**Candidate**

**Information Document**

**LIVESTOCK AND MEAT COMMISSION FOR NORTHERN IRELAND (LMC)**

**BOARD MEMBER**

**(WITH RESPONSIBILITY AS AUDIT AND RISK ASSURANCE COMMITTEE CHAIR)**

**CONTENTS**

|  |  |
| --- | --- |
| Section 1 | Outline of the public body and its role |
| Section 2 | Role profile |
| Section 3 | Person specification |
| Section 4 | Application and Selection Process |
| Section 5 | Probity and Conflicts of Interest |
| Section 6 | Equal Opportunities Monitoring and Complaints Procedure |
| Section 7 | DAERA Privacy Notice |
| Annex A | Seven Principles of Public Life |
| Annex B | Guide to Competency Based Interviewing |

If you would like to speak to someone in connection with any aspect of the process or if you require an application pack in a different format such as Braille, large print, audio etc. please contact:

**Dolores Kelly**

**Equality, Diversity & Public Appointments Branch**

**Ballykelly House**

**111 Ballykelly Road**

**Ballykelly**

**Limavady**

**BT49 9HP**

**Tel: 02877 442025**

**Or by email to:** **EqualityDiversityPublicAppointments@daera-ni.gov.uk**

**Section 1 – Outline of the Public Body and its role**

**Appointment**

The Department of Agriculture, Environment and Rural Affairs (DAERA) wishes to appoint a new Board Member (with responsibility as Audit and Risk Assurance Committee Chair) of the Livestock and Meat Commission (LMC), with effect from **1st August 2020**.

For further information about the LMC (including Minutes of Board Meetings and its Annual Report and Accounts) please visit its website at [http://www.lmcni.com](http://www.lmcni.com/)

**A Regulated Appointment**

The procedure for this appointment adheres to the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland. This means that it will be based on merit after a fair, open, and transparent process that involves independent scrutiny. A copy of the Code can be found at [www.publicappointmentsni.org](http://www.publicappointmentsni.org)

**Background**

1. The Livestock and Meat Commission (LMC) is a Non-Departmental Public Body established under the Livestock Marketing Commission Act (Northern Ireland) 1967 (“the 1967 Act”) for the benefit of the livestock (cattle and sheep) and livestock products industry in Northern Ireland. It is funded by a statutory levy and other fees for services provided giving an annual budget of circa £2.3m.
2. The main duty of the LMC, as stated in the 1967 Act, is to examine and recommend improvements in the marketing of livestock and livestock products. To fulfil its duties the LMC seeks to focus on strategic initiatives which will benefit the entire industry. In particular it undertakes market research, provides up-to-date market intelligence information, supports the promotion of beef and lamb in domestic and export markets and works closely with the Department of Agriculture, Environment and Rural Affairs (“DAERA”) to improve the competitiveness of the sector. The LMC also operates Farm Quality Assurance Schemes for cattle and sheep within Northern Ireland.
3. In the period ahead the LMC will have a key role in working along with key agri-food stakeholders as the sector deals with the implications of Brexit and in supporting the sector to meet the challenges it will face thereafter. The LMC also anticipates having a role to play as plans to establish an industry-led agri-food marketing body unfold.
4. The LMC is required to recommend to DAERA levies to be imposed on the industry for the purposes of meeting the expenses of the LMC. It must also agree an annual report to be submitted to DAERA outlining the functions which the LMC undertook during the previous year.
5. The Board of the LMC currently comprises of a Chair and five other members, one of which is the Audit and Risk Assurance Committee Chair, appointed by the Minister.
6. A Member of the Legislative Assembly (MLA) is disqualified from being a member of the LMC Board. The Member (with responsibility as Audit and Risk Assurance Committee Chair) of the LMC is also disqualified for membership of the House of Commons (MP) and the European Parliament (MEP).
7. Under the Code of Practice for Ministerial Public Appointments in Northern Ireland appointments for the same position are restricted to two terms. Those who have served two appointment terms, of whatever length, on the LMC Board are ineligible to apply for the same position.

