

Recruitment of the Independent Chairperson of the Audit, Risk and Finance Committee

Meeting: Kaipara District Council
Date of meeting: 16 December 2020
Reporting officer: Jason Marris, GM Transformation and Engagement

Purpose/Ngā whāinga

To note the recruitment process and delegate the responsibility to shortlist, interview and recommend to Council the appointment of the Independent Chair of the Audit, Risk and Finance Committee to a panel of elected members.

Executive summary/Whakarāpopototanga

The current Independent Chairperson of the Audit, Risk and Finance Committee has resigned, effective 1 February 2021. Council must now go through a recruitment exercise to find and appoint another Independent Chairperson. This report asks Council to appoint a panel of up to three elected members from the Audit, Risk and Finance Committee to shortlist, interview and recommend to Council a preferred candidate for the role. Recruitment is timed to commence in January once everyone returns from Xmas holidays and conclude with a recommendation to appoint a preferred candidate to the March Council meeting.

Recommendation/Ngā tūtohunga

That the Kaipara District Council:

- a) Notes that the current Chairperson of the Audit, Risk and Finance Committee has resigned from the role, effective 1 February 2021
- b) Delegates the authority to shortlist, interview and recommend to Council the appointment of a preferred candidate to be the Independent Chair of the Audit, Risk and Finance Committee to **[Insert names here]** with **[Insert name here]** acting as the Chairperson
- c) Notes the draft recruitment process to be undertaken as follows:
 - a. Advertising will occur via seek/website and other professional forum in late January 2021 for 3 to 4 weeks
 - b. Shortlisting and interviews by the delegated panel in February
 - c. Panel recommends the preferred candidate to the March Council meeting for appointment

Context/Horopaki

The current Independent Chairperson of the Audit, Risk and Finance Committee (ARFC), Stana Pezic, has resigned from the role, effective 1 February 2021.

It is appropriate that Council follows a formal, fair and transparent process, like recent recruitment for Council's Independent Commissioners and District Licensing Committee members. Given the importance of the role and its responsibilities, the Mayor has chosen not to exercise the mayoral powers of appointment.

Discussion/Ngā kōrerorero

Recruitment panel

In line with other recent recruitment, staff are recommending a panel of elected members (up to three) are delegated the responsibility to shortlist, interview and recommend to Council the preferred candidate for appointment to the role. It would be appropriate to draw from the current membership of the Audit, Risk and Finance Committee to form the panel with one member of the panel appointed as the Chairperson.

Recruitment process

Due to the upcoming Xmas holiday period where recruitment is traditionally ineffective, advertising, shortlisting and interviews will be completed in the new year. The recruitment process will follow the draft timeline below. Note that these dates are tentative to provide flexibility if needed.

- **18 January to 7 February:** Advertising period on Seek, website and other professional forum/networks such as LGNZ. Staff will prepare a position description and relevant information (e.g. criteria) in advance of the recruitment.
- **8 to 26 February:** Shortlist applicants and conduct interviews.
- **March Council meeting:** Panel to report preferred candidate to full Council for appointment.

Options

Option 1: Appoint members to a panel to shortlist, interview and recommend a preferred candidate to Council for appointment. This is the recommended approach.

Option 2: Not appoint members to a panel or provide feedback on an alternative approach.

Financial implications

Recruitment costs and the costs of the external position will be managed within current budgets.

Risks and mitigations

Due to the importance of the role and its oversight of the financial and audit activities for Council, it is important to follow a transparent and fair recruitment process. The process recommended in this report follows previous recruitment processes for other roles such as Council's Independent Commissioners and District Licensing Committee members.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Staff will work with the panel to complete the recruitment process and report back to Council for appointment.