

CEO Recruitment

Originating Officer	Executive Assistant to CEO - Dana Bartlett
Corporate Manager	Manager People and Culture - Steph Roberts
General Manager	Chief Executive Officer - Adrian Skull
Report Reference	RSC210202F01

Confidential



Confidential Motion

That pursuant to Section 90(2) and (3)(a) of the Local Government Act, 1999 the Committee orders that all persons present, with the exception of Chief Executive Officer, Manager People and Culture, be excluded from the meeting as the Committee receives and considers information relating to the recruitment of the Chief Executive Officer, upon the basis that the Committee is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential, given the information relates to the recruitment of the Chief Executive Officer.

REPORT OBJECTIVE

To agree a recommendation to Council for the approach to take to recruit a new Chief Executive Officer.

EXECUTIVE SUMMARY

Following the resignation of Adrian Skull, Chief Executive Officer, the Review and Selection Committee are required to recommend to Council the process for recruiting the replacement CEO.

RECOMMENDATION

That the Review and Selection Committee recommend to Council:

- 1. The appointment of XX as the preferred recruitment agency to undertake the CEO recruitment**
- 2. The CEO recruitment process and timeline**
- 3. The appointment of the following to be on the initial recruitment panel**
 - 1. XX**
 - 2. XX**
 - 3. XX**

DISCUSSION

The People and Culture team has obtained four quotations from recruitment providers to undertake the CEO recruitment. A summary of the providers is included as Attachment 1 to assist the committee in selecting a preferred provider to recommend to Council. The full proposals will be made available

A recruitment timeline has been prepared (Attachment 2).

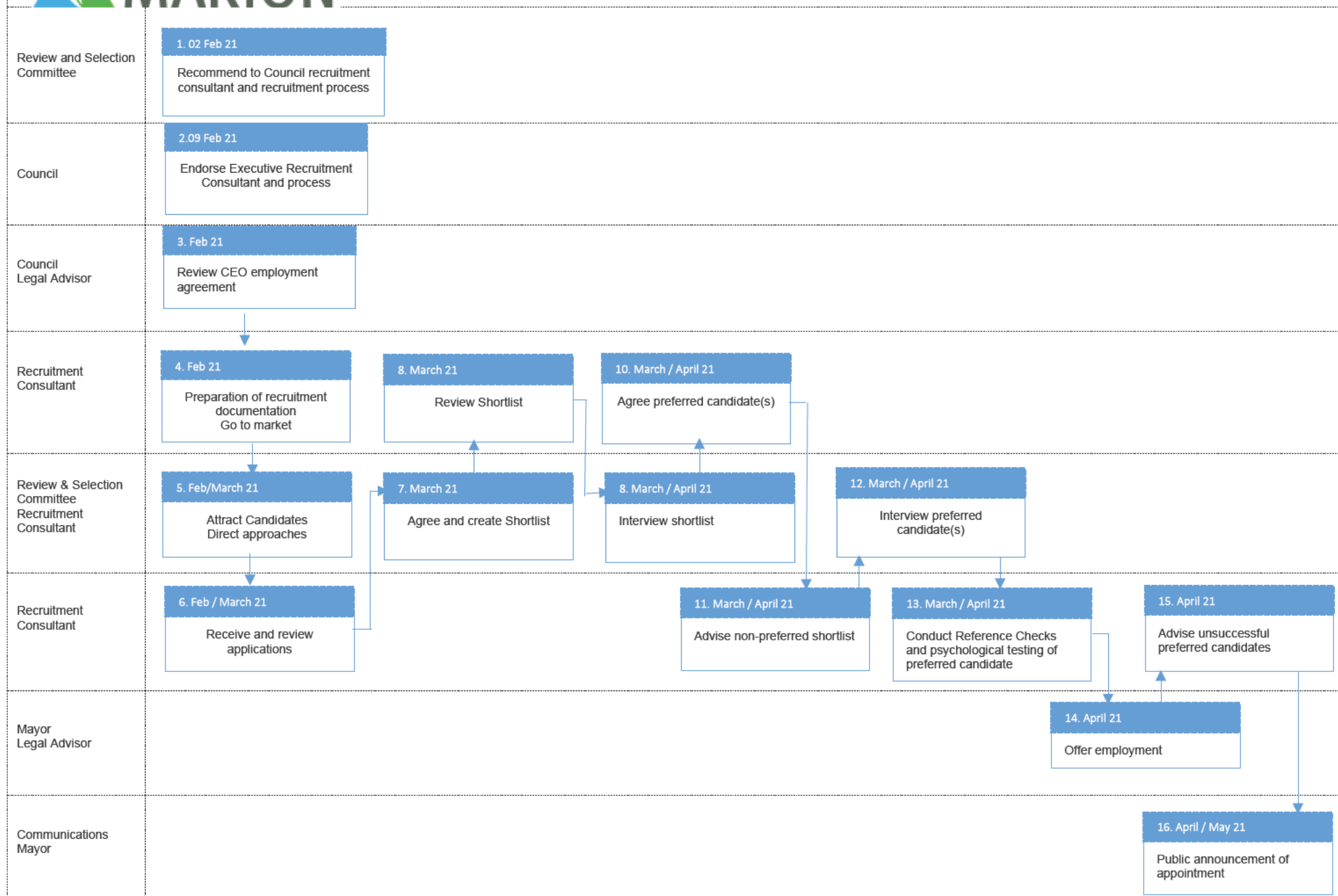
As part of the recruitment process, the Review and Selection Committee will recommend to Council proposed recruitment panel members for the initial interview.