**Section 2 – Role Profile**

**Title of Post**

1. LMC Board Member (with responsibility as Audit and Risk Assurance Committee Chair) (1 post).

**DAERA’s Sponsorship Responsibilities**

The Minister of Agriculture, Environment and Rural Affairs has responsibility for appointing all of the Members to the LMC Board. Appointments to the LMC Board are made in accordance with the requirements of the Livestock Marketing Commission Act (NI) 1967. This is done through an open and transparent appointment process in line with the Office of the Commissioner for Public Appointments in NI’s Code of Practice.

While the LMC operates within a degree of independence and flexibility, it must also operate within clearly defined parameters as set by the Minister and his Department.

The Minister is accountable to the Assembly for the activities and performance of the LMC. The DAERA Permanent Secretary, as the Departmental Accounting Officer, is accountable to the Assembly for the issue of public funding to the LMC. DAERA’s Director of Corporate Services has responsibility for Sponsorship of the LMC.

**LMC Board Role**

The Board has corporate responsibility forensuring that the LMC fulfils various aims and objectives as set by DAERA and approved by the Minister and the efficient and effective use of staff and other resources. To this end the Board establishes the overall strategic direction of the LMC within the policy and resources framework agreed with DAERA whilst ensuring that any statutory or administrative requirements for the use of public funds are complied with.

The Board ensures that high standards of corporate governance are observed at all times and that key financial and other risks facing the LMC are addressed. Corporate governance is the way in which an organisation is managed. In particular it defines responsibilities within the organisation, how decisions are made and provides for the monitoring of the organisation’s performance. New Board members are required to undergo formal training on corporate governance within six months of appointment.

The LMC Chair and Board Members must comply with the LMC’s Code of Practice for Board Members. The Member must notify the Chair if he/she becomes the subject of a police investigation or is arrested by the police. They must not misuse information gained in the course of their public service for gain to themselves or associates. Also, they are required to declare publicly to the Board any private interests that may be perceived to conflict with their public duties and to comply with the Board’s rules on the acceptance of gifts and hospitality.

**Individual Board Member’s Role**

The ARAC Chair is also an Individual Board Member. Individual Board Members are not normally involved in the day to day management of the LMC. However, they must regularly attend Board meetings, keep up-to-date on relevant issues, and contribute to the decision making process at Board meetings. In so doing they must act in the best interests of the LMC and accept corporate decisions once made.

All Board Members must comply with the LMC’s Code of Practice for Board Members. In particular they must not misuse information gained in the course of their public service for gain to themselves or associates. Also, they are required to declare publicly to the Board any private interests that may be perceived to conflict with their public duties and to comply with the Board’s rules on the acceptance of gifts and hospitality.

**Audit and Risk Assurance Committee (ARAC) Chair’s Role**

The ARAC Chair is also an Individual Board Member and is bound by the same terms as individual Board Members and is not normally involved in the day to day management of the LMC. However, they must regularly attend Board meetings, keep up-to-date on relevant issues, and contribute to the decision making process at Board meetings. In so doing they must act in the best interests of the LMC and accept corporate decisions once made.

The ARAC Chair shall normally chair the independent audit and risk assurance committee, which helps the LMC Board to address the key financial and other risks facing the organisation. The Committee acts in accordance with the Cabinet Office's *Guidance on Codes of Practice for Public Bodies.*

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/594345/Partnerships_between_departments_and_arm_s_length_bodies-code_of_good_practice.pdf>

 **Terms and Conditions**

The following are the key terms and conditions:-

* **Location:** LMC Board meetings are generally held at LMC offices which are currently 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn BT28 2LU.

* **Period of appointment**: the Department is seeking to appoint a new Board Member with responsibility as Audit and Risk Assurance Committee Chair from 1st August 2020. The appointment will be for three years.

An annual assessment of the performance of each Board Member will be completed by the LMC Chair. Re-appointment for a second term may be considered subject to an appropriate standard of performance having been achieved during the initial term and the approval of the Minister. However, should the LMC cease to operate in its present form at any time within a period of appointment, then your appointment would also cease from the date of cessation of operations.

