



Meeting: Executive Employment Committee

Meeting Date: 31 July 2024

RELEASED FROM PUBLIC EXCLUDED

**Agenda Item 8.1: Executive Employment Committee
Report - Chief Executive Recruitment
Timeline and Provider Engagement
Process**

**2024.07.31 Released into the Open Item 8.1 Executive Employment
Committee Report - Chief Executive Recruitment Timeline and
Provider Engagement Process**

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Confidential

Report To: Executive Employment Committee

Meeting Date: 31 July 2024

Report Writer: Yvonne Tatton, Principal Advisor: People and Leadership

Report Authoriser: Karen Aspey, General Manager, People and Leadership

Purpose: Chief Executive Recruitment Process and Timeline

Chief Executive Recruitment Timeline and Provider Engagement Process

Executive Summary

The current Chief Executive has served a 7-year term made up of a 5-year term plus a second term of 2 years. After the second term expires, a vacancy exists, and the Council must advertise the position in accordance with the Local Government Act 2002.

This report provides the Committee with a draft recruitment process and timeline which includes seeking Registrations of Interest from proven selected providers specialising in executive recruitment for the public/local government sector.

Recommendations

That the Executive Employment Committee:

- 1 Receives the report Chief Executive recruitment process and timeframe.**
- 2 Approves the recruitment process and timeline as identified in Attachment 1.**
- 3 Approves Registrations of Interest be sought from selected executive recruitment providers, with a short list to be brought back to the Executive Employment Committee for consideration and final appointment.**
- 4. Appoints _____ as the Executive Employment Committee's representative on the panel to shortlist registrations of interests received.**
- 5. Confirms the public be excluded from consideration of this report on the grounds set out in the Local Government Official Information and Meetings Act 1987 under Section 48(1)(a)(i) Section 7 (2)(a) as withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.**
- 6. Confirms that the report and attachment be released from Public Excluded at the conclusion of the meeting.**

1 Introduction

The Local Government Act 2002, Section 42, requires Council, in accordance with clauses 33 and 34 of Schedule 7, to appoint a Chief Executive. The Executive Employment Committee is delegated authority on behalf of the Council to undertake the management of the Chief Executive recruitment process.

A Chief Executive may be employed for up to 5 years before the employment term expires however a council may appoint the current Chief Executive for a second term of 2 years if they so wish, which this Council has done. When that appointment expires a vacancy exists and the vacancy must be advertised. The current Chief Executive's employment term expires on 30 June 2025.

This report provides a recruitment process and timeline (Attachment 1) for the Committee to consider as well as a process for selecting a recruitment provider to lead the Committee through the recruitment process.

1.1 Legislative Framework

Section 42 of the Local Government Act 2002 requires Council to appoint a Chief Executive. The appointment and terms of employment are set out in Schedule 7 cl 33 & 34 of the Act. Council established the Executive Employment Committee to manage and recommend to Council on all matters regarding the Chief Executive's recruitment and performance.

1.2 Alignment with Strategic Framework

The successful recruitment of a Chief Executive incorporates key focus areas and performance measures across all aspects of Council's activities.

1.2.2 Community Well-beings Assessment

Dominant Well-Beings Affected			
<input checked="" type="checkbox"/> Environmental	<input checked="" type="checkbox"/> Cultural	<input checked="" type="checkbox"/> Social	<input checked="" type="checkbox"/> Economic

The successful recruitment of a Chief Executive incorporates all aspects of community wellbeings across the Council activities.

2 Chief Executive Recruitment Process

2.1 Process

The proposed process and timeframes are outlined in Attachment 1. It is important to start the process early to ensure a new Chief Executive is appointed by 1 July 2025.

Key components of a successful recruitment process are ensuring early input from Elected Members to shape the required person specification and position description, the appointment of an experienced recruitment provider with a proven track record in successful recruitment within the executive public/local government sector, and clear communication and reporting to the EEC.

2.2 Selection of an executive recruitment provider

Executive recruitment in the public/local government sector is a niche market. In seeking a successful provider, it is important that Registrations of Interest are received from those who are experienced and have the capability and capacity to deliver within the agreed timeframes.

It is proposed to run a closed competitive procurement process calling for Registration of Interest (ROI) from known successful providers in the executive public/local government sector.

The ROI process, terms and conditions follow the Regional Council's procurement requirements. Mandatory requirements in registering interest include:

- Public sector/ local government executive recruitment experience.
- level recruitment experience.
- Access and ability to utilise assessment tools to assess candidates suitably.
- Extensive market knowledge and search networks.
- Skillset of lead consultant to coach and guide the Executive Employment Committee.
- Optimal price reflective of service offered.

