

Appendix B

Indicative Timetable for Recruitment for the post of Service Head Customer Access, Transformation and ICT

Process	timeline
HR Committee advised of recruitment and jdps and appoint sub-Committee	Progressed
Briefing provided to engaged recruitment consultants	Progressed
Recruitment consultants begin campaign	Week 1
Adverts appear	Week 2
Recruitment Consultants to longlist and start to sift	Week 5
Recruitment Consultants to provide Sifted list to LA	Week 6
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
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 13
Candidates advised of outcome of Appointments panel and invited to final Selection process	Week 14
Day 1 of selection process- possible stakeholder panels, informal interview with Director of Resources Recruitment consultants to provide a report on each candidate as a result of the days processes to be reported to members on day 2.	Week 15
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 16
Opportunity for the Mayor and the Executive to object to the	Week 17

appointment (should there be any objection a further Appointments Sub-committee may need to be convened)	
Selected candidate offered the post of Service Head, Customer Access, Transformation and ICT	Week 18