* **Time commitment:** the total time commitment for the LMC Board Member is expected to be 2 to 3 days per month and for the LMC’s ARAC Chair about an additional 0.5 days per month. Members will be expected to attend the monthly LMC Board meetings, to serve on Committees and occasionally to undertake additional responsibilities in specific matters. Provisions relating to annual leave do not apply to these positions. The LMC Board normally meets on the 4th Monday (morning) of each month except the month of August (subject to change by agreement of the Board). The ARAC Committee generally meets 4 times per year on the morning of a Board Meeting. Other ad hoc meetings may also be convened.
* **Remuneration:** the remuneration for the LMC Board Members is £6,485 per annum with a payment being received at the end of each month. An additional (pro rata) daily fee of £313 is payable for work undertaken as the ARAC Chair. As remuneration is taxable the LMC will apply PAYE deductions in respect of Income Tax and National Insurance. The appointments will not be pensionable.
* **Expenses:** in carrying out the role as a Board member with responsibility as ARAC Chair you are entitled to claim the following expenses –
1. travel and other expenses incurred on LMC business. This includes travel between your home (or your place of business) and LMC’s office to attend Board meetings;
2. reasonable expenses incurred in relation to the care of dependants (including childcare costs);
3. any other appropriate expenses such as particular costs associated with disabilities; and

(d) Reimbursement of expenses will be made on a monthly basis following receipt of a completed claim form supported with relevant receipts.

**Other Information**

**Training and development**

The new Board Member may be required to attend relevant training courses, organised by LMC or DAERA.

**Indemnities for personal liability**

The LMC Board Member, acting honestly and in good faith, will not have to meet out of his/her own personal resources any personal civil liability which is incurred in the execution of his/her function, save where the person has acted recklessly.

**Bankruptcy**

The Member may be removed from office before the end of his/her term of appointment if he/she becomes bankrupt, makes an arrangement with creditors or is made the subject of a Bankruptcy Restrictions Order.

**Confidentiality**

The provisions of the Official Secrets Act 1911 to 1989 apply to the LMC

Board Members. Unauthorised disclosure of any information gained in the course of his/her appointment, or its use by him/her or others for personal gain or advancement, could result in his/her appointment being terminated early, or even criminal prosecution.

**Other Public Appointments**

It is not uncommon for applicants for public appointments to hold other appointments or to have done so in the past. DAERA is required, as far as practicable, to take steps to check how applicants have performed in these other roles. As such, the application form includes a section for candidates to list current public appointments and if invited for interview, DAERA will seek information on performance and probity from the relevant Department(s) listed.

**Section 3 - Person Specification**

In making appointments to the Board of LMC the Minister is seeking to ensure a balance of a broad range of skills and experience to inform the strategic direction of the work which LMC does in the livestock production industry, the livestock processing industry, marketing and public relations.

Before applying for this position, please take the time to study the essential criteria set out below and consider whether you meet these. Candidates who do not meet the essential criteria will not be considered for interview.

**Essential Criteria**

The current selection process seeks to identify a suitable candidate who can bring corporate governance, accountability and financial control skills to benefit the work which the LMC does.

 Applications are therefore invited from candidates who can demonstrate all of the following competencies:-

(a) evidence of your ability to represent the interests of an organisation at meetings and events;

(b) evidence of corporate governance, accountability, financial control skills and management skills at a senior level (1) in an organisation that demonstrate how you have improved the financial control and governance of the organisation;

(c) evidence of your experience in managing risk and audit within an organisation;

(d) strategic thinking – how you have made a significant contribution to the strategic direction of an organisation; and

(e) evidence of communication skills that demonstrate your ability to communicate information effectively to influence others to achieve agreed objectives and to build networks, alliances or partnerships.

1. “a senior level” includes providing detailed advice on or taking decisions personally or being party to decisions affecting strategic issues concerning the organisation.

**Please note:**

1. No formal qualifications are required for the post.

2. You should ensure that you provide evidence in your application form which outlines how your experience matches each of the competencies detailed above.

3. The selection panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience which you may have gained.

4. If you do not provide sufficient detail under each of the criteria the selection panel may reject your application.

5. Only the details provided by you in your application form will be provided to the selection panel for the purpose of determining your eligibility for the post or short listing (if necessary). Details must be provided in the relevant box for each of the essential criteria – any information provided on continuation sheets will not be used.

**Qualities sought:**

LMC Board Members must be able and willing to:

- commit to attending meetings;

- communicate effectively and lead discussions at meetings;

- read and comprehend advance papers;

- weigh up the arguments put forward by Board members;

- consider proposals from a detached and objective point of view;

- consider the implications of any particular course of action;

- use any personal or professional skills or knowledge to the benefit of the LMC;

- display high standards of honesty and integrity to ensure impartial decision making.

