

DRAFT TIMETABLE FOR CFO RECRUITMENT PROCESS 2024

DATE	ACTION:	WHO BY:	ADDITIONAL INFORMATION:
16 February 2024	Authority to approve the process for appointment of CFO	Sam Sharman	Approval to delegate authority for the process to be undertaken by Appointments & Disciplinary Committee with recommendation to the Authority on the appointment
Straight after Authority approval of the process	Amendment of Job description & <i>circulation to Members for approval</i>	Chris Howes	<i>SS to check on approval of the JD</i>
w/c 26 February 2024	Preparation of advertisement	Chris Howes	
w/c 11 March 2024	Appointments & Disciplinary Committee Panel meeting – discuss & agree process	Appointments & Disciplinary Committee – advised by CFO	
w/c 18 March 2024	Advertisement	Chris Howes	
w/c 8 April 2024	Closing date for applications	Chris Howes	
w/c 22 April 2024	Shortlisting candidates	Appointments Panel – advised by CFO	
w/c 6 or 13 May 2024	Interviewing and testing of candidates	Appointments Panel – advised by CFO	
10 June 2024 (ordinary meeting)	Report appointment to Authority		31 May 2024

Process allows for a 3 month notice period should an external appointment be made
CFO retirement date is 18 September 2024