



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

CHIEF OFFICERS APPOINTMENTS COMMITTEE

Date and Time

3.00 pm, THURSDAY, 11TH FEBRUARY, 2021

Location

Virtual Meeting

Contact Point

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(DISTRIBUTED 5 February 2021)

CHIEF OFFICERS APPOINTMENTS COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

E. Selwyn Griffiths
Peredur Jenkins
Dyfrig L. Siencyn
Dafydd Meurig

Annwen Hughes
Mair Rowlands
Gethin Glyn Williams
Olaf Cai Larsen

Independent (4)

Councillors

Eric M. Jones
Dewi Wyn Roberts

Eryl Jones-Williams
Angela Russell

Llais Gwynedd (2)

Councillors

Robert Glyn Daniels

Alwyn Gruffydd

The National Party (1)

Councillor Peter Read

Ex-officio Members

Chair and Vice-Chair of the Council

A G E N D A

1. ELECT CHAIR

To elect a Chairman for 2020 / 21

2. ELECT VICE CHAIR

To elect a Vice Chair for 2020 / 21

3. APOLOGIES

To receive any apologies for absence.

4. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest

5. URGENT ITEMS

To note any items that is a matter of urgency in the view of the Chairman for consideration.

6. MINUTES

5 - 6

The Chairman shall propose that the minutes of the meeting of this committee held on the 11th of February 2020 be signed as a true record

7. ANNUAL REVIEW - COUNCIL'S PAY POLICY

7 - 17

To submit the report of the Chief Executive

8. EXCLUSION OF PRESS AND PUBLIC

The Chairman shall propose that the press and public be excluded from the meeting during the discussion on the following items due to the likely disclosure of exempt information as defined in paragraph 14 of Schedule 12A of the Local Government Act 1972. This paragraph is relevant as the report includes information about specific individuals who have the right to privacy. There is no public interest that calls for disclosing personal information about these individuals which would outweigh their rights. Consequently, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

9. CHIEF OFFICERS SALARIES

To consider the report of the Chief Executive

(separate copy for Committee members only)

10. REOPEN MEETING FOR PRESS AND PUBLIC

The Chairman shall propose that the meeting be reopened for the press and public

11. RECRUITMENT AND APPOINTMENT OF CHIEF EXECUTIVE 18 - 20

To agree on the arrangements for recruiting and appointing a Chief Executive

CHIEF OFFICERS' APPOINTMENT COMMITTEE, 11.02.20

Present: Councillors: Medwyn Hughes, Selwyn Griffiths, Peredur Jenkins, Eric M. Jones, Dafydd Meurig (Chair), Dewi W Roberts, Angela Russell and Dyfrig Siencyn

Also in Attendance: Dilwyn Williams (Chief Executive), Geraint Owen (Head of Corporate Support Department), Eurig Williams (Human Resources Advisory Services Manager) and Lowri Haf Evans (Democratic Services Officer).

1. APOLOGIES

Apologies were received from Councillors Glyn Daniels, Eryl Jones-Williams, Alwyn Gruffydd, Annwen Hughes, Cai Larsen, Mair Rowlands and Gethin Glyn Williams

2. DECLARATION OF PERSONAL INTEREST

The following members declared a personal interest for the reasons noted:

Dilwyn Williams (Chief Executive) and Geraint Owen (Head of Corporate Support Department), in item 5 on the agenda as they were chief officers and were therefore subject to the Pay Policy – the first due to the section regarding the Chief Executive's pay and the second due to the section regarding chief officers' pay. Should there be any discussion on the relevant matters, both would withdraw from the meeting.

3. URGENT ITEMS

None to note

4. MINUTES OF THE PREVIOUS MEETING

The Chair signed the minutes of the meeting of this committee held on 19.07.19 as a true record.

5. ANNUAL REPORT – THE COUNCIL'S PAY POLICY

The report was presented, noting that there was a statutory duty on the Council to prepare a pay policy statement, and as had been requested by the Council, the Chief Officers Appointment Committee was expected to conduct a review of the policy's sustainability and to submit any recommendations following the review of the pay policy to the Full Council annually. It was reported that there were no amendments to the policy this year, however, in accordance with the Council's Constitution, consideration must be given to the policy's future sustainability.

The Chief Executive highlighted that we had not reviewed the salaries of the Council's Chief Officers for some time, and that there was a risk that we might unknowingly fall behind other Councils. Consequently, he highlighted that he intended to conduct a review of the salaries by comparing neighbouring authorities' salaries with corresponding salaries in other public sector organisations. He added that the review would highlight the current situation as well as potential risks for the Council. He would report back to this Committee during the year.

