

Appendix A

Indicative Timetable for Recruitment for the posts of Director of Law, Probity and Governance and Director of Resources

Process	timeline
Spec provided to recruitment consultants on the PSL	Progressed
Proposals assessed and recruitment consultant(s) chosen	Progressed
Recruitment consultants begin campaign	Progressed
HR Committee receive update report	Progressed
Adverts appear	09.10.14
Recruitment Consultants to longlist and start to sift	Week 5/6 w/c 3.11 and 10.11
Recruitment Consultants to provide Sifted list to LA	Week 6/7
LA (HoPS, and Simon) to agree list of candidates to be Forwarded to members Appointments Sub-committee for shortlisting	Week 7
Recruitment consultants to conduct preliminary interviews with agreed list of candidates	Week 8/9
Recruitment consultants and LA to produce report for Members	Week 10
Recruitment consultants and LA meet to finalise report for Members	Week 11
Appointment Sub-Committee consider list of candidates and agree shortlist - Recruitment consultants to attend	Week 12
Candidates advised of outcome of Appointments panel and invited to final Selection process	Week 13
Day 1 of selection process- possible stakeholder panels, informal interview with HoPS and informal lunch with CMT plus senior managers. Recruitment consultants to provide a report on each candidate as a result of the day's processes to be reported to Members on day 2.	Week 14
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 appoint	Week 15
Opportunity for the Mayor and the Executive to object to the appointment (should there be any objection a further	Week 16

Appointments Sub-committee may need to be convened	
Selected candidates offered the posts	Week 16