



BUSINESS PLAN 2017/18

This is my Business Plan for my second year as Commissioner for Public Appointments.

As indicated when I published the first version earlier in the year I have revisited it and refreshed it for the remainder of the financial year.

Rt Hon Peter Riddell CBE
Commissioner for Public Appointments

OBJECTIVE ONE: Providing independent assurance that appointing authorities act in accordance with the Governance Code and the principles of public appointments
Article 4(1) of the Public Appointments Order in Council 2016)

WHAT	WHEN
<p>The Commissioner will ensure that Departments:</p> <ul style="list-style-type: none"> • agree all delegations and exemptions from the Governance Code with him; <i>(Governance Code paragraph 3.1)</i> • agree a list of Significant Appointments with Cabinet Office and Welsh Ministers with him; <i>(Governance Code paragraph 6.1)</i> • consult him on decisions where Ministers make exceptional appointments without holding a fair an open competition and publish their reasons for doing so; <i>(Governance Code paragraph 3.3)</i> • consult him on Senior Independent Panel Members in advance of competitions getting underway <i>(Governance Code paragraph 6.2)</i> • notify him of exceptional reappointments of appointees or extension of their tenure in office <i>(Governance Code paragraph 3.6)</i> 	<p>Timescale for action to conclude:</p> <ul style="list-style-type: none"> ➔ agreed January 2017 (future changes to be agreed within 5 working days) ➔ agreed February 2017 (future changes to be agreed within 5 working days) ➔ respond to all consultations in 2 working days ➔ respond to all consultations in 2 working days ➔ record all details within 1 working day

OBJECTIVE TWO: Being an active advocate for diversity
(Paragraph 4.7 of the Governance Code)

WHAT	WHEN
<p>The Commissioner will:</p> <ul style="list-style-type: none"> • meet with organisations representing BAME, disabled and other minority groups in order to inform him of the views and needs of potential applicants for public appointments that those groups represent; • meet with Permanent Secretaries and Departments' diversity representatives to discuss and share best practice on increasing diverse representation in public appointments. • disseminate best practice to government departments in order to encourage them to advertise and recruit Public Appointees in a way that ensures a diverse a field as possible; • promote diversity on his website, with a dedicated section detailing best practice and including case studies; • consult with Cabinet Office on the development of a Diversity plan; • monitor the performance and recruitment practices of government departments by analysing diversity statistics and publish a statistical report relating to ministerial appointments and reappointments; 	<p>Timescale for action to conclude:</p> <ul style="list-style-type: none"> ➔ by Summer 2017 ➔ on-going ➔ by Autumn 2017 ➔ in place by Summer 2017 and then on-going ➔ on-going ➔ by Summer 2017

OBJECTIVE THREE: Monitoring Compliance with the Governance Code & the principles of public appointments and improving capability
(Paragraph 4.2 of the Governance Code)

WHAT	WHEN
<p>The Commissioner will:</p> <ul style="list-style-type: none"> • undertake an audit of the procedures and practices, relating to specific competitions to provide independent verification of Departmental compliance; • publish an annual report for the year 2016/17 ¹; • carry out spot checks of Departments' paperwork as required • issue best practice notices in respect of matters (including any that require improvement) identified from compliance monitoring undertaking by OCPA); • undertake a thematic review are required in respect of public appointment issues requiring more study in depth; • deal with all complaints in a timely and efficient way; 	<p>Timescale for action to conclude:</p> <ul style="list-style-type: none"> ➔ on-going from April 2017 ➔ by Summer 2017 ➔ on-going ➔ on-going ➔ complete in 2018/19 ➔ acknowledge complaints within 2 working days of receipt and complete all investigations within 3 months

¹ This will relate in the main to appointments and re-appointments made under the 2012 Code of Practice

OBJECTIVE FOUR: Improving a wider understanding of the Commissioner's role

WHAT

WHEN

The Commissioner will:

- publish a new website that better communicates his role and engagement with stakeholders;
- maintain regular contact with the Public Administration & Constitutional Affairs Committee and the Committee on Standards in Public Life
- maintain a regular twitter feed on public appointments issues;
- consider the effectiveness of expansion into other platforms such as Facebook and LinkedIn;
- publish blogs on an ad hoc basis on matters of interest related to public appointments;
- hold regular meetings with Permanent Secretaries and other key stakeholders to discuss Departmental performance in respect of public appointments;
- meet his counterparts from Scotland and Northern Ireland;

Timescale for action to conclude:

- ➔ by Summer 2017
- ➔ three to four times a year
- ➔ on-going
- ➔ by Winter 2017
- ➔ on-going
- ➔ on-going
- ➔ yearly