In response to a question regarding the current procedure, he noted that Chief Officers' salaries were set according to the advice and evaluation scheme by Hay Group, who advise authorities across the UK. He noted that the disadvantage of this approach was that the comparison might be too broad, and that we needed to focus on local considerations and comparisons.

Although there were no amendments to the policy, attention was drawn to some matters.

- That the Hutton Review of Fair Pay in the Public Sector recommended a ratio of no more than 1:20 between the highest and lowest salary (full-time). This ratio is currently 1:6.2 in Gwynedd Council and the ratio for Chief Officers' median salary and the lowest salary is 1:4.4.

The Committee was grateful for the presentation.

In response to a comment that there was a need to also review the lowest salaries to ensure 'balance', the Members were reminded that the two lowest points of the former national pay structure had been abolished and that from 1 April 2019, Gwynedd Council's minimum wage had been £9.18 per hour. In November 2019, the Living Wage Foundation had announced that the Living Wage was increasing to £9.30/hour which would mean that Gwynedd Council staff, with a 2% increase from 1 April 2020, would receive £9.36/hour. It was highlighted that a formal proposal of 2% had already been made by the employer, but the Unions had submitted a request for 10%. It was noted that national discussions were being held in order to seek agreement.

In response to a question regarding a review of all staff salaries, it was reported that the local pay review had been conducted in 2008 and that the work during that review had laid down firm foundations for ensuring equal pay within the Council.

In response to a question regarding a review of all staff salaries, it was reported that the last review took place in 2008.

In response to a question regarding a statement in the report that the Full Council would approve any change to a post's salary package (posts with a salary of £100,000 and over), it was noted that the figure was inflexible as it followed national, statutory guidance.

In response to a question on receiving the opinion and recommendation of the Independent Remuneration Panel for Wales when Councils were considering revising chief officers' pay scales, it was noted that the Council had to present suggestions to the Panel after the review had been completed.

It was proposed and seconded to accept the report and to request that the Chief Executive completes the review of Chief Officers' salaries as soon as possible and to report back to this Committee.

RESOLVED TO ACCEPT THE REPORT IN ACCORDANCE WITH THE RECOMMENDATION.

- **That the Appointment Committee proposes the (draft) Pay Policy Statement to the Council on 5 March 2020, to be adopted for 2020/21.**

The meeting commenced at 2:00pm and concluded at 2:30pm.

Agenda Item 7

Meeting:	Chief Officers' Appointment Committee
Date:	11 February 2021
Title:	Annual Review – Council's Pay Policy
Purpose:	Agree on a recommendation to full Council
Author:	Dilwyn Williams – Chief Executive

BACKGROUND

1. Since 2012 there is a statutory responsibility on all Councils to adopt a pay policy on an annual basis. This statutory requirement states that the responsibility for approving a pay policy rests with the full Council.
2. When adopting the pay policy for 2012/13, the full Council resolved to ask the Chief Officers' Appointments Committee to conduct an annual review of the pay policy's future sustainability and to submit recommendations to a meeting of the full Council in March each year.
3. Subsequently, and in accordance with the arrangements adopted since then, the Committee is asked to consider the content of the draft policy for 2021/22 and to submit a recommendation to the meeting of the full Council on the 4th of March.

CHIEF OFFICERS

4. During the corresponding meeting last year, I was asked by the committee to conduct a review of Chief Officer salaries. This was due to the fact that the Council has not undertaken such a review for a number of years, and that we as an organisation need to be aware of the possibility that we might be falling behind other similar and regional employers, which in turn presents us with possible risks. I report on my findings separately to this item, but your recommendation as a committee on this issue will be incorporated into the final Pay Policy that is to be presented to full Council in March.
5. Separately to the above report, it should be noted that each Chief Officer has the contractual right to the pay increases that are agreed upon by the National Joint Council for Chief Officers. These are contractual terms that each employer must implement. With this in mind, the Pay Policy states that **“Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements”**. This means that Council approves those pay rises as a result of annually adopting the pay policy. For the year 2020/21 this increase was 2.75%.
6. The discussions on any possible pay increase for 2021/22 are yet to begin, but it is possible that there will be no increase whatsoever. In November 2020 the Chancellor of the UK Government announced that pay in some areas of the public sector is to be frozen. It is unclear at this stage what impact this announcement will have on local government, but it is possible that it will have an impact on any forthcoming pay discussions for Chief Officers.

