

IMPRESS

Appointment Panel Paper Cover

Meeting date	3 rd July 2017
Paper title	IMPRESS Appointment Panel Timetable 2017
Paper number	1707-8
Paper author	Jonathan Heawood
Date paper was written	27 th June 2017
Paper summary	This paper is a suggested 2017 Appointment Panel Timetable.
Paper purpose (select one only)	<input checked="" type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For decision
Recommendation	The panel needs to decide on a recruitment timetable for the 2017 round of recruitment.



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Appointment Panel Timetable 2017

Date	Event	Purpose
3 July 2017	Appointment Panel meeting	<ul style="list-style-type: none"> Review the IMPRESS Code of Conduct and agree any modifications needed for an Appointment Panel Code of Conduct Decide whether to re-appoint Deborah Arnott and Patrick Swaffer Review the recruitment pack and timetable for selecting additional Directors
w/c 3 July	Appointment Panel email correspondence	<ul style="list-style-type: none"> Finalise the Appointment Panel Code of Conduct
11 July	Board meeting	<ul style="list-style-type: none"> Accept the Appointment Panel Code of Conduct Accept any Appointment Panel decision in relation to the re-appointment of DA and PS
w/c 17 July	Appointment Panel email correspondence	<ul style="list-style-type: none"> Modify the recruitment pack and timetable
w/c 17 July	Staff activity	<ul style="list-style-type: none"> Send out letters of re-appointment
July – September	Appointment Panel activity	<ul style="list-style-type: none"> Identify prospective candidates
w/c 28 August	Staff activity	<ul style="list-style-type: none"> Collate target list of prospective candidates
w/c 4 September	Appointment Panel meeting	<ul style="list-style-type: none"> Decide whether to re-appoint Martin Hickman and Emma Jones Finalise the recruitment pack and timetable Review target list of prospective candidates

12 September	Board meeting	<ul style="list-style-type: none"> Accept any Appointment Panel decision in relation to the re-appointment of Directors
13 September	IMPRESS staff activity	<ul style="list-style-type: none"> Advertise and launch search for additional Directors
11 October	IMPRESS staff activity	<ul style="list-style-type: none"> Deadline for candidates Chase up any promised applications
w/c 16 October	Appointment Panel email correspondence	<ul style="list-style-type: none"> Shortlist candidates
w/c 30 October	Appointment Panel interviews and meeting	<ul style="list-style-type: none"> Select candidate(s) Draft nomination(s) for the Board
14 November	Board Meeting	<ul style="list-style-type: none"> Accept any Appointment Panel decision in relation to the appointment of additional Directors
November – December	Staff activity	<ul style="list-style-type: none"> Prepare induction of new Directors
1 January	Staff activity	<ul style="list-style-type: none"> Notify Companies House of any change in the composition of the Board
23 January	Board Meeting	<ul style="list-style-type: none"> Welcome new Directors to the Board