

Timelines for recruitment process

Action	Timeline
Performance and Audit Scrutiny Committee: Committee approves timeline recruitment process.	Thursday 30 May 2024
Place advert for Co-opted person. Alongside advert on website, issue press release, social media posts and LGA to highlight Co-opted Audit Person advert.	Monday 3 June 2024
Closing date for applications	Friday 21 June 2024 (3 weeks)
Shortlisting (Section 151/Monitoring Officer/Internal Audit Service Manager)	Tuesday 25 June – Friday 28 June 2024
Interview Panel (Chief Exec/ Chair/Vice-Chair PASC/ Section 151 Officer/Monitoring Officer) Interviews and decide on candidates recommended for appointment. (In person, back-to-back on one day)	Friday 19 July 2024 [9.30am to 2.30pm] Ground Floor Room 14, West Suffolk House
Draft PASC report (including seeking comments from Chair/officers)	w/c 5 August 2024
PASC Report deadline	Monday 16 September 2024
Final PASC report published.	Thursday 19 September 2024
PASC Committee Meeting to confirm appointment(s).	Thursday 26 September 2024
Training to take place for co-opted person(s) during October / November 2024	
PASC Committee Meeting (first meeting with co-opted persons)	Thursday 28 November 2024