Attachment

#	Attachment	Type
1	Attachment 1 Strictly Confidential CEO recruitment Proposal Summary Feb 21	PDF File
2	Attachment 2 CEO Recruitment Timeline and Process Feb 21	PDF File

Strictly confidential CEO recruitment

Provider	Full recruitment	Mail box	Head hunting
██████	\$18,000 (including head hunting)	\$6,000	As per full recruitment – not separated out
██████████	\$24,900 (including headhunting)	\$16,600	As per full recruitment – not separated out
McArthurs	\$14,000 (including head hunting)	\$10,000	\$12,000
██████████████████	\$17,000 (including head hunting)	\$8,000	\$8,000



CEO Recruitment Procedure			
Step	Action	Involving	Notes
1	Recommend to Council recruitment agency and recruitment process	Review and Selection Committee	Proposals to be sought from at least three recruitment consultants
2	Endorse Executive Recruitment Consultant	Council	
3	Review CEO employment agreement	Council / Legal Advisor	Council with legal advisor to review employment agreement matters such as: <ul style="list-style-type: none"> - Length of appointment - Key accountabilities - Remuneration arrangements - Review of performance process - Termination arrangements - Agreement extension - Leave
4	Preparation of recruitment documentation	Council / Recruitment Consultant Supported by People and Culture and Governance	To include: <ul style="list-style-type: none"> - Overview of City of Marion and Strategic Directions - Key accountabilities - Key Selection Criteria (skills, knowledge, experience) - Personal Attributes (Character, values, reputation, motivation, aspirations) - Organisational Structure - Other relevant information (location, travel requirements, work hours etc.)
Attract and assess candidates			
5	Attract Candidates	Review & Selection Committee Recruitment Consultant	Direct approach to possible candidates / advertising
6	Receive and review applications	Recruitment Consultant	
7	Create Shortlist	Review & Selection Committee Recruitment Consultant	In line with Key Criteria <ul style="list-style-type: none"> - Confirm Qualifications - Referee Checking - Review published statements - Formal background checks (police, criminal)
8	Review Shortlist	Council / Recruitment Consultant	Confirm shortlist candidates for first formal interview
9	Interview shortlist	Review & Selection Committee Recruitment Consultant	Assess and rank shortlist candidates for review and confirmation by Council
10	Agree preferred candidate(s)	Council / Recruitment Consultant	Council to review and agree preferred candidate list and formulate a process for second interview with Council (scenario testing, presentation etc.)
11	Advise non-preferred shortlist	Recruitment Consultant	Notify unsuccessful candidates
Select and appoint			
12	Interview preferred candidate(s)	Council / Recruitment Consultant	

13	Conduct Reference Checks and psychological testing of preferred candidate	Recruitment Consultant	
14	Offer employment	Mayor Legal Advisor	Mayor with support of legal advisor to present offer of employment and if required negotiate: <ul style="list-style-type: none"> - Terms of employment agreement - Start date - Motor vehicle etc.
15	Advise unsuccessful preferred candidates	Recruitment Consultant	
Communication and on boarding			
16	Public announcement of appointment	Communications Mayor	On boarding to include public announcement of appointment and formal induction by Mayor and other relevant managers and staff such as: <ul style="list-style-type: none"> - Seeking feedback from recruitment experience - Performance expectations - Governance - Political landscape - Finance - Workforce profile and culture - Communications - Meet and greet etc.