

DRAFT
Timetable for appointment of Chair

Date	Meeting	Action
23 March	Governors' Council	DS announces retirement
20 April	BoD	Agree appointment process/timetable and key issues to be resolved: <ul style="list-style-type: none"> • Identification of budget • Use of executive search agency • Role and contribution of CEO • Role of SID, Vice Chair of Nominations Committee and Lead Governor • Identification of external assessor
31 May	Nominations Committee and AJC meets Nominations Committee	Confirm appointment process Resolve key issues including composition of Appointment Panel Discuss and agree Job Description/ Person Specification
7 June	Governors' Council	Discuss and amend/approve overall process/Job Description/ Person Specification
w/c 20 June	Trust Secretary and 2 Members of Nominations Committee	Beauty parade of potential executive search agencies and decision
w/c 1 August		Post advertised
w/c 22 August		Closing date for acceptance of applications
w/c 29 August		Longlisting
w/c 5 September	Nominations Committee Appointment Panel	Shortlisting
20 or 23 September		Candidates meet AJC
w/c 19 September		Informal session for stakeholders to meet candidates
4, 7, 14, 20, 24 or 28 October	Nominations Committee Appointment Panel	Interviews-possibility of utilising a range of selection tools/techniques to be explored in addition to a panel interview
?? October	Governors' Council (either 13 September moved into October or additional extraordinary meeting)	Ratify Appointment

2 June 2011