**Section 4 – Application and Selection Process**

**Making Your Application**

The application form is designed to ensure applicants provide the necessary information to determine how they meet the competition requirements. You will be assessed against the essential criteria on pages 11 to 13 of this document. You can use examples from your working life, including any voluntary or community work you are, or have been, engaged in or, if preferred, you can use examples from your personal life.

**Please note:**

* the closing date for applications is **4.00pm, Friday** **27th March 2020;**
* no other information, other than that supplied under the criteria sought, will be taken into account when shortlisting;
* we will not accept CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms;
* applicants should complete the application form in Arial font size 12, or legible, block capitals using black ink;
* when completing the application form, a maximum of 400 words per criterion is permitted; and
* application forms should not be amended in any way.

**Applications from civil servants/former civil servants**

Civil servants, or former civil servants, are welcome to apply for the post of LMC Member. However, they should be aware that a judgement will be made by the interviewing panel, taking account of the Cabinet Office guidance on Making and Managing Public Appointments, as to whether the nature of his/her employment could lead to a perceived or real split of loyalties of a sufficiently serious nature to render appointment as LMC Board Members an unmanageable conflict of interest. A copy of this guidance is available at:

<https://www.niauditoffice.gov.uk/publications/conflicts-interest-good-practice>

Civil servants, or former civil servants, who wish to apply, may also wish to check their eligibility to do so with NICS Human Resources.

**Submission of Application Form**

* Applications should be completed and returned by hard copy or email.
* We will not accept incomplete application forms, or application forms received after the closing deadline.
* It is the responsibility of the applicant to ensure that sufficient time is allowed for their application to arrive with DAERA’s Public Appointments Unit on or before the deadline.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery.
* We will not accept any application where we are asked to pay any shortfall in postage.
* Applicants who send their application form electronically are also required to meet the closing deadline for receipt in DAERA’s Public Appointments Unit on or before the deadline.
* Applications will be individually date-stamped and the time of receipt formally recorded.
* To ensure equality of opportunity for all, applications will not be examined until after the closing deadline.
* Braille, large print and audio formats are available on request.

**Sift**

An anonymised sift of all application forms received will be carried out by the selection panel.

The eligibility sift is due to take place **w/c** **6th April 2020**.

Only those applicants assessed as meeting all the criteria will be eligible to proceed to the next stage of the selection process.

**Short Listing**

* If, following the sift exercise, the number of applicants meeting the essential criteria are, in the Department’s view, too many to be interviewed, short listing may be applied. Short listing in this competition will involve incrementally increasing the value of the criterion pass mark in the following:

(a) Representing an Organisation

(b) Financial Planning and Management

 (c) Strategic Thinking

**Interviews**

**Competence-based interviews**

Competence-based interviewing tests candidates against the specific selection criteria for a particular appointment. Please see the enclosed Guide to Competency Based Interviewing (**Annex B**).

The application form gives you an opportunity to provide examples relevant to the specific criteria. These, in turn, provide the interview panel with information and evidence about you, and a deeper understanding of your experience and competencies.

The interview is a crucial part of the appointment process and thorough preparation is essential. You can prepare for the interview by:

* reading and thoroughly understanding the selection criteria;
* reminding yourself of the examples you used in your application form and being prepared to expand on these at interview, if asked;
* rehearsing how you might relate your experiences to the interview panel, emphasising your own role and responsibilities; and
* not assuming that your qualities and experience will speak for themselves.

It is intended that interviews for this position will take place in **Greenmount Campus, Antrim on the 1st and 4th May 2020**. The interview panel will consist of one senior official from DAERA, the LMC Board Chair and an independent assessor appointed by the Commissioner for Public Appointments NI. It is expected that the successful candidate will be notified by 18th May 2020 so that he/she can take up the position from **1st August 2020** (subject to the necessary pre-appointment checks).

Applicants will be eligible to claim expenses for travel and subsistence including dependant care costs (if these are incurred), at standard NI Civil Service rates for attendance at interview.

**How Your Application Will Be Processed**

DAERA will process your application in accordance with the Code of Practice of the Commissioner for Public Appointments for Northern Ireland. Your application will be made anonymous before the selection panel conducts its sifting exercise.

