

Advisory Assessment Panel

Introductory and planning meeting

Agenda

Date: 21 April 2021

Time: 14:00-15:00

Location: MS Teams

Item	Lead
1 Welcome and introductions	Tim Render
2 Overview and agreement of roles, responsibilities and recruitment process (AAP guidance doc 1)	
3 Overview of candidate criteria (Candidate information docs 2-4)	
4 Planning requirements, including: <ul style="list-style-type: none">• Confirmation of timetable and interview schedule (docs 5-6)• Agree assessment system / sift scoring matrix (doc 7)• Support requirements for panel and ways of working	
5 Next steps – review of applications, first sift report and long list meeting	
6 AOB	