POSTS BELOW CHIEF OFFICER LEVEL

7. Staff working in roles below those of Chief Officer level also have the contractual right to pay increases that are agreed upon by the National Joint Council for Local Government Workforce. The pay increase for 2020/21 was 2.75%.
8. The announcement on pay restrictions within some areas of the public sector could also be relevant to our wider workforce for the forthcoming year. The national discussions on a possible increase are yet to begin, but it is possible that the announcement will have an impact. If there is to be a pay increase, then the Council will implement that decision as soon as possible after any announcement.

RECOMMENDATION

9. That the Committee submits the draft 2021/22 Pay Policy Statement to the full Council for approving.



Pay Policy – 2021 / 22

1. INTRODUCTION

The Council is required by Section 38(1) of the Localism Act 2011 to prepare a pay policy statement on an annual basis. This statement must articulate the Authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year and they must be approved by full Council.

Gwynedd Council recognises the importance of managing pay in a fair, consistent and transparent manner, and the decisions taken in this regard are crucial so as to ensure equal pay and equality within the organisation.

2. PAY POLICY FOR CHIEF OFFICERS

The Council defines its chief officers as being its Chief Executive, Corporate Director and Heads of Department. The Council is also the host authority on employment for the North Wales Economic Ambition Board and the North and Mid Wales Trunk Road Agent, and as a result the relevant chief officers within those organisations also fall within the scope of this policy.

The Council employs Chief Officers under the Joint National Committee (JNC) terms and conditions, which are incorporated into their contracts of employment. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with contractual requirements.

3. SALARIES

The policy concerning the salaries of Heads of Department and Corporate Director was originally adopted by the full Council in October 2009 and subsequently in June 2012, as part of the overall Policy's annual review. A further partial review was conducted in March 2015 in order to reflect further structural changes within the Council.

Chief officer salaries within the Council are based on an independent report produced by Korn Ferry (formerly the Hay Group), and is assessed in accordance with their job evaluation scheme.

No further assessment has been undertaken since 2015. At that time, the Corporate Director's salary was set just under the lower quartile of the National Public Sector Market, as shown in January 2012, for jobs of corresponding size (lower quartile means that 75% of the sector are paid more).

The Head of Education's salary was based on the median of the National Public Sector Market for jobs of corresponding size, as shown in January 2012 (median means that 50% of the sector are paid more).

The Head of Finance's salary was based on the lower quartile of pay as set out in the National Public Sector Market for jobs of corresponding size, as shown in January 2012 (lower quartile means that 75% of the sector are paid more).

All other Heads of Departments' salaries were based on the median of the National Public Sector Market for jobs of corresponding size as shown in January 2012 (median means that 50% of the sector are paid more).

The Chief Executive's salary has been set in accordance with the scale of £109,638 - £118,063.

The Council does not pay any bonus payments or performance related pay to its Chief Officers. The Council's local terms and conditions of service are relevant to Chief Officers, as for all other staff, unless otherwise noted within individual policies.

The salaries of the Council's Chief Officers are available on the Council's website (See Appendix 1).

The Welsh Government has formed an Independent Remuneration Panel. This Panel has the authority to issue advice and recommendations to local authorities who are considering amending employment terms for Chief Executives. When authorities intend to amend the salary level for a Chief Executive, and when this change is not consistent with changes in salaries for all of that authority's employees, then the matter has to be discussed with the Panel prior to taking any final decision.

4. POSTS BELOW CHIEF OFFICER LEVEL

The Council's pay policy for its remaining staff is based on the Council's equal pay policy and its collective agreement with the recognised trade unions as introduced on the 1st April 2008. The Council's pay structures are subject to equal pay audits.

The Council has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Council is committed to pay salaries in accordance with equal pay legislation and the "single status" agreement that was set between local government employers and the recognised trade unions in 1997.

The Council does not pay any bonus payments nor pay which is based on workers' performance.

The relationship between the remunerations of its Chief Officers and its other employees is designed to secure the ability of the Council to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.

The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of no more than 1:20 between the highest and the lowest paid (full time equivalent). This ratio within the Council is currently 1:6.4.

5. SALARY ON COMMENCEMENT IN POST

The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.

Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to

demonstrate that the employee is already fully competent to fulfil a number of aspects relating to the post, a manager can, in consultation with the Head of Corporate Support or deputy, appoint on a higher pay point within the appropriate pay grade.