Registrations will be evaluated on their merits according to the evaluation criteria and weightings based on proven capability and capacity to deliver the mandatory requirements. The Committee is asked to appoint a member to participate on the shortlisting evaluation panel alongside the General Manager: People and Leadership, and Principal Advisor, People and Leadership.

An opportunity will be provided for those shortlisted, to present to the Committee to assist members in selecting and appointing their preferred provider.

3 Considerations

3.1 Risks and Mitigations

It is important that an experienced provider guide an effective recruitment process and that sufficient lead in time enables a successful appointment to be made in a timely manner.

3.2 Climate Change

The matters addressed in this report are of a procedural nature and there is no need to consider climate change impacts as part of this report.

1.3 Implications for Māori

At this stage the process and timeline for the recruitment of a Chief Executive is a procedural matter. The Committee may consider further implications for Māori in the candidate selection process.

1.4 Community Engagement



Engagement with the community is not required as the recommended proposal / decision relates to internal Council matters only.

1.5 Financial Implications

Executive recruitment fees are usually calculated as a percentage of the candidate's estimated first-year remuneration, ranging from around 20% to 35%. Optimal pricing is one of the ROI evaluation criteria and weightings. Allocation for the provision of a recruitment provider is provided in the existing budget.

4 Next Steps

Once the Chief Executive recruitment process and timeline has been approved, the Registration of Interest procurement documents will be sent to identified recruitment providers inviting their submission. The shortlisting panel will evaluate each proposal using the standard procurement evaluation criteria and weightings to then recommend a shortlist of providers for the Executive Employment Committee to consider. Following the appointment of a preferred provider, members will have further opportunities to brief the provider to ensure a successful recruitment process is undertaken.

Attachment 1 - Draft Chief Executive Recruitment Process and Timeline

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Draft Chief Executive's Recruitment Process 2024-2025

What	Who	How	When
Identify tasks within scope and outside of scope for recruitment provider Registration of Interest (ROI): <u>In scope:</u> Design recruitment process. Undertake search. Longlist and short list candidates. Manage Council's interview process. Reference checking. Support Council decision making. <u>Outside scope:</u> Position Description. Employment Agreement.	Karen Aspey/ Yvonne Tatton		July 2024
Establish ROI procurement process with Procurement Team.	Yvonne Tatton/Amber Rowe	Standard ROI procurement templates.	July 2024
EEC. Agenda to include: Approve recruitment process, timeline and registration of interest 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 ROI.	Karen Aspey	Selected providers known for executive public/LG sector recruitment	August 2024
Elected Members input identifying key skills, attributes and requirements to be written into CE person specification and position description.	Chairman Leeder/ Cr Nees	Workshop/written responses	September 2024
Position description and person specification drafted.	Karen Aspey		September 2024
Position description sent to Strategic Pay for job sizing.	Karen Aspey/Strategic Pay		September 2024

EXECUTIVE EMPLOYMENT COMMITTEE

31.07.2024

What	Who	How	When
EEC. Agenda: Recruitment agency shortlisted presentations.	Yvonne Tatton	EEC Informal.	September 2024
EEC. Agenda to include: <ul style="list-style-type: none"> Appoint recruitment provider. Approve recruitment plan. Council recommendation for person specification, position description and job sizing. 	Yvonne Tatton	EEC Meeting	10 October 2024
Council. Agenda to include approval of: <ul style="list-style-type: none"> Recruitment plan. Person specification and position description. Delegation to Chairman and Deputy Chair to negotiate with successful candidate on Council's behalf. 	Yvonne Tatton	Council Meeting	23 October 2024
Contract with preferred agency finalised.	Karen Aspey		October 2024
<i>Here on dates to be finalised with successful recruitment provider</i>			
Recruitment Agency briefing with EEC.	Yvonne Tatton	EEC Meeting	November 2024
Recruitment process undertaken. Includes regular communication and updates for EEC.	Recruitment provider		3-4 months November 2024 February 2025
EEC. Agenda to include: <ul style="list-style-type: none"> Approval of shortlisted candidates. 	Yvonne Tatton	EEC Meeting	March 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	Early April 2025
Employment agreement signed	Chairman		April 2024
Announcement	Chairman		May 2025

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What	Who	How	When
Appointed CE begins	Chairman		1 July 2025
CE on boarding	Karen Aspey		July/August 2025

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