

*Department for Communities and Local
Government Public Appointments Plan*

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On 5th May 2006 the responsibilities of the Office of the Deputy Prime Minister (ODPM) transferred to the Department for Communities and Local Government (DCLG)

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1. Overview/Background

- 1.1 The 10th report of the Committee on Standards in Public Life, recommended that departments prepare an Annual Public Appointments Plan (APAP) as a key strategic document for each department, to set out policy and practice relating to public appointments of Chairs and board members of the public bodies they sponsor.
- 1.2 The Secretary of State and Ministerial colleagues make public appointments to a range of executive, advisory and tribunal non-departmental public bodies (NDPBs) and Public Corporations to help achieve the Department's objectives. Details of these bodies including their remit can be found in the departments Annual Report at Chapter 5: Executive Agencies and Public Bodies. Appointments made in the financial year 1 April 2005 to 31 March 2006 are listed at Annex A. A full list of bodies sponsored by the department including those without ministerial appointments can be found in the Cabinet Office's (CO) publication *Public Bodies, published on their website at* <http://www.civilservice.gov.uk/other/agencies/index.asp>.
- 1.4 A central public appointments support team based in the Equality and Diversity Unit is responsible for providing support and advice to public bodies sponsoring teams (based across the Department) who carry out the appointments process. The central support team has responsibility for promoting compliance to the Commissioner for Public Appointments Code of Practice for Ministerial Appointments to Public Bodies, and works with sponsoring colleagues in identifying and implementing activities to promote diversity in public appointments. A separate Corporate Governance Team provides advice to sponsors and others on other sponsorship issues.

2. Policy on Appointments

- 2.1 The Department is fully committed to following the Commissioner for Public Appointments Code of Practice (OCPA) for Ministerial appointments ensuring that appointments are made on merit, through an open and transparent process. The Commissioner is independent of both the Government and the Civil Service and the Code of Practice for Ministerial Appointments to Public Bodies sets out the regulatory framework for the public appointments process. Applications to our NDPBs are encouraged from people of diverse backgrounds with as much emphasis placed on experience gained through non-traditional career patterns (e.g. community or voluntary work) as experience gained through more traditional career backgrounds. All vacancies are advertised on the CO public appointments website at www.publicappts-vacs.gov.uk. and the Department's website. In addition, the team have engaged nominated bodies (representing under represented groups such as the Ethnic Minority Foundation, Women's National Commission and Disability Rights Commission) to circulate vacancies amongst their members. We closely follow the comprehensive guide produced by the CO "*Making and Managing Public Appointments*" which provides practical and detailed information on *how* to make appointments for all those involved in the process.
- 2.2 Appointments are made in accordance with the five principles of public life merit, independent scrutiny, equal opportunities, probity, openness and transparency and proportionality. Ministers agree the selection criteria for each recruitment process under their remit. As required by the OCPA Code of Practice, independent scrutiny through Independent Assessors (IAs) is mandatory for all campaigns. We currently use a combination of IAs from our own departmental list and those from the Central OCPA list for this purpose.

3. Report on Achievement of Objectives

3.1 Appointments¹

Appointments and Reappointments made between 1 April 2004 and 31 March 2005

- 53 new appointments of which 16 (30.2%) were women, 5 (9.4%) declared a disability and 5 (9.4%) declared an ethnic minority background;
- 223 re-appointments, 64 (29%) of which were women, 9 (4.3%) declared a disability and 16 (7.2%) declared an ethnic minority background.

Appointments and Reappointments made between 1 April 2005 and 31 March 2006

- 15 new appointments of which 4 (26.6%) were women 1(6.6%) declared a disability and none declared an ethnic minority background;
- 16 re-appointments, 6 (37.5%) of which were women, none declared a disability and 4 (25%) declared an ethnic minority background.

¹ The figures and targets are based on appointments made to NDPBs made and /or with the consent of the Departments ministers and omit the judicial appointments made by DCA ministers to Rent Assessment Panels.

4. Progress against Diversity Targets 2004–2006

4.1 The Department's ultimate goal is that people from a wider range of communities and backgrounds are reflected on our public bodies through appointments on merit. In support of the Government's commitment to improve diversity in public appointments, targets have been set by each government department. The targets covering 2005–2006 period were based on previous activity as the Office of the Deputy Prime Minister. Future targets will be reviewed as necessary, to reflect changing circumstances including the new responsibilities as the Department for Communities and Local Government, as bodies are wound-up or established, and as the estimate of appointments become clearer. For example, Tower Hamlets Housing Action Trust (HAT) was wound on 30 June 2004; Castle Vale HAT was wound up on 31 March 2005; Liverpool HAT was wound up on 31 December 2005; which necessitated a review of the targets for that period.

