

Appendix 2

Potential Date / Timescales	Activity
29 April to 17 May 2024 (3 weeks)	HR / Chief Executive <ul style="list-style-type: none"> Procure an executive search partner
29 April to 17 May 2024 (4 weeks)	HR / Chief Executive <ul style="list-style-type: none"> To compile: <ul style="list-style-type: none"> Job Description and Person Spec and complete job evaluation Draft structure and document for consultation
20 May – 14 June 2024 (4 weeks)	Chief Executive <ul style="list-style-type: none"> Consultation with Executive Directors, Directors and their direct reports
w/c 20 May – 14 June 2024	HR / Chief Executive / Executive Search Agency <p>To develop and finalise (subject to final structure being post consultation):</p> <ul style="list-style-type: none"> Project plan and design of campaign Search strategy Advertising materials and media, microsite content
w/c 17 June 2024	Chief Executive / HR <p>Finalise structure Share with appointments committee</p>
w/c 24 June 2024	HR / Chief Executive / Executive Search Agency <p>To confirm final version (if different from the above):</p> <ul style="list-style-type: none"> Project plan and design of campaign Search strategy Advertising materials and media, microsite content <p>Tailored search to begin after the meeting to produce initial search ID</p>
w/c 1 July 2024	Executive Search Agency <ul style="list-style-type: none"> Advert to go live in print (online) including Microsite
On-going	Executive Search Agency <ul style="list-style-type: none"> Search reports issued to you weekly with regular updates

	<ul style="list-style-type: none"> Confidential conversations can be organised with key stakeholders and potential strong candidates that exec search partner have identified
Thursday 18 July 2024	<ul style="list-style-type: none"> Closing date Search concluded
w/c 22 July 2024	<p>Executive Search Agency / Appointments Panel / Chief Executive / HR</p> <ul style="list-style-type: none"> Sift reports (“A, B, C”) produced for all applicants with comments and recommendations Meetings organised to finalise candidates being taken forward to next process for each role Successful candidates made aware and informed of further progress
w/c 29 July 2024	<p>Executive Search Agency / Technical Assessor</p> <ul style="list-style-type: none"> Technical Interviews or alternatively incorporate these into the Final Panel
w/c 5 August 2024	<ul style="list-style-type: none"> Final Panel Interviews – Appointment Committee approves recruitment of Executive Directors and recommends appointment of Chief Financial Officer to Council (dates in diary asap)
October 2024	<ul style="list-style-type: none"> Full Council (in respect of the Chief Finance Officer)
	<ul style="list-style-type: none"> Post appointment support, negotiations and candidate care for all candidates.