

Subject: LMM 26/09/2017 - APPOINTMENT OF CHIEF EXECUTIVE OFFICER

PURPOSE

To seek Council's endorsement of a process for the recruitment, selection and appointment of a permanent Chief Executive Officer.

RECOMMENDATION

That Council;

1. Establish a Chief Executive Officer Recruitment Panel comprising nominations for three (3) Councillor's in addition to the Lord Mayor and a representative from the appointed recruitment agency to be part of the recruitment panel for the recruitment and selection of Council's permanent Chief Executive Officer. This Panel will also be responsible for the performance review.

The Chief Executive Officer Recruitment Panel's role will be to shortlist candidates, conduct candidate interviews, and assess the results of interviews before recommending an appointment.

2. Delegates to the Chief Executive Officer Recruitment Panel, the management of the process for the selection of a permanent Chief Executive Officer and approves the recruitment process in three (4) phases including:

a) Phase 1 will be the engagement of a preferred recruitment agency. The engagement of the preferred recruitment agency is to be undertaken in accordance with Council's Procurement Policy. The Chief Executive Officer Recruitment Panel will be required to be available to select the preferred recruitment agency by 13 October 2017.

Councillors on the recruitment panel will also need to be available between 16 - 20 October to meet the preferred recruitment agency to agree on search strategies, time lines and ideal candidate profile.

b) Phase 2 of the recruitment process will be the candidate search. The Chief Executive Officer Recruitment Panel will need to be available to review shortlisted candidates by 22 November 2017.

c) Phase 3 of the recruitment process will be interviews, assessment and recommended appointment. The Chief Executive Officer Recruitment Panel will need to be available for interviews from the week commencing 26 November 2017.

d) Phase 4 this panel will form the Performance Review Panel for the CEO and will convene and report back to council when required.

3. Council directs the Lord Mayor to report the recommendation of the Chief Executive Officer Recruitment Panel relating to the appointment of a permanent Chief Executive Officer, to a meeting of the elected Council as soon as possible.

BACKGROUND

Council resolution dated 31 March 2017, recommended the recruitment of a permanent Chief Executive Officer be a matter for the newly elected Council after 9 September 2017. The decision to appoint a Chief Executive officer is one of the most important decisions this Council will make for Newcastle City Council.

The Chief Executive Officer role as the principal staff officer, exercises overall management responsibilities for Council's operations. This role has overall corporate responsibility for the organisation and is responsible for fostering a customer service focus, an outcome focused organisational culture, a cohesive relationship with Council, and the efficient planning and delivery of services.

While the Chief Executive Recruitment Panel will have the delegation to manage the process for the recruitment and selection of a permanent Chief Executive Officer, the important decision to appoint a Chief Executive Officer is a matter for the elected Council.