



Regional Council Informal Workshop Pack

Chief Executive Recruitment

DATE: WEDNESDAY 16 OCTOBER 2024

COMMENCING AT TIME: 09:30AM

VENUE: Council Chambers, Regional House, 1 Elizabeth
Street, Tauranga

This Workshop is Public Excluded

The reason for confidentiality is listed in Page 2 of this
Workshop Pack.

Table of Contents

The table below sets out the general subject of each paper to be considered while the public is excluded from the proceedings of this workshop, the reason for excluding the public, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for excluding the public:

Item No.	Subject of each paper to be considered	Reason for excluding the public in relation to each paper	Grounds under Section 48(1) for excluding the public	When the paper can be released into the public
1	Chief Executive's Recruitment Process and Draft Job Description	Withholding the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty.	48(1)(a)(i) Section 7 (2)(f)(i).	On the Chief Executive's approval.
2	Attachment 2: Draft Chief Executive Job Description	Withholding the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty	48(1)(a)(i) Section 7 (2)(f)(i).	To be released into the open when the vacancy is advertised

1 Chief Executive's Recruitment Process and Draft Job Description

Attachment 1 - Chief Executive's Recruitment Process 2024-2025

Attachment 2 - Draft Chief Executive Job Description - PUBLIC EXCLUDED

Chief Executive's Recruitment Process 2024-2025

What	Who	How	When	Complete
<p>Identify tasks within/outside of scope for recruitment provider Registration of Interest (ROI):</p> <p><u>In scope:</u></p> <ul style="list-style-type: none"> • Design recruitment process. • Undertake search. • Longlist and short list candidates. • Manage Council's interview process. • Reference checking. • Support Council decision making. <p><u>Outside scope:</u></p> <ul style="list-style-type: none"> • Position Description. • Employment Agreement. 	Karen Aspey/ Yvonne Tatton		July 2024	
Establish RFP procurement process with Procurement Team.	Yvonne Tatton/ Amber Rowe	Standard ROI procurement templates.	July 2024	
EEC. Agenda to include: Approve recruitment process, timeline, and RFP process.	EEC	EEC Meeting	31 July 2024	
Undertake a market scope and approach appropriate recruitment agencies with experience in local government executive positions to submit an RFP.	Yvonne Tatton	Selected providers known for executive public/LG sector recruitment	19 Sept -18 Oct 2024 22 days	In progress

What	Who	How	When	Complete
Councillors input into draft CE Job Description.	Chairman Leeder/ Cr Nees	Workshop	16 October 2024	
Wording of agreed amendments incorporated into draft.	EEC Yvonne Tatton	Email	22 October 2024	
Job Description sent to Strategic Pay for job sizing.	Karen Aspey/Yvonne Tatton	Email	Week of 21 October 2024	
Short listing of recruitment suppliers based on procurement process.	Cr Nees, Karen Aspey, Yvonne Tatton	Meeting	24 October 2024	
EEC Agenda: <ul style="list-style-type: none"> Shortlisted recruitment suppliers' presentations. 	Yvonne Tatton	EEC Meeting	5 November 2024	
Preferred recruitment supplier briefing with EEC.	Yvonne Tatton	EEC Informal (Zoom)	20 November 2024	
EEC Agenda: <ul style="list-style-type: none"> Appoint recruitment supplier and approve recruitment plan. Council recommendation for Job Description and job sizing. 	Yvonne Tatton	EEC Meeting	26 November 2024	
Contract with preferred agency finalised.	Yvonne Tatton		Week of 2 December 2024	
Council Agenda: <ul style="list-style-type: none"> Approve Job Description and job sizing. Supplier's recruitment plan. 	Yvonne Tatton	Council Meeting	11 December 2024	

What	Who	How	When	Complete
<ul style="list-style-type: none"> Chairman and Deputy Chair delegation to negotiate with successful candidate on Council's behalf. 				
Advertisement for CE vacancy listed.	Recruitment supplier		December 2024	
<i>These dates are indicative only and to be finalised with successful recruitment supplier.</i>				
Recruitment process undertaken.	Recruitment supplier		January 2025	
EEC Agenda: Approval of shortlisted candidates.	Recruitment supplier	EEC Meeting	Wednesday 26 February 2025	
Council shortlist interviews.	Council	Interviews	March 2025	
Council Agenda to include: <ul style="list-style-type: none"> Approve appointment. Approve employment contract. 	Yvonne Tatton	Council meeting	April 2025	
Employment agreement signed	Chairman		April 2025	
Announcement	Chairman		April 2025	
Appointed CE begins	Chairman		1 July 2025	