4.2 There has been a slight increase in the proportion of women on our boards against the revised targets over the period 2005–2006 although disappointingly we have not met the target set. Progress has fluctuated due to a reduction in the number of anticipated vacancies which became available during that period. The targets for ethnic minority people have been met and for disabled people exceeded. We do however, recognise there is much more proactive work to be done. We also appreciate it is not just about representation and it is also important to monitor the type of appointments being made. For example; at 31 March 2006, 35% of appointed Chairs were women. The overall position is detailed below:

Our on-going aim is for:

- equal representation of men and women;
- membership of people from ethnic minority backgrounds which reflects at least that of the national adult population (*9.9% as recorded in the last census for England and Wales*);
- more disabled appointees to better reflect the population as a whole (*20% of the UK working age population are disabled - source 2005 Labour Force Survey-Office of National Statistics*).

Diversity Targets			
	2004	2005	2006
Women	35%	32%	34%
Ethnic Minorities	10%	11%	11.75%
Disabled People	3%	3%	3.75%

Position to date (as at 31 March)			
	2004²	2005	2006
Total number of appointee's on central database	393	391	344
Women	125 (31.8%)	123 (31.4%)	111 (32.3%)
Ethnic Minorities	42 (10.7%)	42 (11 %)	41 (12%)
Disabled People	13 (3.3%)	16 (4.1%)	16 (4.6%)

Future diversity targets			
	2007	2008	2009
Women	38%	38%	38%
Ethnic Minorities	13%	13%	13%
Disabled People	5%	5%	5%

² Since 1 April 2004 the Department is no longer responsible for the administration of Valuation Tribunals although it retains responsibility for their structure. Appointments of around 1,650 members are made by Local Authorities and Valuation Tribunals.

5. Diversity Initiatives

- 5.1 In 2004 the central appointments team began a pilot of inviting new sponsor team colleagues to public appointment inductions to give an overview of the appointments guidance. Specifically the sessions are designed to highlight the importance of designing person and role specifications which attract a cross representation of the community and emphasise equality and diversity information for inclusiveness in the selection process. In 2005 this was extended to become a permanent induction feature for those new to the appointments process.
- 5.2 Between 28 February and 4 March 2005 the Equality and Diversity Unit organised an Equality and Inclusion week for all staff which included a seminar on 'Increasing Representation in Public Life', which was delivered by Ruth Scott of SCOPE and one of the Department's Independent Assessors Brenda King and explored good practice in addressing under representation on public bodies.
- 5.3 During 2005 the Department was one of four departments who successfully piloted a Public Appointments Shadowing and Mentoring Scheme for Disabled People. The aim of the Scheme was to demystify public appointments and the process by which they are made. The scheme was led by Cabinet Office in partnership with Dr Stephen Duckworth OBE Chief Executive of Disability Matters Ltd. Mentoring support was provided by one of the Department's Independent Assessors, the Head of Equality and Diversity and through five NDPBs. These were the Advisory Panel on Beacon Councils, Audit Commission, English Partnership, Housing Corporation and the Valuation Tribunal Service.
- 5.4 Also, in 2005 the Department agreed to participate in piloting the inclusion of a sexual orientation questionnaire in the monitoring information sent out with application forms. The Cabinet Office are leading on the pilot and analysing the results.

6. Objectives/Future Plans

6.1 To support the Department's aim of appointments based on merit, by means of a fair and transparent process and commitment to achieving greater diversity on boards; we continue to undertake the following specific activities:

- Provide guidance to all those involved in the process of making appointments to the Department's public bodies on how they can make progress against the diversity targets. Through for example; information on the intranet and induction sessions for staff new to public appointment procedures;
- Identify and apply best practice to our appointments process to encourage more people from under-represented groups to put themselves forward; e.g. person specifications focusing on skills, knowledge and abilities rather than heavily based on unnecessary qualifications;
- Encourage sponsor teams to use a 'Diversity Checklist' to ensure that diversity is addressed at all key stages of the appointments process;
- Establish new links and maintain existing ones with a wide range of external bodies representing the interests of women, people from ethnic minority backgrounds and disabled people, and to actively seek nominations from these groups when searching for candidates;
- Maintain close contacts with the public appointments units of other Government Departments including the Cabinet Office and the Office of the Commissioner for Public Appointments, to identify problems and share good practice in order to assist with improving diversity in public appointments;
- Participate in and hold seminars and events where sponsor teams can develop contacts and their awareness of diversity issues.
- Encouraging NDPBs to allow potential board members to attend meetings where possible to give them insight into the workings of the board.
- We will review our targets in line with recent departmental restructuring and incoming NDPBs.

7. Changes in regulatory status/forthcoming appointments

- 7.1 In response to the Public Administration Select Committee's (PASC) report in July 2003, the Government agreed that the variety and complexity of public bodies sponsored by central government supported the need for a review of their definition and scope. It was PASC's intention to provide transparency for any entities that did not have formal public body classification. The Cabinet Office led the review of public bodies across government departments. In this department bodies such as the Leasehold Advisory Service has been reclassified as an Executive NDPB. Forthcoming high-profile appointments due in 2006/07 include the recruitment of the Chair of the Audit Commission and Chair and board members of the Commission for Equality and Human Rights. Changes to current bodies or establishment of new ones will be considered in phase two of the Cabinet Office Mapping Review.

