

COMMISSIONERS' BUSINESS MEETINGS: SUMMARY MINUTES

10-Sep-07		
Agenda		
1. Introduction		The Chairperson thanked Sid McDowell for his contribution to the Commissioners' Office during the past eight years. The Chair also welcomed Iris Lovell to the Secretariat.
2. Minutes of Meeting held on 17 May 2007		Agreed by correspondence.
3. Senior Appointments	Effective Shortlisting/assessment techniques	It was agreed that CPG and Capita would be invited to attend Commissioners' Business Planning Day to discuss guidance, and strategic recruitment issues.
	Recent senior competitions	Commissioners agreed to discuss diversity data with Permanent Secretaries in future meetings, and the provision of the Chairperson's checklist to panels to be raised with CPG.
	Competence based shortlisting and eligibility criteria	Commissioners agreed to reinforce issues such as assessment criteria, preparation and training for panel members at the next meeting with CPG.
	Tailored feedback	Commissioners agreed to suggest to CPG that a different approach be used for senior competitions to allow for tailored feedback.
	Selection techniques	Selection techniques and the level at which the bar is set was discussed, and Commissioners agreed that a degree of flexibility would be acceptable with provisions.
	Handling candidate withdrawals	It was agreed that the process of handling withdrawals and obtaining feedback would be discussed further with CPG.
	Attracting a Diverse range of candidates	Commissioners agreed that more definitive information on attracting candidates was needed and would be discussed with CPG.
	Executive Search	It was agreed that the Secretariat would consider existing protocol and clarify procedures for Commissioners.
	Senior competitions	It was agreed that Commissioners would write to HoCS regarding the decision making process of whether competitions would be internal or external.
	Update on Senior Competitions	Current status of the ongoing competitions and SCS secondments noted.
4. Audits	Attracting Candidates Audit	Commissioners agreed to press for further input from CPG on this outstanding audit.
	Quality Assurance Audit	Commissioners were content with this report subject to agreed amendments.

5. Code of Ethics	Definition of a complaint and appeal process	Agreed to revise the guiding principles of the Code of Ethics, and that there would be no appeal process in relation to decisions taken by the Commissioners.
6. Equality Duties	Disability Action Plan	It was noted that the Action Plan had been issued to the Equality Commission on 27 June 2007 and that progress would be monitored on a quarterly basis.
	Annual Progress Report to the Equality Commission	It as noted that the Annual Report had been issued to the Equality Commission on 15 August 2007.
	Effectiveness of Section 75 Review	Commissioners noted that response had been sent to the Equality Commission.
	Review of Equality Implementation Plan	It was noted that Commissioners would revise their equality scheme upon receipt of further guidance from the Equality Commission later in the year.
7 . Business Planning – 2007/08 1st Quarterly Review		Commissioners noted that all targets were currently on track.
8. Website Contract		It was agreed to extend the website contract for one year from 31 March 2008.
9. Update on meetings	PSG Sub-group on 29 August 2007	Commissioners agreed that the meeting had been valuable.
	Links meetings	Commissioner agreed to monitor these meetings, to identify any emerging trends worthy of further discussion.
	Meeting with Felicity Huston, Commissioner for OCPA NI	Discussion took place on points of mutual interest, and Ms Huston's plans to review Public Appointments.
10. Future events	Proposed Annual Schedule of meetings	A programme of future meetings was agreed.
11. Any Other Busines	Use of Avenue House	Concern about the suitability of Avenue House for Senior Interviews were raised, to be discussed further with CPG.
	OFMDFM request for a temporary appointment to the Washington Bureau	This request for an exception to the Merit Principle was discussed, and Commissioners agreed it was not an exception, and that OFMDFM should be advised accordingly .