If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1st April, on condition that they have been appointed to their current post for more than six months prior to that date.

6. RELOCATION EXPENSES

In circumstances when it is essential for staff to relocate so as to undertake their role, the Council can in certain circumstances contribute to the cost of relocating. The scheme is relevant to staff appointed as a result of an advertisement or following an internal re-organisation where they have to move house.

The employee's present home must be more than 20 miles from his/her administrative centre in order to consider an application to reimburse costs.

In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.

7. MARKET SUPPLEMENT

The grading of posts is based on the Council's job evaluation scheme as this ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons any deviation from this system may create a risk to the Council that must be robustly regulated. There must be clear reasons to justify any deviation from this arrangement.

However, there may be occasions when market forces lead to recruitment and/or retention problems in relation to a specific post. The Council therefore may in exceptional circumstances, and in order to attract and/or retain an individual to a particular post, offer an additional temporary supplement to the substantive salary grade.

In this respect a market supplement will only be used when there is adequate documented evidence of a failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Council to a different post that does not attract a market supplement, then their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.

The Council, at its meeting on the 9 October, 2014, approved a market supplement provision of up to £3,000 for Chief Officers where it can be justified by a business case. There is no ceiling set in respect of market supplement levels for other posts.

8. HONORARIA (UNDERTAKING ADDITIONAL RESPONSIBILITIES)

An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and

responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period before temporary additional pay can be offered.

9. ON-DUTY, STANDBY AND CALL OUT PAYMENTS

The Council is committed to providing services according to the needs of the people of Gwynedd. This means that at times it will be necessary for staff to be called upon to carry out work outside their normal working pattern and at unsociable times. The Council responds to these requirements by:

- having suitably trained staff on duty to take calls and to decide upon the relevant course of action
- having a suitably trained workforce on standby, to be able to be called out at short notice to respond to emergency work
- issue payments to staff at suitable rates that recognise the inconvenience and disruption that this work causes.

On duty is defined as a period of time when an officer is on duty outside of their normal hours of work for a specific period of time and is available to respond to calls from residents, emergency services, etc.

Standby is defined as a specific period of time when an officer is **available** to be called out, outside of their normal hours of work.

In some cases on duty or being on standby will form a part of officers' basic salary and their contract of employment will specifically state this. They will not be entitled to any extra payment whilst on duty or on standby. Payment for other officers will be by way of an additional, separately identified payment that will reflect the level of inconvenience and disruption to the officers' normal home life that is incurred. Officers will receive a minimum of two hours at the appropriate rate of pay for each time they are called out (including travelling time).

On-duty/standby payments will be updated annually in line with the annual salary increase agreed by the National Joint Council for Local Government Services.

10. PROFESSIONAL FEES

One fee per annum will be reimbursed to officers in respect of membership of recognised bodies which are relevant to their professional function and where that membership is a requirement by the Council.

11. CAR USERS

All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.

12. SUBSISTENCE PAYMENTS

Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea and supper, up to the maximum of the Council's subsistence allowances. For those individuals whose normal work covers more than one County, e.g. Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.

13. WORKING ADDITIONAL HOURS

Employees, in receipt of basic pay at or below point 22 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 22 who work beyond the 37 hour week will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu, or if the Head of Department has specifically given prior approval to planned work then it is possible to pay at the rate of time and a half.

14. WORKING UNSOCIABLE HOURS

Salary is paid at the basic rate on weekends, for work is undertaken within the 37 hour standard week. Enhanced pay of basic pay and a third is paid to those employees who work between the hours of 10pm and 6am.

Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.

15. FIRST AID ALLOWANCE

An annual allowance is paid to employees who act as designated First Aiders.

16. LOCAL ELECTION DUTIES

The Council's fees for payments to its Returning Officer and Deputy Returning Officer for local election duties are included in Appendix 2.

17. SEVERANCE AND RETIREMENT

The Council's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions for Chief Officers. The relevant policies are available on the Council's website.

In November 2020, the UK government introduced the Restriction of Public Sector Exit Payments Regulations 2020. These regulations issue a cap of £95,000 on the total of an exit payment to any individual staff member that is employed in local government. Within this context, an exit payment could mean the combined total of a redundancy payment, any notice pay that is owed and also any cost to the employer from the early release of pension.

These regulations mean that the responsibility rests with a local authority to ensure that no exit payment that exceeds £95,000 is issued to any individual staff member, without in the first instance receiving the support of Ministers from the Government of Wales.

