

15.1 Appointment of Recruitment Consultant – Recruitment of Chief Executive Officer

SUMMARY: Manager Governance, Phil McQue

This report considers the outcome of the Request for Quotation process to appoint a suitably qualified recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer and recommends a preferred recruitment consultant for Council's consideration.

RECOMMENDATION

That Council:

- 1. Note a Request for Quotation process to appoint a recruitment consultant to assist in the recruitment of Council's next Chief Executive Officer, has been undertaken in accordance with a Council resolution of 22 March 2021;**
- 2. Resolve to appoint Camden Search and Selection to assist Council with the recruitment of Council's Chief Executive Officer; and**
- 3. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to execute all relevant documentation necessary to engage Camden Search and Selection.**
- 4. Note there is no budget provision for the recruitment of the Chief Executive Officer in the 2020-21 Budget, and that funding (anticipated to be approximately \$40,000) in 2020-21 will be from budget savings.**

1. INTRODUCTION

Following the decision of Council's current Chief Executive Officer not to seek an extension of his contract of employment, Council decided at the 22 March 2021 Council meeting:

That Council:

A. Notwithstanding the 3 March 2021 Confidential Council resolution, resolve to:

- 1. Commence a Request for Quotation (RFQ) process to appoint a suitably experienced recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer, including:*
 - a. Requesting a written quotation from the following five recruitment consultants who have experience in the recruitment of senior local government roles:*
 - i. Davidson Executive*
 - ii. Camden Search and Selection*
 - iii. Fisher Leadership*
 - iv. SHK Asia Pacific*
 - v. McArthur.*

- b. The development of a shortlist of a minimum of three of those recruitment consultants in consultation with the Mayor;*
 - c. Interviewing of shortlisted recruitment consultants by Councillors, including a presentation outlining their capability, experience and proposed approach; and*
 - d. An evaluation being undertaken by the Manager Governance, Manager Strategic Procurement and Property, and the Principal People and Culture Partnerships, and reported to Council to enable the appointment of a preferred recruitment consultant;*
- 2. Continue the engagement of Phil Shanahan Consulting as an independent consultant and vary the terms of his engagement to extend to the provision of independent professional Chief Executive Officer recruitment advice, in conjunction with the recruitment consultant appointed under the process in A1 above;*
- B. Pursuant to Section 125(2) of the Local Government Act 2020, resolve that this resolution and the 3 March 2021 Confidential Council resolution be publicly available for the limited purposes of communicating the effect of this Resolution to the extent necessary to give effect to it;*
 - C. Authorise the Chief Executive Officer to determine, at their discretion, that this resolution and this report, and the 3 March 2021 Confidential Council resolution and associated report, or specified parts of them, should be publically available for the purpose of informing, or enabling the Mayor to inform, the community of the nature of Council's decision;*
 - D. Note the advice set out in this report in response to Part 6 of the 3 March 2021 Council resolution; and*
 - E. Determine that the 3 March 2021 Confidential Council resolution is amended by this resolution to the extent of any inconsistency or difference between this resolution and the 3 March 2021 Confidential Council resolution.*

This report responds to Part 1 of the above Council resolution pertaining to the Request for Quotation (RFQ) process.

It is noted that the Chief Executive Officer has determined pursuant to the above resolution, that the resolutions should be publically available in this report.

2. DISCUSSION

At the close of the RFQ submissions on Friday 16 April 2021, five submissions were received from the invited recruitment consultants.

The Evaluation Panel, comprising the Manager Governance, Manager Strategic Procurement and Property, and the Principal People and Culture Partnerships, in consultation with the Mayor and Philip Shanahan, undertook a shortlisting assessment based on the following:

- Price (40%)
- Consultant profiles (15%)
- Methodology and strategy (20%)
- Reference checks (5%)
- Ability to meet timeframes (15%)
- Additional Value Add considerations (5%)

The Evaluation Panel assessed and determined that Camden Search and Selection, Fisher Leadership and Davidson Executive be shortlisted to present to Councillors at a Councillor Briefing on Wednesday 21 April.

The three recruitment consultants subsequently presented to Councillors at a Councillor Briefing on 21 April 2021 where a further evaluation and assessment was undertaken.

At the meeting, Councillors provided feedback that Camden Search and Selection:

- demonstrated the strongest capability and capacity to partner with Council on this important strategic project; and
- demonstrated a strong recruitment methodology and strategy, cognisant of Council's needs and priorities.

3. CONSULTATION

As previously outlined, a Councillor Briefing was held on 21 April 2021 to allow for the shortlisted recruitment consultants to present to Councillors and their independent recruitment consultant Phil Shanahan, on their proposals for the recruitment of a Chief Executive Officer, whose key feedback is outlined in the confidential Procurement Report.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There is no budget provision for the recruitment of the Chief Executive Officer in the 2020-21 budget. The recruitment costs of approximately \$40,000 will be funded from forecast budget savings.

6. SOCIAL IMPLICATIONS

Nil.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

Officers have prepared a recommended resolution to appoint Camden Search and Selection to assist Council in the recruitment of Council's Chief Executive Officer on the basis that such a resolution reflects the outcomes of the Evaluation Panel's shortlisting assessment and feedback from Councillors at the Councillor Briefing on 21 April 2021.

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when tendering for services and when negotiation the price for contract if prematurely released

Report Prepared By: Phil McQue, Manager Governance

Report Authorised By: Tony Doyle, Chief Executive Officer

Attachments

Confidential attachment 1 has been circulated under separate cover