DAERA’s Equality, Diversity and Public Appointments Branch will conduct an initial application admissibility check. Applications will only be eligible for panel assessment if they are received within the deadline and all eligible questions are completed in line with the parameters outlined in Section 4 of the Candidate Information Document.

The selection panel will assess all application forms against the eligibility and essential criteria. Only those applicants who appear to meet both the eligibility and the essential criteria will be invited to interview. Applicants who do not appear to meet the eligibility and essential criteria will be informed of the decision at this stage. If a high number of applications are received, only the top scoring applicants will progress to the next stage, based on the quality of information provided.

Only information supplied under each of the criteria in the application form will be taken into account for the sift process. It is therefore essential that you provide in the application form information relevant to each of the essential criteria. Application forms must be completed in full.

Applicants who are sifted out will be informed of the decision at this stage. Feedback may be requested. The Department has a system in place to reassess applicants who query, challenge, or raise a complaint during the appointment process. There is no guarantee of success in the outcome of an appeal.

**Appointment**

The Minister of the Department of Agriculture, Environment and Rural Affairs has asked for results to be presented in an **unranked** (alphabetical) list.

The successful candidate will be asked to provide further information for a short pen picture for inclusion in the press release to announce the appointment, in line with the Commissioner for Public Appointment’s Code of Practice. This will include:

* your name;
* a brief summary of the skills and knowledge you bring to the role;
* details of all other public appointments you hold and any related remuneration received; and
* details of any political activity declared in the last 5 years.

DAERA will add the following information to the press release:

* a short description of the body to which you have been appointed;
* the period of appointment; and
* any remuneration associated with the appointment.

**Disqualification**

Under the terms of the House of Commons Disqualification Act 1975, the European Parliamentary Elections Act 2002 and the Northern Ireland Assembly Disqualification Act 1975, existing MPs, MEPs and MLAs cease to hold their elected office if they take up an appointment to a public body listed in the aforementioned legislation.

The onus is on the person standing for election to state that they are aware of the provisions of the House of Commons Disqualification Act 1975, the European Parliamentary Elections Act 2002 or the Northern Ireland Assembly Disqualification Act 1975 and that, to the best of their knowledge and belief, they are not disqualified from being an MP, MEP or MLA.

If an individual holding a public appointment decides to stand for election as an MP, MEP or MLA, it is their responsibility to check whether the public body to which they belong or the office that they hold is listed in the appropriate Disqualification Act. They should be aware that LMC is listed in the terms of the House of Commons Disqualification Act 1975, the European Parliamentary Elections Act 2002 and the Northern Ireland Assembly Disqualification Act 1975.

If the public body to which an individual belongs or the office that they hold is listed in the Disqualification Act they must immediately notify DAERA of their intention to stand for election. To avoid any disqualification issues from arising later they should resign their appointment **before** submitting their nomination as candidate in an election. If they have not resigned their public appointment before submitting their nomination as a candidate and are subsequently elected as an MP, MEP or MLA their election will be void.

**Section 5 - Probity and Conflicts of Interest**

The highest standards of propriety are expected of the LMC Board Member (with responsibility as Audit and Risk Assurance Committee Chair). Public appointees must show a willingness to work under any administration irrespective of public opinion. Public appointees, including the LMC Board Member (with responsibility as Audit and Risk Assurance Committee Chair) must adhere to the seven principles of conduct underpinning public life as established by the Nolan Committee. A copy is attached at **Annex A.**

Any private or business interests that potentially the Board Member (with responsibility as Audit and Risk Assurance Committee Chair) might have, and that may be relevant to the work of the LMC, must be declared in the application form. Examples of what might constitute a conflict of interest are given on the enclosed leaflet issued by the Commissioner for Public Appointments.

[https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPA NI Guidance on conflicts of interest%2C integrity and how to raise a complaint.pdf](https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPA%20NI%20Guidance%20on%20conflicts%20of%20interest%2C%20integrity%20and%20how%20to%20raise%20a%20complaint.pdf)

You should declare in your application form any matter(s) which could cause or could be perceived to cause reputational damage to DAERA or, the LMC Board.

Conflicts of interest are not necessarily a barrier to appointment, but both real and perceived conflicts, if viewed as relevant, will be explored by the selection panel to ensure that the public can have confidence in the LMC Board’s independence and impartiality.