Annex A

PUBLIC APPOINTMENTS 1 APRIL 2005–31 MARCH 2006

Please note: Remuneration is either in daily fee or annual rate and Building Regulations Advisory Committee members are all unpaid. Rent Assessment Panels Members time input is not applicable and Valuer/Lawyer Chair appointments are made solely by the Department for Constitutional Affairs but are currently reported through the Department for Communities and Local Government. Boundary Commissions for England and Wales transferred to the Department for Constitutional Affairs (DCA) in May 2005.

Advisory Panel on Beacon Councils							
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input
Grace	Deputy Chair	M	reapptmt	16/09/2002	01/09/2005 to 31/08/2008	£163.00	20 dpy
Green	Member	M	New	01/09/2005	01/09/2005 to 31/08/2008	£163.00	20 dpy
Olasode	Member	M	reapptmt	16/09/2002	01/09/2005 to 31/08/2008	£163.00	20 dpy
Audit Commission							
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input
Coulter	Member	M	New	01/04/2005	01/04/2005 to 31/03/2008	£13,508.00	3 dpm
Legg	Member	M	New	01/04/2005	01/04/2005 to 31/03/2008	£13,508.00	3 dpm
Parker	Member	M	New	03/01/2006	03/01/2006 to 31/03/2008	£13,508.00	3 dpm
White	Member	M	New	01/06/2005	01/06/2005 to 31/05/2008	£13,508.00	3 dpm
Building Regulations Advisory Committee							
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input
Gibson	Member	M	reapptmt	01/02/1998	01/02/2006 to 31/01/2007		42 dpy
Smith	Member	M	reapptmt	01/02/1998	01/02/2006 to 31/01/2007		55 dpy
English Partnerships							
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input
Ford	Chair	F	reapptmt	01/04/2002	01/04/2005 to 31/03/2008	£82,390.00	3 dpw
Harrold	Member	M	New	01/01/2006	01/01/2006 to 31/12/2008	£12,072.00	3 dpm
Lane	Deputy Chair	F	reapptmt	01/01/2000	01/10/2005 to 01/10/2007	£35,864.00	2 dpw
Parker	Member	M	New	01/01/2006	01/01/2006 to 31/12/2008	£12,072.00	3 dpm

continued

Housing Action Trust Stonebridge						
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Time Input
Ainger Barbara	Member	F	reapptmt	01/11/2000	01/04/2005 31/10/2007	0.5 dpw
Fiddeman Peter	Member	M	New	01/09/2005	01/09/2005 31/12/2007	0.5 dpw
Housing Corporation						
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Time Input
Atherton Candy	Member	F	New	01/10/2005	01/10/2005 30/09/2008	3 dpm
Barker Kate	Member	F	New	01/10/2005	01/10/2005 30/09/2008	3 dpm
Drew Smith Sheila	Member	F	reapptmt	01/12/2002	01/10/2005 30/09/2008	3 dpm
Fawcett Julie	Member	F	reapptmt	01/12/2002	01/10/2005 30/09/2008	3 dpm
Hoodless Donald	Member	M	New	01/10/2005	01/10/2005 30/09/2008	3 dpm
Moledina Shaukat	Deputy Chair	M	reapptmt	01/12/2002	01/10/2005 30/09/2008	5 dpm
O'Neill Sandi	Member	F	reapptmt	01/12/2002	01/10/2005 30/09/2008	3 dpm
London Thames Gateway						
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Time Input
Farookhi Imtiaz	Member	M	reapptmt	01/11/2004	01/11/2005 31/10/2008	3 dpm
Patel Atul	Member	M	reapptmt	01/11/2004	01/11/2005 31/10/2008	3 dpm
Worthington John	Member	M	reapptmt	01/11/2004	01/11/2005 31/10/2008	3 dpm

continued

Rent Assessment Panel London									
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input		
Scrafton Peter	Lawyer Chair	M	reapptmt	23/11/2000	23/11/2005 22/11/2010	£379.00			
Standards Board for England									
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input		
Gott Paul Andrew	Member	M	New	13/02/2006	13/02/2006 12/02/2009	£7,130.00	2 dpm		
Hall Elizabeth	Member	F	New	13/02/2006	13/02/2006 12/02/2009	£7,130.00	2 dpm		
Simons Judith Ann	Member	F	New	13/02/2006	13/02/2006 12/02/2009	£7,130.00	2 dpm		
Thurrock UDC									
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input		
Hague Garry	Member	M	New	01/10/2005	01/10/2005 01/01/2009	£11,805.00	3 dpm		
Samuel William	Member	M	reapptmt	01/01/2004	01/01/2006 31/12/2008	£11,805.00	3 dpm		
Valuation Tribunal Service									
Name of appointee	Position	Gender	New/Re- apptmt?	Date 1st appted	Period of appointment from to	Remuneration	Time Input		
Crosswell Maurice	Member	M	reapptmt	01/04/2004	01/04/2005 31/03/2006	£262.00	15 dpy		