

## **Department Principles and Procedures for State Board Appointments**

### **General Principles**

The following general principles are to be applied:

- The Government agreed Guidelines for appointments to State Boards will continue to be applied.
- An additional internal selection process will be undertaken following the receipt of a list of candidates from PAS.
- The Minister may, at his discretion, decide not to fill certain existing or future Board vacancies.

### **General Procedures**

1. Subject to legislative requirements, it is at the Minister's discretion for vacancies arising to be filled or left vacant. When a vacancy arises or is due to arise, the justification for filling the vacancy should be reviewed and a recommendation made to the Minister.
2. The submission to the Minister should include full details of the Board including the statutory standing of the Board (i.e. minimum membership, maximum and quorum required), current membership, current and upcoming vacancies on the Board, and the views of the Chair and/or Department on the appropriateness of filling the vacant position.
3. Alternatively, Divisions may in consultation with Chairs carry out an overall review of the current and future Board size with a view to making a recommendation to the Minister on the most appropriate size of the Board and how this can be achieved.
4. Where the Minister agrees a vacancy is to be filled, the criteria for the appointment should be determined in consultation with the Chair and be as tight and as specific as possible. The criteria should be explicit and directed towards the expertise and experience required to meet the overall skills requirements of the Board. The use of generic criteria only is to be avoided.
5. In submitting documentation to PAS, the Department will inform PAS of the Ministers' preference for:
  - a more broadly based assessment panel to include one or more representatives from outside the public sector (e.g. the private sector, or user groups).
  - a minimal number of candidates who have met the criteria to be submitted to Minister.

6. Following receipt of the list of selected candidates, the Department will arrange a further assessment of the selected candidates with a view to recommending a short ranking of the preferred candidates, totalling no more than 3, to the Minister. The assessment will include a review of the applications of all the selected candidates to identify the candidate who best meets the stated criteria and, to enable this, will include interviews or formal meetings with any or all of the candidates.
7. Subject to the advance agreement of the Minister, the further assessment may be undertaken by any or a combination of the following: the relevant Assistant Secretary or other officer of the Department, the Chair of the Board, or by an independent person, with the relevant expertise, engaged by the Department.
8. The further assessment and submission to the Minister should be completed within one month of the receipt of the list of candidates from PAS.
9. These principles and new procedures will be reviewed from time to time, with the initial review being no later than 18 months following their introduction.