

Timeline for the consultation and permanent recruitment

Potential Date / Timescales	Activity
21 August 2024	<p>Chief Executive / Corporate Policy Committee</p> <p>Report to CPC to:</p> <ul style="list-style-type: none"> • Approve the proposed senior management structure produced by the Chief Executive subject to consultation and agree that the Chief Executive commences formal consultation with affected employees and recognised trade unions on the proposed changes to the senior management restructure. • Note the overall implementation timeline for a new senior management structure. • Note that, following formal consultation, the outcome of the senior management structure review will be considered by the Corporate Policy Committee and presented to full Council for approval, including approval of any new positions with salaries in excess of £100,000 per annum and statutory officers, prior to implementation. • Note the interim and temporary senior management arrangements across the organisation outlined in paragraphs 45 - 48 and that these will continue until implementation of and appointment to the new structure including any additional interim capacity to support the Chief Executive within the current financial envelope.
22 August – 20 September 2024 (30 days minimum)	<p>Chief Executive</p> <ul style="list-style-type: none"> • Consultation with Directors and their direct reports

September 2024	HR / Chief Executive Procure an executive search partner for Senior Management Restructure
23 – 24 September 2024	Chief Executive / HR <ul style="list-style-type: none"> Finalises new structure and proposed salaries for posts.
25 September 2024	CPC papers need to be published
3 October 2024	Corporate Policy Committee – outcome of consultation and recommendations to Council
16 October 2024	Council – recommendations from CPC
21 October 2024 and w/c 28 October 2024	HR / Chief Executive / Recruitment partner (all jobs) <ul style="list-style-type: none"> To confirm: <ul style="list-style-type: none"> Project plan, design of campaign and exact timescales for recruitment processes Search strategy Advertising materials and media, microsite content Tailored search to begin after the meeting to produce initial search
November 2024	Executive Search Agency (all jobs) <ul style="list-style-type: none"> Advert to go live in print (online) including Microsite Search reports issued weekly with regular updates Confidential conversations organised with key stakeholders and potential strong candidates that exec search partner have identified Closing date (all jobs) Search concluded
December 2024	Executive Search Agency Chief Executive / HR (and other officers) <ul style="list-style-type: none"> Sift reports (“A, B, C”) produced for all applicants with comments and recommendations

	<ul style="list-style-type: none"> • Meetings organised to finalise candidates being taken forward to next process for each role • Successful candidates made aware and informed of further progress • Assessment Centre and Final Panel Interviews – appointment (dates in diary asap) • Post appointment support, negotiations and candidate care for all candidates.
<p>Post recruitment processes - December 2024</p>	<p>Likely timescale for successful candidates take up posts to be confirmed subject to notice periods</p>

