

**TASK**

**Regulation of Ministerial Appointments**

1. To regulate all Ministerial Appointments falling within the Commissioner's remit in line with the Commissioner for Public Appointments (NI) Order 1995:  
*"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."*
2. Ensure that the Commissioners Feb 2010 Code of Practice is applied correctly.
3. To agree policies and procedures for new bodies. **(NOTE: Awaiting feedback from CAU regarding the policy in GB for handling appointments of this nature)**
4. Manage the transfer of the Ministerial Appointments that will fall within the Commissioners remit when the new Department of Justice is set up.

**CPA NI Annual Report**

1. To produce a draft list of items for inclusion in the Commissioners 15<sup>th</sup> Annual Report for the Commissioners consideration by the end of June 2010.
2. To produce in draft the narrative section of the Commissioners 15<sup>th</sup> Annual Report for issue by the end of August 2010.
3. To produce the 09/10 compliance section, (including complaints) of the report by the end of June 2010.

**Departmental Advice**

1. Provide appropriate and timely advice to ad hoc queries, liaising with Commissioner as necessary - Ongoing
2. Maintain the system for the management of Departmental Queries - Ongoing

### **Audit 2009/10**

1. In line with the Commissioner for Public Appointments (NI) Order 1995 “*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*”
2. To ensure that the annual audit of appointments processes is carried out effectively and in line with the Commissioners new audit systems.
3. Revisit the 09/ 10 compliance recommendations made against complaints investigated by November 2010.
4. Continue to place Compliance and Complaint Investigation outcomes on the CPA NI Website – Ongoing

### **Complaints**

1. To ensure that complaints about appointments processes held prior to 1 February 2010 are investigated according to the process set out in the Code of Practice for that period.
2. To ensure that complaints about appointments processes held from 1 February 2010 onwards are investigated according to the process set out in the Commissioners new Code of Practice.

### **OCPA NI Office Accommodation**

1. To manage any ongoing requirements related to the office accommodation.

### **Budget**

1. To ensure an efficient and accurate system of budget management is maintained
2. Processing payments using Account NI

### **Preparing People for Public Service**

1. Continue to support the Get on Board Course via the Departments and publicly.

### **Liaison with the Commissioners in England and Scotland**

1. Provide support to the Commissioner for the joint Commissioners meetings.
2. Sharing and use of Best Practice

### **General Admin Support and Branch Management**

1. To provide efficient admin support to the Commissioner
2. Manage staff changes
3. To ensure that personal development plans are linked into the Business Plan and job objectives. NOTE: This Business plan is treated as the forward Job Plan for the Policy Advisor and the Compliance Advisor
4. To ensure that staff are provided appropriate training opportunities to help them meet their job role and business objectives

### **CPA NI Website**

1. To ensure that the website is maintained efficiently and updated monthly at minimum
2. Staff to have effective training to enable the website to be managed by CPA NI

### **Information Management**

1. To manage the information held in CPA NI effectively and efficiently
2. To ensure an effective filing system is in operation

### **Liaison with the Ministers the Northern Ireland Assembly, the Northern Ireland Civil Service and other key Stakeholder's**

1. **Ministers** – to maintain strong working links with the Ministers and their advisors and to ensure updates regarding key CPA NI issues are related to the Ministers and their advisors as appropriate.
2. **NIA** – As above but with particular reference to the OFMDFM Committee.
3. **NICS** – to maintain strong working relationships with the senior civil service and our departmental contacts
4. **Stakeholders** – to develop and maintain relationships with Key Stakeholders and engage as appropriate in relation to CPA NI matters.