Applicants will be tested on these issues during the selection stage of the appointment process.

A person appointed to the LMC may be removed from office if he/she:-

1. has become bankrupt or made an arrangement with creditors or is the subject of a bankruptcy restrictions order or a debt relief restrictions order;
2. attendance becomes such that it interferes with the good running of LMC otherwise than for a reason approved by DAERA; or
3. is otherwise unable or unfit to discharge the functions of a member, or is unsuitable to continue as a member.
4. has during the process leading to their appointment given false information or wilfully suppressed any material fact.

**The Two Terms Rule**

You should be aware that if you have already served two terms in the same position on the same board you cannot apply through open competition for a third term.

**Double Paying**

If you already work in the public sector you need to be aware that:

* you may be ineligible for consideration for this appointment if in the Department’s view there is a conflict of interest, the perception of a conflict or a potential conflict, between the appointment and their existing commitments;
* you will be asked to confirm that you have permission from your employer to take up an appointment if one is offered and your Department will confirm this; and
* there is a general guiding principle that an individual should not be paid twice from the public purse for the same period of time. As a result if you already work in the public sector you may not be entitled to claim remuneration including expenses for this position if the duties are undertaken during a period of time for which you are already paid by the public sector. If in doubt you should contact your employer for advice.

In the interests of minimising the potential for double paying to occur, DAERA reserves the right to contact your employer regarding your candidature.

**Access NI Checks**

If successful, you should be aware that you will be required to complete a basic Access NI check. Further details in relation to this can be found in the Access NI Code of Practice. Should you require a copy of this please contact the Equality, Diversity and Public Appointments Branch as per details on contents page.

**Section 6 – Equal Opportunities Monitoring Form and Complaints Procedure**

**Equal Opportunities Monitoring Form (Voluntary)**

The Northern Ireland Civil Service (NICS) is committed to equality of opportunity. The NICS monitors the appointment processes to help ensure that processes and procedures promote equality of opportunity as far as possible. Please complete the Equal Opportunities Monitoring Form – Part C of the application form.

The information provided in the Monitoring Form will be detached from the information on the application form and held separately. It will not be available to selection panels or to anyone else involved in the selection process. The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence.

**Diversity in Public Appointments**

DAERA is committed to equality of opportunity and welcomes applications from all suitably qualified people irrespective of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation or whether or not they have dependants. All applications for appointment are considered strictly on merit. Since women, young people, people from black and ethnic minority backgrounds and people with disabilities are currently under represented on the LMC Board, applications from these groups would be particularly welcome.

**Complaints and Challenges**

If you wish to challenge or make a complaint about any aspect of this appointment process, you should in the first instance contact Dolores Kelly. Your complaint will be managed in accordance with a set procedure. If you are unhappy with DAERA’s response, you may wish to contact the Commissioner for Public Appointments for Northern Ireland. The Commissioner operates an independent complaints procedure dealing with potential breaches in the Code of Practice for Ministerial Appointments to Public Bodies. Contact details can be found in the enclosed leaflet.

**Dolores Kelly**

**Equality, Diversity and Public Appointments Branch**

**DAERA**

**Ballykelly House**

**111 Ballykelly Road**

**Ballykelly**

**Limavady**

**BT49 9HP**

Please address any enquiries, including feedback or applications, to:

**Email:** **EqualityDiversityPublicAppointments@daera-ni.gov.uk**

**Telephone:** (028) 77 442025

**Textphone:** 1 8001 77442025

If you are unhappy with DAERA’S response, you may wish to write to the Commissioner for Public Appointments for Northern Ireland (see contact details below).

**Judena Leslie**

**Commissioner for Public Appointments (CPA NI)**

**Dundonald House,**

**Annexe B, Stormont Estate**

**Upper Newtownards Road**

**Belfast**

**BT4 3SB**

**Email:** **info@publicappointmentsni.org**

**If you have a hearing difficulty you can contact DAERA via Text Relay.**

**Making a call from a textphone dial 1 8001 77442025**

**Making a call from a telephone dial 1 8002 77442025**

**Section 7 - public appointments privacy notice**

**Data Protection Officer**

**Department of Agriculture, Environment and Rural Affairs**

**Ballykelly House,**

**111 Ballykelly Road**

**Ballykelly,**

**Limavady**

**BT49 9HP**

**Telephone: 028 77 44 2350**

**Email:** dataprotectionofficer@daera-ni.gov.uk

**Why are you processing my personal information?**

* Your personal information is required for the purposes of making this/these public appointment(s). Public body requirements are specified in law and the process of making appointments is carried out in accordance with the Code of Practice for Ministerial Appointments in Northern Ireland.
* Equal opportunities monitoring information (provided voluntarily) is collected in an anonymous form for analysis by the Northern Ireland Statistics and Research Agency (NISRA). This information is used to monitor diversity in public appointments and a composite analysis is published in a Public Appointments Annual Report for Northern Ireland.