If such a situation were to arise whereby an individual staff member would have the contractual right to a payment that exceeds £95,000, then full Council would need to vote on the final package prior to referring the matter to the attention of Ministers.

18. FINANCIAL DETRIMENT SCHEME

Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The Council provides financial assistance to staff who face financial loss (due to restructuring or re-designation of responsibilities) for a period of two years, based on one year on 100% protection and one year on 50% protection from the date that the change in the employment package becomes operational. That financial assistance will cease after two years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.

19. RE-EMPLOYMENT

The Council will consider each candidate on their own merit and will appoint with a view to achieving the best efficiency for the service and best value for its ratepayers. Such an appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

In accordance with tax law, managers must ensure that any proposed arrangement to pay an individual through a 'contract for services' will be assessed through the HMRC's online tool for confirming employment status. This assessment is to be taken objectively.

20. APPOINTMENT OF NEW CHIEF OFFICER (SALARY OF £100,000 AND ABOVE)

The Full Council will approve any amendment to the salary package of any such post prior to its recruitment. Any amendment would have to be referred to the Independent Remuneration Panel, as stipulated in part 3 of this policy.

Recruitment to any such post will be advertised externally

APPENDIX 1

Chief Officer Pay as of April 2021

Chief Executive	£109,638 - £118,063
Corporate Director	£89,058 - £98,954
Head of Education	£83,330 - £92,590
Head of Finance	£75,596 - £83,993
Heads of Corporate Support, Economy and Community, Adults, Health and Wellbeing, Children and Supporting Families, Highways & Municipal, Environment, Housing and Property, North and Mid Wales Traffic Agency (Gwynedd Council is the host authority for the agency)	£70,342 - £78,156
Head of Consultancy	£59,419 - £66,021
Monitoring Officer	£59,608 - £62,553

APPENDIX 2

ELECTION PAYMENT SCHEME AS APPROVED BY GWYNEDD COUNCIL

Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors

Returning Officer and Deputy Returning officer Fees	Contested	Uncontested
Returning Officer For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.	125.00	
For each Electoral Division, Community/Town Council, Community/Town Council Ward)
Deputy Returning Officer Specific duties to include attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals and conducting the counts.	85.00)
For each Electoral Division, Community/Town Council, Community/Town Council Ward)
By-Elections)
)
)
)

In any by-election where a Deputy Returning Officer is employed to manage the count:

For each Electoral Division, Community/Town Council, Community/Town Council Ward

34.00

DRAFT

Agenda Item 11

Meeting:	Chief Officer Appointment Committee
Date:	11 February 2021
Title:	Recruitment and Appointment of Chief Executive
Purpose:	Agree on the arrangements for recruiting and appointing a Chief Executive
Author:	Eurig Williams – HR Manager

1. BACKGROUND

The Chief Executive has informed the Council of his intention to retire on the 31st of March this year. The timetable for appointing a new Chief Executive before the date of retirement is tight and in its meeting on the 26th of January, the Cabinet decided that work should start immediately on appointing to this key role.

2. ROLE OF THE CHIEF OFFICER APPOINTMENT COMMITTEE

The Chief Officer Appointment Committee has a crucial role to play in the process of appointing a Chief Executive. It is responsible for undertaking the following on behalf of the Council:

- Draw a shortlist of applicants to be asked to undertake an assessment process.
- Undertake interviews with the candidates that are on the shortlist.
- Decide whether there is an appointable candidate and to give a recommendation to the full Council.

3. PROPOSED NEXT STEPS

We are currently working on a draft timetable that will enable the Council to appoint a new Chief Executive by May at the earliest. In view of this, the Leader has discussed the situation with the current Chief Executive and he has agreed that he would be willing to retire flexibly on the 31st of March, whilst continuing in the role on a part-time basis until a successor is in place and at least until the elections for Parliament on the 6th of May, 2021.

The following are the key milestones and proposed timetable for the recruitment and appointing process:

- 24th of February – the role is advertised.
- 11th of March – closing date.
- 19th of March – Chief Officer Appointment Committee to meet to draw out a shortlist.
- Week commencing the 22nd of March – Assessment Centre (Virtual).

- 15th of April – Chief Officer Appointment Committee to interview and recommend a candidate to be appointed.
- 21st of April – Meeting of full Council (to be arranged) so as to confirm the appointment.

It should be noted that this is a draft timetable; the Committee will need to agree to the timetable.

