

Appendix A

Indicative Timetable for Recruitment of Chief Executive

Process	Timeline (approx)
Council receive motion regarding Chief Executive Recruitment and agree overall process	10.09.14
HR Committee receive report	15.09.14
Spec provided to recruitment consultants on the PSL	22.09.14
Proposals assessed and top two recruitment consultant(s) selected for presentation to HR Committee	07.10.14
HR Committee select preferred consultant and agree jdps and brief on 22 October 2014 together with criteria for establishment of an Appointments Sub Committee.	22.10.14
Recruitment consultants begin soft search and preparation for advertisement, etc.	27.10.14
Advert appears	w/e 07.11.14
Recruitment Consultants to longlist and start to sift	w/c 15.12.14
Recruitment Consultants to provide sifted list to LA	07.01.15
Recruitment consultants to conduct preliminary interviews with agreed list of sifted candidates	w/c 19.01.15
Recruitment consultants and LA to produce report for Members	26.01.15
Recruitment consultants and LA meet to finalise report for Members	w/c 26.01.15
A meeting of the Appointments Sub-Committee considers the list of candidates and agrees the shortlist - Recruitment consultants to attend the Sub-Committee	w/c 02.02.15
Candidates advised of outcome of Appointments panel and invited to final selection process	w/c 09.02.15
Day 1 of selection process - (final content to be agreed but likely to include tour of the Borough, informal interviews/meetings with Mayor, Group Leaders and informal lunch with CMT plus possible group discussion or as recommended by recruitment consultant) Recruitment consultants to provide a report on each candidate to be reported to Members on day 2.	16.02.15

<p>Day 2 of selection process – Recruitment consultants to brief members on process to date. Candidates to present and have final interview with Members. Members Appointment Sub-committee to agree who to recommend for appointment</p>	<p>17.02.15</p>
<p>Report on outcomes including recommendations of the Appointments Sub-Committee to be presented to each member of the Executive requesting that the Mayor notify any objection to the appointment of any of the short-listed candidates by 5th March 2015.</p>	<p>19.02.15</p>
<p>Report on outcomes including recommendations of the Appointments Sub Committee and any objection made on behalf of the Executive to be considered by full Council on 5th March 2015 where a decision on an appointment can be made</p>	<p>05.03.15</p>