

Chief Executive Relationship & Recruitment Committee

Terms of Reference

Membership

The Chief Executive Relationship & Recruitment Committee will be the full council. The Mayor may direct membership, as required.

Quorum

The quorum for every meeting shall be six members.

Chair

The Mayor will be the Chair.

Frequency of Meetings

The Chief Executive Relationship & Recruitment Committee will meet annually and as required.

Parent Body

The Chief Executive Relationship & Recruitment Committee reports to the Queenstown Lakes District Council (QLDC).

Objectives of the Committee

- The purpose of the Committee is to enable the Council to meet its good employer obligations to its Chief Executive. These obligations, as well as those of the Chief Executive, are set out in the Local Government Act 2002, in employment law generally and in the Chief Executive's employment agreement.
- To effectively manage the CE recruitment process to maintain appropriate privacy, confidentiality, and applicant confidence in the process. Whilst ensuring that the full Council determines the agreed objectives for the recruitment and is able to make an informed choice on the appointment.
- To establish, monitor, review and report back to the Council on the Chief Executive's Performance Objectives and Performance Review.

In fulfilling their role on the Chief Executive Relationship & Recruitment Committee, members shall be impartial and independent at all times.

Terms of Reference:

Recruitment Responsibilities

- Engage with the external recruitment agency (Adviser) and any additional advisers on matters relating to the Chief Executive recruitment.
- Develop and recommend to the Council the position description, skills and competencies requirements, draft contract on advice from the Adviser, so as to give effect to Council's agreed objectives for the Chief Executive role.
- Approve, on advice from the Adviser, the advertising and the selection processes.
- Review the Adviser's longlist and agree next steps.
- Agree a shortlist of candidates to be interviewed.
- Interview shortlisted candidates.
- Review robust pre-employment vetting due diligence, this includes psychometric assessments.
- Recommend to Council steps to complete the appointment process of the Chief Executive, (noting that a decision on appointment must by law be made by the Council).
- Approve negotiated terms.

Performance Review Responsibilities

- Engage with third party (Adviser) and any additional advisers on matters relating to the Chief Executive performance and remuneration.
- Recommending to the Council the performance agreement between the local authority and the Chief Executive and key performance indicators in a performance agreement.
- Working with the Chief Executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the Chief Executive's performance agreement.
- Making recommendations to Council, regarding the remuneration of the Chief Executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Local Government Act 2002.
- Fulfilling the local authority's contractual obligations to the Chief Executive.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the Chief Executive.

Delegated Authority

- The committee may by Council resolution agree to establish one or more subcommittees to undertake any parts of its duties on the same terms and conditions as the whole committee, provided that
 - I) The subcommittee scope and appointees shall be approved by a resolution of full Council
 - II) The mayor will chair each subcommittee
 - III) The minimum number of members on the subcommittee shall be three
 - IV) The committee can make a recommendation to the full Council to determine the role and tenure of the subcommittee.
- The Chief Executive Relationship & Recruitment Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).
- Director, People & Capability (DPC) will provide administrative functions to support the Committee.

Public Excluded

- Due to the privacy interests that arise in the exercise of the terms of reference, attendance at any meetings of the Chief Executive Relationship & Recruitment Committee is restricted to members of this Committee and the public will be excluded under section 7(2)(a), [protecting the privacy of natural persons] of the Local Government Official Information and Meetings Act 1987.

Delegation Limitations

The Chief Executive Relationship & Recruitment Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Chief Executive Relationship & Recruitment Committee at the next Council meeting following each committee meeting.