

CODE OF PRACTICE FOR MINISTERIAL PUBLIC APPOINTMENTS FOR NORTHERN IRELAND

HELPFUL HINTS AND REMINDERS

The Selection Panel

3.10

By January 2011 Departments must have evidence to show that they are complying with this paragraph proving that the panel members have received training on:-

- The requirements of the Code of Practice
- Diversity and Equality issues
- Current interviewing techniques

***Publicising Appointments (CPA NI LOGO)**

3.14

A copy of the advertisement must be sent to CPA NI at the time of publication.

Integrity

3.39

Departments must have evidence to show that they are complying with this paragraph proving that those assessing candidates are familiar with how Conflicts of Interest and Integrity can affect the workings of a public body.

***Public Announcement**

3.50

The public announcement will be issued as a press release but must be copied to CPANI at the time of issue.

***Re-appointment**

4.3

Departments must remember to publicise all re-appointments and send a copy of the press release to CPANI.

*** Compliance Statement**

5.2

The Compliance statement should be completed and submitted to CPANI by the 30th June following the end of the financial year to which it applies.

Monitoring Compliance

5.3

The Department will keep all records pertaining to the public appointment process for a period of two years from the date of completion of the competition.

*** Complaints**

5.16

An annual return of the number of complaints received between 1st April and 31st March each year will include:

- i. official complaints received;
- ii. challenges to decisions made (anytime throughout the process);
- iii. complaints regarding the standard of service a applicant has received from a Department throughout the process.

The annual return referred to in this paragraph will be forwarded to the Commissioner by the following 1st September

NB – Those items above marked with * are items or information that must be submitted to CPA NI in order to meet the terms of the Code of Practice.