

<b>Chief Officer/ Joint Director –Proposed Recruitment Plan</b>		
12 July 2017	Special Cabinet Meeting	Approval of recruitment process
12 July 2017	Midlothian Integrated Joint Board Meeting	Approval of recruitment process
13 July 2017	Advertisement and Job Pack finalised	HR Lead Officers Midlothian Council and NHS Lothian
7 August 2017	Closing date for applications.	
w/e 11 August	Short leet candidates identified.	Interview Panel with administrative support from HR Lead Officers NHS and Midlothian Council
w/e 11 August	Candidates sent psychometric test links for completion and invited for interview.	HR Lead Officers NHS Lothian and Council
14 August 2017	Deadline for psychometric testing completion	Candidates
17 August 2017	Candidates interviews in Midlothian House	Recruiting Panel
18 August 2017	Successful candidate identified. Conditional offer sent.	Chair, recruiting panel HR
w/c 21 August 2017	Special Cabinet Meeting	Consideration of recommendation of interview panel
24 August 2017	MIJB Meeting	Ratify appointment
29 August	Council Meeting	Ratify appointment
30 August	Final offer of post issued to successful candidate	HR

#### Recruitment Panel

John Oates, NHS Board, MIJB Vice Chair

Cllr Derek Milligan, Council Leader/MIJB Chair/ Convener of the Cabinet

Cllr Jim Muirhead, Deputy Council Leader/ Depute Convener of the Cabinet

Tracey Gillies, Medical Director, NHS Lothian/M IJB Member

Tim Davison, Chief Executive, NHS Lothian