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**CONFIDENTIAL SPECIAL CHIEF  
EXECUTIVE OFFICER SELECTION PANEL  
MEETING**

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**CONFIDENTIAL MATTERS**

5.1 Chief Executive Officer Recruitment Process .....4

Released 24 May 2023

## 5.1 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS

Contact Person: Steven Watson

### Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because it contains information which relates to the personal details of individuals that have applied for the position of Chief Executive Officer.

### A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section

### B. THE BUSINESS MATTER

## 5.1 Chief Executive Officer Recruitment Process

### Why is this matter before the Council or Committee?

Committee to discuss recruitment process to fill the position of Chief Executive Officer.

**Presenter:** Ms Jane Jeffreys of Jane Jeffreys Consulting

**Purpose:** Committee to discuss and develop the following:

- Interview questions and scoring
- Proposed interview schedule
- Process update to applicants

**Outcome:** Committee would have developed and agreed upon interview questions, scoring, schedule and agreed process to update applicants for the position of Chief Executive Officer.

**Duration:** 3 Hours

### C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 5.1 IS TO BE KEPT IN CONFIDENCE

#### Purpose

To resolve how long agenda item 5.1 is to be kept confidential.

#### STAFF RECOMMENDATION

That pursuant to Section 90(2) and 91(7) of the Local Government Act 1999 the Council orders that the following aspects of Item 5.1 be kept confidential:

- Report for Item 5.1 will be held for a period of two (2) years after which they will be destroyed.

- Attachment(s) for Item 5.1 will be held for a period of two (2) years after which they will be destroyed.
- Discussion for Item 5.1 will be held in confidence indefinitely.
- Decision for Item 5.1 will be held in confidence in the minutes indefinitely, with the following exceptions:
  - Candidates that have been selected for an interview as per the resolution of the Committee be advised by Jane Jeffreys Consulting of interview details accordingly.

## Options

### Option 1

That pursuant to Section 90(2) and 91(7) of the Local Government Act 1999 the Council orders that the following aspects of Item 5.1 be kept confidential:

- Report for Item 5.1 will be held for a period of two (2) years after which they will be destroyed.
- Attachment(s) for Item 5.1 will be held for a period of two (2) years after which they will be destroyed.
- Discussion for Item 5.1 will be held in confidence indefinitely.
- Decision for Item 5.1 will be held in confidence in the minutes indefinitely, with the following exceptions:
  - Candidates that have been selected for an interview as per the resolution of the Committee be advised by Jane Jeffreys Consulting of interview details accordingly.

### Option 2

The Council/Committee determines a different timeframe for any "in confidence" aspects of agenda item 5.1 to remain in confidence.

## Analysis of Options

### Option 1

This item is excluded from the public on the basis that it relates to Section 90 (3) (a) of the Local Government Act 1999.

It is not recommended to release any aspects of this item given the item pertains to details of applicants that have applied for the vacant position of Chief Executive Officer.

In accordance with the General Disposal Schedule 20 (GDS20) records relating to the recruitment of Chief Executive Officers including appointments, selection criteria and advertisements are classed as permanent documents.

Records relating to the selection process, including establishment of the selection panel, selection criteria and interview questions are classed as temporary documents and can be destroyed after two (2) years.

Records relating to unsuccessful job applications e.g. applications and relevant notifications are also classed as temporary documents and can be destroyed after one (1) year.

Option 2

The Council may determine that certain or all aspects of agenda item 5.1 remain in confidence.

The Council may choose to release certain aspects of this agenda item, however it is not recommended as it would release personal information of individuals that have applied for the position of Chief Executive Officer.

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