**What categories of personal data are you processing?**

* Contact details
* Equal opportunities monitoring information which includes sensitive data (special category data): national insurance number; gender; date of birth; marital status; disability; sexual orientation; race; community background; dependants; employment history sector; level of educational attainment.
* Access NI/criminal history record check

**Where do you get my personal data from?**

* From the competition application form and Equal Opportunities Monitoring form you will have (voluntarily) submitted.

**Do you share my personal data with anyone else?**

* The relevant details from your application form will be shared with the competition panel which will include a departmental representative, an Independent Assessor and usually a representative from the public body. At the sifting stage this will exclude your identity details
* The equal opportunities monitoring information, in an anonymous form, is shared with NISRA. Your equal opportunities monitoring information will not be shared with the competition panel.
* Some of the information you have provided will be used in a press release announcing your appointment, including your response to a political activity questionnaire.
* Your name, address, date of birth, details of the post held and remuneration will be shared with NISRA to update the Public Appointments Database.
* Some of the information you have provided will be presented anonymously within the Public Appointments Annual Report.
* Your name, appointment term and details of remuneration will be published in the Public Bodies Annual Report.
* Some of the information you have provided may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquiries.

**Do you transfer my personal data to other countries?**

* No.

**How long do you keep my personal data?**

* If you are successful in the competition, your details will be retained for a period of seven years after the appointment ends (including reappointments).
* If you are unsuccessful, your details will be retained for three years from the close of the competition.

**(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?**

N/A.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* You have the right to object to the processing,[in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* You have rights in relation to[automated decision making and profiling](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/)

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department of Agriculture, Environment and Rural Affairs Data Protection Officer using the details provided above.

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

**Information Commissioner’s Office – Northern Ireland**

**3rd Floor
14 Cromac Place
Belfast
BT7 2JB**

**Tel: 028 9027 8757**

**Email:** **ni@ico.org.uk**

 **Annex A**

**The Seven Principles Underpinning Public Life**

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

 **Annex B**

**Guide to Competency Based Interviewing**

Competency Based Interviewing (CBI) is currently the most common method adopted for making public appointments in Northern Ireland. CBI is based on the premise that past performance is the best indicator of how someone will perform in a similar situation in the future. The CBI approach places the onus on you, the candidate, to provide evidence from your own experience of specific skills, competencies and behaviours at the required standard of performance. A ‘competence’ is simply a desirable skill or quality.

CBI provides the opportunity for you to answer questions about how you have reacted to and dealt with previous situations, the lessons you have learned and how you might handle similar situations in the future. CBI gives you an opportunity to illustrate your personality, skill set and individual competencies to the interviewer.

During the interview each competence is tested separately and you will be told which competence you are being questioned on. For each competence, the interviewer will begin by asking a **lead question**. These questions are seeking an example of a situation or task which led you to take a certain course of action. Lead questions are standardised and are therefore asked to each candidate in the same way. Some examples of lead questions are:

* *Describe a situation when you have worked as part of a team?*
* *Tell me about a time when you have been faced with a challenge in work?*

**Probing questions** will then be used to determine the course of action taken, what changes were created by those actions and the effects of those actions on others. Examples of probing questions are:

* *What did you actually do?*
* *What risks did you take?*
* *How did you plan it?*
* *What were the implications of….?*
* *What went well?*
* *What went badly?*
* *What were the outcomes?*
* *What would you do differently?*

When preparing for a CBI, a good approach is to read each competence that you will be questioned on, identify a relevant example and break it down under the following headings:

* Describe the **challenge** presented,
* Explain the **context** of that challenge,
* Outline the **action** taken and
* Describe the end **result**.

The competencies being tested are the criteria indicated in the application form.