



**ESTABLISHMENT & TERMS OF REFERENCE
OF THE ALEXANDRINA COUNCIL
CHIEF EXECUTIVE SELECTION PANEL**

1. Establishment of the Selection Panel

Pursuant to Section 41 of the Local Government Act 1999 the Council establishes a Committee to be known as the Alexandrina Council Chief Executive Selection Panel ("CE Selection Panel") to undertake the Selection process for the position of Chief Executive of the Alexandrina Council in accordance with the Local Government Act 1999 and these Terms of Reference.

Purpose

The purpose of the CE Selection Panel is to be responsible for the recruitment and selection process for the Chief Executive, to make recommendations to the whole Council (Elected Members) on the most meritorious candidate for the position and to ensure that the recruitment and selection process is fair and robust.

The CE Selection Panel will conduct an assessment process which ensures that applicants' suitability is based on merit selection principles, taking into account knowledge, skills, qualifications and experience and potential for future development, which is considered against the specific requirements of the vacancy as set out in the selection criteria.

2. Membership

2.1. Membership of the CE Selection Panel shall consist of:

- 3 x Elected Members of Council – 1 of which is to be the Mayor
(*at least one male and one female Elected Member*)
- 1 x Independent Member

The Council appoints the Mayor as the Presiding Member of the CE Selection Panel.

2.2. If the Presiding Member of the CE Selection Panel is absent from a meeting of the Committee, a member of the Committee chosen from those present will preside at the meeting as the Acting Presiding Member.

2.3. The Manager Governance & Strategy will provide administrative support to the CE Selection Panel for the co-ordination of meetings, agenda and minutes.



3. Terms of Reference – Operational Matters

The Terms of Reference for the CE Selection Panel are as follows:-

- 3.1 the CE Selection Panel does not enjoy the delegation of any powers, functions and duties of the Council (with the exception of clause 4). All decisions of the CE Selection Panel will, therefore, constitute recommendations to the Council;
- 3.2 the CE Selection Panel shall act at all times in strict accordance with relevant legislation (being the Local Government Act 1999 and associated Regulations) and in accordance with these Terms of Reference in the performance of its functions;
- 3.3 for the purposes of Section 41(8) of the Local Government Act 1999 the reporting and accountability requirements that apply to the CE Selection Panel are that the minutes of all meetings of the CE Selection Panel must be included in the agenda for the next ordinary meeting of the Council following a meeting of the CE Selection Panel. The reporting of the decisions of the CE Selection Panel to the Council in this manner is sufficient to satisfy the reporting and accountability requirements of the Council;
- 3.4 all decisions of the CE Selection Panel shall be made on the basis of a majority decision of the members present;
- 3.5 a quorum for a meeting of the CE Selection Panel shall be three (3) members of the Panel.
- 3.6 the CE Selection Panel shall meet as often as the Panel considers necessary provided that the first meeting of the Panel shall occur within fourteen days of the date of this resolution on a date and time ascertained by the Principle Member as being suitable for members of the Panel;
- 3.7 meetings of the Panel will be held at a location as determined by the Presiding Member of the Panel in consultation with Panel Members;
- 3.8 the provisions of Part 3 of the Alexandrina Council (Code of Practice Council Meeting Procedures) shall apply to all meetings of the Panel.
- 3.9 insofar as the Local Government Act and Regulations and these Terms of Reference do not prescribe a procedure to be observed in relation to the conduct of a meeting of the CE Selection Panel, the Panel may determine its own procedure;



- 3.10 the CE Selection Panel shall act as the "*selection panel*" for the purposes of Section 98(4) of the Local Government Act 1999.

4. Terms of Reference – Functions and Responsibilities

The CE Selection Panel is charged with enquiring into and reporting to the Council in respect of the following matters:

- 4.1 undertake the Selection process for the position of Chief Executive of the Alexandrina Council in accordance with the Action Plan agreed by the Council (annexure 1);
- 4.2 make recommendations to the Council at each stage of the Selection process including but not limited to the appointment of a professional human resource recruitment consultant;
- 4.3 the assessment of applications for the position of Chief Executive, the recommendation of re-advertisement or other additional steps (if necessary) and recommendations upon the appointment to the position of Chief Executive of the Alexandrina Council [for the purposes of Section 98(4) of the Local Government Act 1999];
- 4.4 any other matter which is not stipulated within these Terms of Reference but which is within the conspectus of the powers and functions of the CE Selection Panel or other matters which are specifically referred by the Council to the CE Selection Panel and related to the selection of the Chief Executive.

