	Responsible team	Date	07/06/2021 Monday	08/06/2021 Tuesday	09/06/2021 Wednesday	10/06/2021 Thursday	11/06/2021 Friday	12/06/2021 Saturday	13/06/2021 Sunday	14/06/2021 Monday	15/06/2021 Tuesday	16/06/2021 Wednesday	17/06/2021 Thursday	18/06/2021 Friday	19/06/2021 Saturday	20/06/2021 Sunday	21/06/2021 Monday	22/06/2021 Tuesday	23/06/2021 Wednesday	24/06/2021 Thursday	25/06/2021 Friday	26/06/2021 Saturday	27/06/2021 Sunday	28/06/2021 Monday	29/06/2021 Tuesday	30/06/2021 Wednesday	01/07/2021 Thursday	02/07/2021 Friday	03/07/2021 Saturday	04/07/2021 Sunday	05/07/2021 Monday	06/07/2021 Tuesday	07/07/2021 Wednesday	08/07/2021 Thursday	09/07/2021 Friday	10/07/2021 Saturday	11/07/2021 Sunday	12/07/2021 Monday	13/07/2021 Tuesday	14/07/2021 Wednesday	15/07/2021 Thursday	16/07/2021 Friday	17/07/2021 Saturday	18/07/2021 Sunday	19/07/2021 Monday	20/07/2021 Tuesday	21/07/2021 Wednesday	22/07/2021 Thursday	23/07/2021 Friday	August	01/09/2021 Wednesday
Drift phase																																																					
Drift and Gift Award to the Minister	PO	24-Jun																																																			
Announcement the Minister	D/1	01-Jul																																																			
Interview phase																																																					
Invite candidates to interview (1 – 2 weeks before interview date), and issue unsuccessful/ off emails, and feedback to those candidates requesting it	PBJ	14 June (1 week notice)																																																			
Panel meeting to agree interview arrangements, including interview questions if not already done	GS / AKP / ST	14-Jun																																																			
Interviews	GS / AKP / ST	21 June – 2 July																																																			
Write up panel report and MK pain clearances	GS / AKP / ST	5 July - 9 July																																																			
Talk and interview report to the Minister	CT	16- Jul																																																			
Minister decision of preferred candidate	D/1	16, Jul																																																			
Offer and appointment																																																					
Minister writes to successful candidate and encloses terms and conditions (offers are made subject to satisfactory references being received / clear DBS check / date of first Board meeting)	PO	16- Jul																																																			
Issue unsuccessful emails and feedback to those candidates requesting it	PBJ	16- Jul																																																			
Acceptance received from successful candidate (Suitable candidate has referred)	CT	w/c 19- July																																																			
Draw up Statement of development, submit to Minister and issue to candidate	CT	June 21																																																			
Agree and DBS / other due diligence clearance	NBW	Aug-21																																																			
Appointments Commence		01-Sep																																																			