommendation to Council.

The Council has authorised the Committee to oversee this recruitment and selection process.

3. Comment

In order to progress the recruitment process it is proposed that the Committee delegate to Councillors Wilde, Donaldson, Laidlaw and Brash, acting jointly, the following responsibilities:

- a) Undertake a competitive tendering process for a recruitment consultancy to undertake the recruitment process
- b) Engage a recruitment consultancy
- c) Advertise the vacancy
- d) Shortlist preferred applicants
- e) Once a preferred applicant(s) has been identified, conduct such assessments as determined appropriate for the Chief Executive position.

It is proposed that the Committee retain the following responsibilities:

- a) Interview preferred applicants
- b) Identify a preferred applicant for recommendation to the Council
- c) Develop terms and conditions of employment for recommendation to Council

The draft position description for the Chief Executive is attached as **Attachment 1** (to be circulated separately).

4. Communication

No external communication is required as a result of this report.

5. The decision-making process and significance

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

5.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

6. Recommendations

That the Committee:

1. ***Receives the report.***

2. *Notes the content of the report.*
3. *Endorses the job description for the Chief Executive.*
4. *Delegates to each of Crs Wilde, Donaldson, Laidlaw, and Brash, the authority, to be exercised jointly, to:*
 - a) *Undertake a competitive tendering process for a recruitment consultancy to undertake the recruitment process*
 - b) *Engage a recruitment consultancy*
 - c) *Advertise the vacancy*
 - d) *Shortlist preferred applicants*
 - e) *Once a preferred applicant(s) has been identified, conduct such assessments as determined appropriate for the Chief Executive position.*

Report prepared by:

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Attachment 1: Draft position description for the Chief Executive (circulated separately)