

| <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<br>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