

**Appointment of Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)**

**Proposed Timetable**

| <b>Activity</b>  | <b>Date</b>                                     | <b>Decisions</b>                                     |
|--|---|--|
| Commence the Appointments process and delegate the Appointment process to the Appointments panel | 27/10/2014                                      | Employment and Appointments Committee                |
| Potential Review of Salary<br>Review of persona<br>Specification and Job description             | w/c 17/11/2014                                  | Appointments Panel recommendations                   |
| Potential decision on salary arrangements for the new Chief Executive                            | 8/12/2014                                       | Council<br>( Agenda Published 28 November)           |
| Advertisement published  | w/c 1/12/2014                                   |  |
| Advertisement close  | w/c 5/1/2015                                    |  |
| Long listing meeting   | w/c 12/1/2015                                   |  |
| Long list Assessment<br>(Technical interviews)   | w/c 19/1/2015                                   |  |
| Short listing meeting  | w/c 26/1/2015                                   |  |
| Selection day(s)   | w/c 2/2/2015                                    | Appointments Panel<br>Recommendation to Full Council |
| Intention to appoint   | w/c 9/2/2015                                    |  |
| Council Approval<br>(subject to necessary employment checks)                                     | 24/2/2015                                       | Full Council   |
| Formal Offer of employment   | 25/2/2015                                       |  |
| Notice period and start  | March-May 2015<br>Dependent on period of notice |  |