



The Commissioner  
for Public Appointments  
Northern Ireland

**“Guardian of the Public Appointment Process”**

Follow up report on recommendations made in July 2013 Audit of

DSD – Northern Ireland Housing Executive

MARCH 2014

An audit was carried out on the competition, run by the Department for Social Development (DSD) to appoint one member to the Board of the Northern Ireland Housing Executive (NIHE).

The audit was published by CPA NI in July 2013 and contained seven recommendations for improvement, as follows:

1. The Department should ensure that all advertisements are provided to CPA NI at the time of publication as required in paragraph 3.18 of the Code.
2. The Department should consider that if work experience/employment details or qualifications are not part of the selection process then they are an unnecessary part of the template application form.
3. The Department should comply with the Code by adjusting its systems to permit the electronic submission of application forms.
4. The Department should ensure that any statement regarding monitoring information is factually correct.
5. The Department should give consideration to a form of coding of monitoring forms, rather than using applicants' names, to ensure anonymity.
6. The Department should comply with paragraph 3.23 of the Code with respect to the public disclosure of information on appointees.
7. The Department should ensure that future public announcements include a brief summary of the skills and knowledge that the appointee brings to the role.

The Department for Social Development has had no further public appointment competitions since the audit was published, so this follow-up check has taken the form of production of an assurance by the Department, in written form, that the recommendations have been cascaded to all senior managers involved in the public appointment process, and that the DSD Permanent Secretary has requested that all business areas comply with the recommendations and the CPA NI Code of Practice.

CPA NI will ensure the specific inclusion of these matters in the next audit of a public appointment competition carried out by DSD.