

Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments – Office of the Commissioner for Public Appointments for Northern Ireland

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
<p>Awareness of Public Appointments</p>	<p>Departments review how and where they target their public appointments advertising</p> <p>Departments explore alternative ways of publishing public appointment vacancies on a sustained basis</p> <p>Departments to explore alternative ways of raising awareness of public appointments</p>	<ul style="list-style-type: none"> • Making more use of departmental websites, ensuring that such websites are fully accessible; • Submitting articles to special interest magazines, or newspapers; • Writing to the editors of local papers about vacancies which are coming up; • e-mailing flyers to organisations whose members might be interested in an appointment and asking them to post it on their website; • forging links with outside stakeholder groups, to promote vacancies; and • identifying potential candidates and approaching them directly to determine interest and encourage applications; and • working together with other Departments on a strategy for raising awareness • Using posters, advertisement on buses and trains, notices in libraries and other government buildings which are open to the public • Using `community broadcast`spots on television, or local radio; • Running information sessions, or open 	<p>✓</p> <p>✓ encourage use of PR's to launch competitions</p> <p>✓ PAU's mailing lists</p> <p>✓ Jan 07 follow-up to NICO competition</p>

Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments – Office of the Commissioner for Public Appointments for Northern Ireland

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
		<p>days; For example, a session could be held for an individual competition, to help potential applicants consider how their particular skills and experience might meet the criteria for that appointment. This would be especially helpful for</p> <ul style="list-style-type: none"> • candidates who come from a less traditional career background. More general sessions could cover the completion of application forms, or interview skills, which might help those unfamiliar with the particular requirements of the appointments process • Targeting their outreach campaigns, particularly at underrepresented groups; • Involving an existing board member in outreach events; placing a `day in the life of a board member` advertorials in newspapers or magazines; • Creating and advertising a central point for potential applicants to access information and advice on the practical skills needed to complete an application form; 	<p>✓ Jan 07 mailshot to under-represented groups</p>

Department _____

Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments – Office of the Commissioner for Public Appointments for Northern Ireland

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
		<ul style="list-style-type: none"> • Holding open board meetings which the public could be encouraged to attend; • Publicising the appointments process through magazines or newsletters produced by professional organisations, community groups etc; and • When organising external events, a variety of locations should be considered 	<p>√ Use of Utilities Weekly for NIAER competition</p>
<p>The unattractiveness of public appointments</p>	<p>Departments explore alternative ways of making public appointments more attractive to potential applicants</p>	<ul style="list-style-type: none"> • Supporting information should address the stereotypes that currently surround public appointments, role models should be considered and departments should actively sell the advantages to prospective candidates; • Departments should consider carefully what personal information they actually require in the application form and exclude anything that is not needed. E.g. questions about honours or education / professional qualifications (when not essential for the body in question) are off putting and serve only to make the form longer; • Departments must think creatively about the criteria for appointment and 	<p>√</p>

Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments – Office of the Commissioner for Public Appointments for Northern Ireland

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
		<p>frame the person specification accordingly (it might be helpful if staff making appointments attend Board meetings to see for themselves what is involved);</p> <ul style="list-style-type: none"> Departments should investigate ways of making their public advertisements easier to understand and more attractive to potential applicants. 	
<p>Lacking the confidence to apply for public appointments</p>	<p>Departments explore ways of improving levels of confidence amongst potential applicants, by making the process less intimidating.</p>	<ul style="list-style-type: none"> Investigate the creation of a Board shadowing scheme, as operated in Scotland. Shadowing lasts for a maximum of 2 days, during which time the potential applicants participate in the preparation for and attendance at a pre-meeting, board meeting and debrief meeting. In the Scottish scheme all reasonable travel, subsistence and carers costs are met by departments. Feedback on this scheme was very positive, with 84% stating that the initiative was of personal benefit and they would recommend it to others. Investigate the capacity building apprenticeship scheme, which the 	

**Factors, Recommendations and Actions -- Report of the Short Term Working Group on Diversity in Public Appointments --
Office of the Commissioner for Public Appointments for Northern Ireland**

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
		<p>Welsh Assembly is planning to pilot, whereby individuals would be co-opted to boards for a set period, after induction, they would act as a full board member (non-voting) and receive generic training on board-related skills. They would also be trained in the skills necessary to compete successfully in the appointments process. Mentoring and detailed feedback would be an important part of the process. OCPA NI will provide departments with feedback on the progress of this pilot, in due course;</p> <ul style="list-style-type: none"> • Provide examples of how best to complete a competence based application form; • For potential board members, a network of mentors to provide advice and guidance; • Build up networks of Board members so that experience can be shared; • Increase the visibility of Board members from under-represented groups perhaps by producing case studies; 	√

Department _____

Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments – Office of the Commissioner for Public Appointments for Northern Ireland

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
		<ul style="list-style-type: none"> • For a new board members, a buddy system would be helpful, whereby a new member would be allocated a buddy, an experienced board member who can help them find their feet; • Improve feedback for unsuccessful candidates; Departments should emphasise to selection panels the need to record detailed supporting information when making appointment decisions, in order that quality feedback is available. • Consider proactive offering feedback to all candidates who are invited to interview. We recognise that it may be impractical, especially for large competitions, to offer feedback to those who are unsuccessful at sift stage; • Consider contacting candidates who are repeatedly unsuccessful, but who have not sought feedback, to offer this; • Consider the provision of specific induction training for new board members. 	<p>✓</p> <p>✓</p> <p>✓</p>
The Commitment associated with	Departments explore ways to make it easier for potential	<ul style="list-style-type: none"> • Look critically at ways in which greater flexibility could be introduced to public appointments, allowing appointees to 	

Department _____

Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments – Office of the Commissioner for Public Appointments for Northern Ireland

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
<p>public appointments</p>	<p>applicants to understand and meet the commitments associated with a public appointment</p>	<ul style="list-style-type: none"> • balance work and family life; • Encourage employers to release staff, by emphasising the career development benefits of a public appointment; • Consider varying the location of meetings around the Province, rather than having them based exclusively in Belfast; and • Ensure that candidates are given a realistic idea of the time commitment required. 	
<p>Remuneration</p>	<p>Departments that recognise that remuneration is a diversity issue and that they give it full consideration when filling public appointment vacancies</p> <p>A mapping exercise be carried out to scope the remuneration of</p>		

Department _____

**Factors, Recommendations and Actions – Report of the Short Term Working Group on Diversity in Public Appointments –
Office of the Commissioner for Public Appointments for Northern Ireland**

Factors	Recommendations	Examples of Actions identified in Report by the Working Group	Tick if being actioned by dept.
	<p>public appointments in Northern Ireland</p> <p>Departments pay reasonable expenses to assist potential appointees to take part in public life</p>		
Conclusion	<p>Staff making public appointments should undergo diversity awareness training</p> <p>Departments should set up an interdepartmental public appointments forum</p>		<p>✓</p> <p>✓ volunteered</p>

Department _____