

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

22-Jan-2008		
Agenda		
1. Introduction		The Chair welcomed those present and noted apologies. She congratulated Alan Lennon on being awarded the OBE in the New Years Honours in recognition of his contribution to the NI education sector
2. Minutes of meeting held on 6 December 2007		Agreed by correspondence.
3. Update on senior competitions		Commissioners shared their experiences of chairing recent SCS competitions and discussed plans to meet with CPG to discuss issues arising from recent competitions.
	Recent Senior Competitions	Commissioners discussed the use of the Professional Skills for Government framework and how it might be adapted to the recruitment process.
	Up-date on senior competitions	Commissioners noted the current status in relation to ongoing competitions and SCS appointments that had been made as exceptions to the Merit Principle. It was agreed that an updated rota for SCS competitions would be included in the meeting papers for all future business meetings.
	CPG workshops on short-listing / assessment methods	Commissioners agreed that the aim of the forthcoming workshops with CPG should be to produce a document providing guidance for all panel members which could be used as a base document which panels could then tailor to the needs and requirements of specific competitions, particularly in relation to shortlisting and assessment methods.
4. Business Plan	Draft Business Plan	Commissioners agreed a number of minor amendments to the draft Business Plan which they agreed effectively captured the issues explored at the November 2007 Business Planning Day.
5. Audit	Attracting Candidates Audit	Commissioners noted that the CPG response to the auditors' recommendations would be examined by the Secretariat and submitted to Commissioners for consideration.
	Selection Processes Audit	Commissioners noted the outcome of the January meeting with auditors. It was also noted that the Secretariat and auditors would develop a protocol outlining how Commissioners would be consulted in any future audits.
	2008/09 Audit Programme	It was agreed that potential topics for the 2008/09 audit programme should be explored in more detail with the auditors. During discussion, it was agreed that a review of the Commissioners approach to auditing against the 2005 Recruitment Code would be more effective if postponed for 12- 18 months.
6. Code of Ethics		A legal advisor from CSO joined the Commissioners to discuss considerations relating to Code of Ethics case

7. Equality duties	Equality Scheme Implementation Plan	Commissioners noted that the Equality Commission would not be in a position to issue guidance on developing new Equality Schemes until late 2008. Commissioners agreed to invite Dr John Kramer to a forthcoming training event to present on Section 75 and equality obligations.
	Disability Action Plan	Commissioners noted that a consultation exercise was ongoing with all key stakeholders to confirm contact details and gauge their continued interest in being included in future consultation exercises.
	Any other business	Commissioners discussed a number of issues falling under the Recruitment Code, including requests from NI Departments seeking Commissioners' consideration / approval for appointments by way of exception to the Merit Principle.
	Future meetings / events	Commissioners noted the forthcoming meetings, the details of which had been circulated.