Appendix One

Director of Adult Social Services
An Outline of the Recruitment and Selection Process and Indicative Timetable

Activity	**Draft Timescale (to be confirmed)**
Obtain a minimum of three written quotations from prospective external consultants	w/c 18 July 2011
Agree the Job Description and the Person Specification	w/c 25 July 2011
Advert Design	w/c 1 August 2011
Placement of Advert and Search	12 August 2011
Advert closing date	12 September 2011
The Process of Long Listing	w/c 12 September 2011
The Long List Assessment	w/c 19 September 2011
The Process of Short Listing	w/c 19 September 2011
Invitation to selection day(s)	w/c 19 September 2011
Selection day(s)	w/c 26 September 2011
Appointment	w/c 26 September 2011
Notice period	3-6 months
CRB clearance Medical clearance	During notice period
Potential start date	Minimum 6 months from process start Maximum 9 months from process start