

December 2011

Observations/Findings on Public Appointment Recruitment Exercise for the following body:

Members of the Invest Northern Ireland Board.

In line with our approach to checking compliance with the Code of Practice, CPANI has reviewed the Information Pack and Application Form for the competition for members of the Invest Northern Ireland Board being run currently by the Department of Enterprise, Trade and Investment.

General Observations

Overall the Application Form and Information Pack fully met the standard required by the Code of Practice.

I have noted my observations below:

All aspects of an Information Pack requested in the CPA NI Code of Practice were evident, including

- Application Form.
- Person specification (qualities, experience, background, competencies).
- Role specification (duties and responsibilities, time commitment).
- A realistic indication of the time commitment.
- Details of remuneration and expenses relating to the appointment.
- Information about the body concerned.
- Information on the process.
- Form the Minister has requested the final list – ranked or unranked.
- How long it will take including the dates for interview.
- Closing date clearly specified.
- CPA NI leaflet “CPANI Guidance on conflicts of interest, Integrity and How to raise a complaint”.
- Details of expenses to be reimbursed.
- Telephone contact point.

This information was well set and easy to follow.

The guidance included in the Information Pack was both extensive and straightforward. The language was consistent in both the application form and the guidance notes.

The application was simple, straightforward and asked only what was truly required.

There were no arbitrary restrictions and nothing was evident in the Information Pack that could potentially discourage applicants.

Conclusion

In conclusion this was a well set out straightforward Information Pack which we feel encourages applicants. It allows applicants to provide information in a clear manner, not putting off any potential applicants who may not be familiar with the completion of such forms.