



Procedure for Appointments to Tribunals and other Bodies

The Appointments Commission was established, as an independent body, by the Council of Ministers under the auspices of the Tribunals Act 2006. Its principal function is to make appointments to various Tribunals and other bodies in accordance with relevant statutory obligations. Good governance requires that public appointments are politically impartial and are made with high standards of integrity. Therefore the Isle of Man Appointments Commission has adopted the policy and procedures set out below derived from the principles of good practice.

The Isle of Man Appointments Commission Recruitment Principles

The Appointments Commission has endorsed a set of recruitment principles representative of established professional selection practice. These are to ensure that:

- Prospective applicants must be given equal and reasonable access to adequate information about the role and its requirements and about the selection process;
- Selection techniques must be transparent and guard against bias;
- Selection must be based on objective criteria applied consistently to all candidates; and
- Applicants must be considered equally on merit at each stage of the selection process;
- The fundamental principle is that appointments made by the Commission will be on merit and on the basis of fair and open competition.

There are four reasons for the application of these principles:

- i. To appoint the most appropriate person to the role on the basis of merit regardless of age, gender, race or any other protected characteristic in accordance with the Equality Act 2017;
- ii. To put all appointments above suspicion of patronage or prejudice;
- iii. To ensure that recruitment procedures uphold the political impartiality of public appointments.
- iv. To promote wider participation in public life.

To apply the principles effectively the Commission's procedures require that:

- Positions are advertised;
- Selection is fair and objective at each stage and that those appointed have the necessary skills, attitude and competencies for the role;
- The most appropriate candidate(s) is/are chosen for the role(s);
- It can be demonstrated that these recruitment principles have been applied.

- These recruitment principles represent established, professional selection practice.

The Commission will select the most suitable person for the role based upon its assessment of the evidence presented by applicants in relation to the criteria for selection required to fill the role.

Accordingly the Appointments Commission has agreed the following outline of procedures for appointments.

1. At least two months before a vacancy is due to occur an advert is placed in the "Vacancies" section of one local newspaper the "Courier" (which is also accessible as an e-newspaper online via the IOM newspapers website). A copy of the advertisement will be placed on the IOM Government Website and with the Job Centre.

Consultation: Where legislation requires, consultation will be made with appropriate bodies e.g. IoM Trades Council. When the appointments have been made, the same bodies will be informed of the names of the appointees.

2. When a term of office is due to expire, the Commission will notify the office holder of the application procedure and will be asked to re-apply if they wish to continue with the role unless they have completed the maximum term. The Commission will take into account any complaints or performance issues which have been drawn to its attention and any inability or unwillingness to attend meetings should it be aware of these.
3. The Commission will acquire up to date information from the sponsoring department for inclusion in candidate information packs. An information pack containing the following is always made available to interested persons:

- Copy of or link to these recruitment and selection procedures
- Summary of vacancy
- Introduction and details of the constitution of the Tribunal/Body and its statutory powers
- Details of the remuneration of the members under the current Attendance Allowances and Travelling Allowances Orders
- Role profile and person specification
- Copy of or link to the statute under which the Tribunal/Body operates
- An application form
- Maximum Terms of Appointment Policy

In producing this information pack the Appointments Commission will draw attention to these procedures and emphasise to candidates that the Commission will require clear high quality and apposite **evidence** from applicants as to how they meet the essential and desirable attributes required for the given role. Candidates may submit a CV with a fully completed application form. The CV is to be a maximum of 2 sides of A4.

4. Candidates may apply in writing or online, using the standard application form, including the contact details of two referees. Applications should be submitted to the Secretary to the Appointments Commission prior to the deadline which is usually 2 weeks from the date of the advert. Whilst late applications may be accepted by the Commission at its discretion, this will be very much the exception and not the rule and will depend on circumstances.
5. It is the Commission's policy to promote equal opportunities. Procedures in relation to recruitments form part of this commitment. The Commission seeks to select the most suitable person for the role. No applicant will receive less favourable treatment because of race, gender, age or any other personal circumstances.

6. Application documentation submitted by candidates will be vetted by the Secretary for completeness and then details of the applicants are submitted to the Commission for shortlisting. The Appointments Commission will make its selection using a scoring matrix set out below based upon the evidence provided by the candidates as to how they meet the criterion for selection:
 - 0 – No evidence of meeting criterion
 - 1 – Some evidence of meeting criterion
 - 2 – Good evidence of meeting criterion
 - 3 – Excellent evidence of meeting criterion
7. Interviews, if required, will be conducted in accordance with the Appointments Commission's Due Diligence Policy and the procedures outlined below.
8. Those candidates selected for interview will again be assessed and ranked on their interview performance using a numerical grading system. Interview questions will be related to obtaining information concerning the experience, knowledge and skills of the applicant and their suitability for the role based on the evidence presented by them to the Commission. It is this evidence that will be explored at interview. At the conclusion of the interview, the panel compare their markings for the candidate and discuss discrepancies in order that a single final assessment form be completed which highlights the panel's recommendation and, if the candidate is not to be appointed, the reason(s) why. This completed document will form the assessment record for the candidate and will be used to compare with those final assessment documents produced for other applicants to assist in the choice for the most suitable candidates to be appointed. These assessment forms can also be used for bespoke individual feedback to those candidates requesting such.
9. The Commission will contact both successful and unsuccessful applicants as soon as practicable. In accordance with the Data Protection Act 2002 information on unsuccessful candidates shall not be held for longer than six months from the date on which the appointment is made.
10. References will be provided to the Commission **after** the selection to support rather than influence an appointment.
11. Renewal of appointments will be in accordance with Appointments Commission Policy on Maximum Terms of Appointment. The Commission will reserve the right to extend this in exceptional circumstances. The Commission wishes to draw members widely from the community and may wish to limit the number of tribunals/bodies on which any one person may serve.
12. Disclosure and Barring Services (DBS) certificates: certain roles may require the applicant to obtain a DBS certificate prior to appointment.
13. Successful candidates will be advised by letter and issued with a warrant of appointment which will be enrolled in the General Registry.

Chair.......... Date.....16/1/19.....

Agreed by the Appointments Commission

V8 (November 2018)

