

CPA NI OPERATING PLAN: 1 APRIL 2009 – 31 MARCH 2010

TASK	Priority H = High M = Medium L = Low
<u>Regulation of Ministerial Appointments</u>	
1. To regulate all Ministerial Appointments falling within the Commissioner's remit in line with the Commissioner for Public Appointments (NI) Order 1995: <i>"The Commissioner shall, in the manner he considers best calculated to promote economy, efficiency and effectiveness in the procedures for making public appointments, exercise his functions with the object of maintaining the principle of selection on merit in relation to public appointments."</i>	H
2. To oversee/regulate other Ministerial appointments where there is a written commitment by the Department to have the organisation/position regulated through its own legislation or through an amendment to the Commissioners Order	H
<u>OCPA NI Annual Report</u>	
1. To produce in draft the narrative section of the Commissioners 14 th Annual Report for issue by the end of November 2009.	M
2. To produce the 07/08 audit and complaint section of the report by 30th November 2009.	M
3. Impact of the new approach to the Audit Report to be analysed by end of March 2010.	M
<u>Departmental Advice</u>	
1. Provide appropriate and timely advice to ad hoc queries, liaising with Commissioner as necessary - Ongoing	M
2. Maintain the system for the management of Departmental Queries - Ongoing	M
3. New Code of Practice – Recommend adequate training is provided at a Departmental level – September 09	M
<u>Audit 2007/08</u>	
1. In line with the Commissioner for Public Appointments (NI) Order 1995 <i>"the Commissioner shall carry out an audit to review the policies and practices of departments in making public appointments to establish whether the code of practice is being observed"</i>	M
2. To ensure that the annual audit of appointments processes is carried out effectively and in line with the Commissioners new audit policy and also includes a selection of appointments made to TPO's.	M
3. To ensure that Performance Assessments are included in the audit for those departments that have made re-appointments for a second term.	M
4. Audit Summary for 2006/07 to be published on the CPA NI website by April 09.	M
5. Evaluation of the new audit system by March 2010.	M
6. Revisit the 07/08 audit recommendations by November 2009.	M

<p><u>Complaints</u></p> <ol style="list-style-type: none"> 1. To ensure that complaints about appointments processes are investigated according to the process set out in the Code of Practice 	H
<p><u>New OCPA NI Code of Practice</u></p> <ol style="list-style-type: none"> 1. To manage and coordinate the responses to the consultation exercise – June 2009. 2. Implement the new Code of Practice with Ministers and the NICS – September/October 2009 3. Specific policy to be developed in the new Code of Practice regarding the management of nominated positions – Ongoing. 4. Arrange appropriate Training for OA's 	H H H H
<p><u>OCPA NI Office Accommodation</u></p> <ol style="list-style-type: none"> 1. To manage the move to the new accommodation. 	H
<p><u>Third Party Organisations(TPO's)</u></p> <ol style="list-style-type: none"> 1. To oversee appointments to the agreed list of TPO's 2. To agree a Kitemark for this list of bodies as 'monitored' is no longer appropriate. 	M M
<p><u>Budget</u></p> <ol style="list-style-type: none"> 1. To ensure an efficient and accurate system of budget management is maintained 2. Processing payments using Account NI 3. To revisit the management of the OA payments 	M M M
<p><u>OCPA NI Assessors</u></p> <ol style="list-style-type: none"> 1. To define the Role in line with legal and other advice. 2. To administer the allocation of OCPA NI Assessors to Departments in a timely manner 3. To ensure that OA,s are kept informed of developments in appointments field 4. To organise training sessions and lunchtime seminars 5. Conflicts of Interest Update <p><u>Recruitment Exercise</u></p> <ol style="list-style-type: none"> 6. To commence and follow through on the recruitment drive for the new team of OCPA NI Assessors. New team to be in Place for 1st October 2009 7. New Assessors to be trained prior to commencing appointment competitions. 	H H M M M H H
<p><u>Preparing People for Public Service</u></p> <ol style="list-style-type: none"> 1. Continue to support the Get on Board Course via the Departments and publicly. 	M

<p><u>Liaison with the Commissioners in England and Scotland</u></p> <ol style="list-style-type: none"> 1. Provide support to the Commissioner for the joint Commissioners meetings. 2. Attend and contribute to the Policy Advisors meetings 3. Sharing and use of Best Practice 	<p>L L L</p>
<p><u>General Admin Support and Branch Management</u></p> <ol style="list-style-type: none"> 1. To provide efficient admin support to the Commissioner 2. To ensure that personal development plans are linked into job objectives. 3. To ensure that staff are provided appropriate training opportunities to help them meet their job role and business objectives 4. To agree a new logo for use by the Commissioner Office – June 	<p>M M M M</p>
<p><u>CPA NI Website</u></p> <ol style="list-style-type: none"> 1. To oversee the work in relation to revamping of the OCPA NI Website 2. To ensure that the website is maintained efficiently and updated monthly 3. Staff to have effective training to enable the website to be managed by OCPA NI 4. CPA Blog – To be used as a regular method of communication with OA's 	<p>M M H M</p>
<p><u>Information Management</u></p> <ol style="list-style-type: none"> 1. To manage the information held in OCPA NI effectively and efficiently To manage the outcomes of the MORI Survey – April 09 	<p>M M</p>
<p><u>Liaison with the Ministers the Northern Ireland Assembly, the Northern Ireland Civil Service and other key Stakeholder's</u></p> <ol style="list-style-type: none"> 1. <u>Ministers</u>– to maintain strong working links with the Ministers and their advisors and to ensure updates regarding key OCPA NI issues are related to the Ministers and their advisors as appropriate. 2. <u>NIA</u> – As above and also to copy to the OFMDFM Committee the final copy of the Code 3. <u>NICS</u> – to maintain strong working relationships with the senior civil service and our departmental contacts 4. <u>Stakeholders</u> – to develop and maintain relationships with Key Stakeholders and engage as appropriate in relation to CPA NI matters. 	<p>H H H M</p>