

## **Terms of Reference**

### **Chief Executive Recruitment Sub-committee**

#### **1. Membership**

1. The Council Chairperson
2. The Deputy Council Chairperson
3. Cllrs Aitken, Buchanan, Evans

#### **2. Quorum**

Three, including at least one of the Council Chairperson or the Deputy Council Chairperson.

#### **3. Responsible Officer**

The Corporate Policy Manager

#### **4. Termination**

The sub-committee will be deemed to be dissolved once a contract has been signed with a new Chief Executive.

#### **5. Objectives**

To facilitate the appointment of a Chief Executive for the Wellington Regional Council consequent on the expiry of the incumbent's contract on 30 June 2003.

#### **6. Specific Responsibilities**

- 6.1 Appoint, and act as the Council's interface with a consultant of appropriate skills and experience who will carry out the process for identifying and short-listing suitable candidates.
- 6.2 Identify and obtain other resources that may be useful to ensure the appointment of the best possible candidate, for example the advice of existing or recent local government CEO's.
- 6.3 Review the competency profile recommended by the consultant for the Chief Executive, and approve on behalf of the Council.

- 6.4 Review the form and content of the contract to be offered to the preferred candidate as recommended by the consultant and recommend to the Council.
- 6.5 Receive and review the short-list of preferred candidates prepared by the consultant. Consider and determine a process to present two or three preferred applicants for Council consideration (note: dependent on length of short-list produced by consultant).
- 6.6 Consider and determine a process for establishing parameters for the final offer and negotiation with the preferred candidate.
- 6.7 Keep the Council informed and, as appropriate, involved, at each significant stage of the recruitment process.