5. Tenure

The CE Selection Panel which is established for the purpose of assisting the Council in taking steps to fill the vacancy in the position of Chief Executive of the Alexandrina Council will be wound up upon the date that the Council makes the appointment to the office of Chief Executive of the Alexandrina Council.

Annexure 1

- Action Plan for the Recruitment of the Alexandrina Council Chief Executive October 2016

ATTACHMENT 15.2 (b)

Action Plan for the Recruitment of the Alexandrina Council Chief Executive - October 2016

Action	Responsibility	Time Line
Request for Quotation A "Request for Quotation" (RFQ) will be sought from a selection of Human Resource Recruitment Consultants – a minimum of 3 up to 6 will be selected) The RFQ brief will seek a fixed cost, hourly rate and proposed methodology of the Recruitment Consultant.	CE Selection Panel	October/November 2016
Assessment of RFQ from Recruitment Consultant A meeting will be held to assess and evaluate the quotations and methodology of the Recruitment Consultants.	CE Selection Panel	November 2016
DECISION OF COUNCIL – Appointment of Recruitment Consultant The CE Selection Panel will provide a report and make a recommendation to Council of the preferred Recruitment Consultant.	CE Selection Panel & Council	21 November 2016

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The Time Line is indicative as events outside the CE Recruitment Panel and the Consultant may affect various stages of the Action Plan.

Action	Responsibility	Time Line
<p>Specification Preparation</p> <p>The CE Selection Panel in consultation with the Consultant will prepare a detailed specification for the role. This will include:</p> <ul style="list-style-type: none"> • Organisation description • Organisation chart • Job description • Key performance indicators • Person specification • Conditions of employment (likely salary level and any contractual conditions) <p>Correspondence will be forwarded to all Elected Members seeking their input and participation in the development of the Specification.</p>	<p>Consultant CE Selection Panel in consultation with all Elected Members</p>	<p>November 2016</p>
<p>Advertising</p> <p>The position will be advertised as per the Consultants methodology in consultation with the CE Selection Panel.</p>	<p>CE Selection Panel & Consultant</p>	<p>November/December 2016</p>
<p>Applicant Reports</p> <p>As applications for the position are received, the Consultant will prepare an applicant report containing a summary of the details of all applicants for the CE Selection Panel.</p>	<p>Consultant</p>	<p>December/January 2017</p>

Action	Responsibility	Time Line
<p>Interviewing and Short Listing</p> <p>The Consultant will undertake preliminary interviewing with the selected applicants in order to narrow the field down to a short list. These interviews will be structured to reveal relevant information regarding the suitability of applicants to successfully undertake the role.</p> <p>Once the initial interviews and assessments are complete, the Consultant will then meet with the CE Selection Panel to discuss all applications, and to describe in detail the attributes and shortcomings of the applicants interviewed.</p> <p>At this meeting the Consultant will provide their recommendation of the applicants for short listing.</p>	<p>Consultant</p> <p>CE Selection Panel</p>	<p>January/February 2017</p>
<p>Panel Interviews</p> <p>The Consultant will co-ordinate the panel interviews and provide a member of its consulting team to assist on the Panel. The Consultant will also assist the CE Selection Panel with determining appropriate interview questions and provide guidance and assistance in the selection process.</p> <p>Following the above Panel Interview process a minimum of 2 and a maximum of 4 preferred candidates will be selected to make a formal presentation to Council.</p> <p><u>Consultant</u> - is the preferred representative from the Consultants team to assist the panel. It is important that gender diversity is achieved in the selection process.</p>	<p>Consultant</p> <p>CE Selection Panel</p>	<p>February/March 2017</p>

Action	Responsibility	Time Line
FORMAL PRESENTATIONS TO COUNCIL The Consultant will co-ordinate the preferred candidates to make a formal presentation to Council. The Consultant will assist the CE Selection Panel with determining appropriate presentation questions and provide guidance and assistance in the assessment process.	Consultant CE Selection Panel Full Council	March 2017
Reference Checking Once interviews have been conducted with the short listed candidates the Consultant will then proceed with checking applicants claims by contacting referees.	Consultant	March 2017
Prepare Conditions and Proposed Package The Consultant will assist the CE Selection Panel with the development of an employment package and conditions for presentation to Council.	Consultant CE Selection Panel	March 2017
COUNCIL DECISION – Terms and Conditions and Appointment The CE Selection Panel will provide a report to Council on the preferred candidate(s) together with the Terms and Conditions of the Employment Contract for Council consideration.	Full Council	March/April 2017
Make Offer and Finalise Terms and Conditions of Employment Following the decision of Council the Mayor will make the Offer of Employment to the preferred candidate – together with the Terms and Conditions of Employment.	Mayor	April 2017