

APPENDIX 1

PROPOSED PROCESS AND TIMETABLE FOR RECRUITMENT AND APPOINTMENT OF MANAGING DIRECTOR/HEAD OF PAID SERVICE POST

Month 2016	Action	Responsible
September	Review suitable recruitment search and selection companies to support the process and prepare a briefing document.	HR/MD
October	In consultation with the Leader of the Council, to draw up a statement specifying: (i) the duties of the officer concerned; and (ii) any qualifications or qualities to be sought in the person to be appointed To select recruitment consultants to begin the process of search and selection.	MD MD
November	MD role advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it	RC
December	Initial sifting/selection of long list Long list interviews Shortlisted candidates to meet separately with a panel of external stakeholders and with the Directors Short list interviews	RC with PS/MD PS/MD/RC and 2 other members of the Executive MD/PS/RC EC

Month 2017	Action	Responsible
January	Appointment made.	
	Appointment announced and ratified by Council (if necessary, at an Extraordinary Council meeting) as set out in Officer Employment Procedure Rules for the formal appointment of Head of Paid Service, which is:	DS
	(a) The full Council must approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Employment Committee (before an offer of appointment is made to that person). The committee must include at least one member of the Executive.	
	(b) The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by the Leader on behalf of the Executive following receipt of notice of the proposed appointment to all members of the Executive in accordance with the provisions of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001.	
May	Commencement of new Managing Director with a handover period if possible.	MD

KEY

HR: Human Resources

MD: Managing Director

PS: Paul Spooner

RC: Recruitment Consultants

EC: Employment Committee

DS: Democratic Services