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Report to the Policy & Finance & Strategy Committee
from Margaret Shields, Chairperson

Appointment of Chief Executive from 1 July 2003

1. Purpose

To set in train a process leading to the appointment of a Chief Executive from 1 July 2003.

2. Background

Mr Stone's current contract expires on 30 June 2003. Given that likely candidates for a role of this level of seniority are usually required to give significant notice to their current employer (Mr Stone's own contract requires the giving of six months' notice), the Council needs to start the recruitment process now.

3. Comment

In July 2000 Local Government New Zealand issued a "good practice" guide for the hiring of CEO's. I suggest that that guide provides a useful resource for us to follow, in particular:

- Appointing a sub-committee to manage the process
- Appointing external consultants with the appropriate skills and track record to carry out the process
- Involving the whole Council at significant steps

4. **Appointment of a sub-committee**

In my view it is essential that we appoint a sub-committee. The proposed terms of reference are attached. (**Appendix 1**). I believe that the members of the group who advised me on Mr Stone's remuneration and who have already had some informal discussions on some issues of relevance would be a good core. I would also like to add Councillor Buchanan to that group with his particular skills and attributes. The full recommended membership therefore is:

Councillor Aitken
Councillor Buchanan
Councillor Evans
Councillor McDavitt
Councillor Shields (Chair)

I propose that the sub-committee first meets on Tuesday 15 October at 1.00 pm to appoint a consultant.

5. **Appointment of Consultants**

If the terms of reference are agreed, the sub-committee will appoint the consultant to assist with the process. However, I believe the Council as a whole should set the terms of reference for the consultant. My proposal is attached as **Appendix 2**.

6. **Recommendations**

That the Policy, Finance and Strategy Committee resolves:

- 1. To commence the process to appoint a new Chief Executive, noting that the incumbent's contract expires on 30 June 2003.*
- 2. To appoint a "Chief Executive recruitment sub-committee" with membership and terms of reference as specified in Appendix 1.*
- 3. To appoint a consultant to carry out the process in accordance with the terms of reference specified in Appendix 2.*

MARGARET SHIELDS
Chairperson

Appendix 1: Chief Executive Recruitment Sub-committee

Appendix 2: Consultant to Assist with Appointment of Chief Executive