

**PLANNING FOR APPOINTMENT OF XXXXXXXXX
DATE XXXXXXXXX, TIME XXXXX
LOCATION XXXXXX**

AGENDA

1. Introductions

- Panel and participants' respective roles and responsibilities

2. Brief reminder of appointments code of practice principles

- Merit (*as defined by Minister*)
- Integrity (*fair and seen to be fair*)
- Diversity and Equality (*attractive and open process*)

3. Unconscious bias awareness and mitigation

- Impact at planning and on proposals for attraction and assessment
- agreeing steps for ameliorating impact at each stage

4. Diversity

- Diversity (broadly) versus protected characteristics (Equality Act and positive action)
- Commissioner's guidance on merit and most able

5. Current board composition and activities

- is it reflective of the communities it serves?
- what would bring a balance to the board to improve its effectiveness in terms of experience, skills, knowledge and perspective?
- what will success look like?

6. Role description

- clearly linked to board needs

7. Person specification

- clearly linked to role description and Merit as defined by Minister

8. Attraction

- What does the management information tell us: what will/won't work in terms of the applicants we wish to attract?

9. Application

- What does the management information tell us: what simple, accessible and attractive methods of application will generate a diverse pool of suitable applicants?

10. Assessment

- What does the management information tell us: what are the most effective methods of identifying people who can fill the vacancy?
- How will we ensure that bias doesn't inadvertently exclude good candidates?
- Fit and proper person test for this competition.
- How will we record results to inform the Minister and applicants and how will we assure that the record is both fair and seen to be fair?

11. Next steps

12. Wash up – lessons learned