

CE – Lancaster City Council

Outline Timetable agreed by the CE Recruitment Committee: 19 February 2019

Date	Activity
18 th February	Briefing meeting Appointments Committee <ul style="list-style-type: none"> • Initial briefing meeting with search consultants to agree: <ul style="list-style-type: none"> ○ Project plan and design of campaign ○ Search strategy
25 th February	<ul style="list-style-type: none"> ○ Job Description and Person Spec ○ Advertising materials and media, microsite content • Tailored search to begin as agreed to produce initial search ID
w/c 4 th March	<ul style="list-style-type: none"> • Soft discussions and market testing with prospective candidates
w/c 8 th April 2019	<ul style="list-style-type: none"> • Advert to go live in print (MJ/Any other selected publications) inc Microsite if appropriate)
ongoing	<ul style="list-style-type: none"> • Search reports issued to you weekly with regular updates • Confidential conversations can be organised with key stakeholders and potential strong candidates that Penna have identified
Friday 4 th May	<ul style="list-style-type: none"> • Closing date delayed to tie in with the May 2nd Election process • Search concluded
w/c 20 th May	<ul style="list-style-type: none"> • Lancaster Council Appointments Committee re-constituted
June 2019 tbc	<ul style="list-style-type: none"> • Sift reports (“A,B,C”) produced for all applicants with comments and recommendations
June 2019 tbc	<ul style="list-style-type: none"> • Long list meetings organised to finalise candidates being taken forward to next process for each role • Successful candidates made aware and informed of further progress
June 2019 tbc	Technical interviews to be undertaken
June 2019 tbc	<ul style="list-style-type: none"> • Shortlist meetings organised to finalise candidates being taken forward to final panel Detailed reports and (“A,B,C”) ratings • Successful candidates made aware and informed of further progress
June 2019 tbc	<ul style="list-style-type: none"> • Assessment Centre and Final Panel Interviews - appointment
ongoing	<ul style="list-style-type: none"> • Post appointment support, negotiations and candidate care for all candidates.