

Indicative Timetable for Recruitment Service Head Communications – Appendix M

Process	Date w/c	timeline	
Spec provided to recruitment consultants on the PSL and tenders invited	05/10/15	Week 1	
Tenders assessed and one recruitment consultant chosen	19/10/15	Week 2	
Briefing provided to engaged recruitment consultants	26/10/15	Week 3	
Recruitment consultants begin campaign	2/11/15	Week 4	
Adverts and microsite go live for 3 weeks	16/11/15	Week 6	
Closing Date	7/12/15	Week 9	
Recruitment Consultants to longlist and start to sift	14/12/15	Week 10	
Recruitment Consultants to provide Sifted list to LA	21/12/15	Week 11	
LA (CE, and Corporate Director) to agree list of candidates to be longlisted	4/1/16	Week 13	
Recruitment consultants with CE and technical adviser to conduct preliminary and technical interviews and arrange in-tray exercise with agreed long list of candidates	11/1/16	Week 14	
Recruitment consultants and LA to produce report for members with recommended shortlist (5 days in advance)	18/1/16	Week 15	
Appointment Subcommittee consider list of candidates and agree shortlist - Recruitment consultants to attend	25/1/16	Week 16	
Candidates advised of outcome of Appointments Subcommittee and invited to final Selection process	25/1/16	Week 16	
Day 1 of selection process- stakeholder panels and any other assessments to be decided upon 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	<i>These 2 days may be managed in 1 day depending on number of shortlisted candidates</i>	1/2/16	Week 17
Day 2 of selection process – Recruitment consultants to brief members on process to date. Candidates to present and have final interview with members. Members Appointments subcommittee to agree who to appoint		1/2/16	Week 17
Opportunity for the Mayor and the Executive to object to the appointment (should there be any objection a further Appointments Subcommittee may need to be convened)	1/2/16	Week 17	
Selected candidate offered position	8/2/16	Week 18	