

**Director of Adult Social Services
Key Employment and Appointments Sub Committee Meetings**

Activity	Timescale	Options
Agree the scope for the use of the external consultants	The Employments and Appointments Sub Committee: 14 July 2011	Please see Appendix Three
Agree which external consultant to engage	w/c 25 July 2011	Could be delegated to The Chief Executive and The Head of HR/OD, using criteria identified by The Employment and Appointments Sub Committee
Agree Job Description, Person Specification, Advert Design and Placement	w/c 25 July 2011	This could be delegated to: 1. The Chief Executive and The Head of HR/OD. 2. As above, with assistance from the external consultants
Meeting of The Employments and Appointments Sub Committee with the consultants to agree the Long List of candidates	14 – 16 September 2011	N/A
Meeting of The Employments and Appointments Sub Committee with the consultants to agree the Short List of candidates	w/c 19 September 2011	N/A
Meeting of The Employment and Appointments Sub Committee to discuss outcomes of Day One of selection process	w/c 26 September 2011	N/A
Day Two: The Employment and Appointments Sub Committee Interview Panel, to include a decision on the appointment.	w/c 26 September 2011	N/A