



Title of Report:	Correspondence
Committee Report Submitted To:	Corporate Policy and Resources
Date of Meeting:	25 February 2020
For Decision or For Information	FOR DECISION

Linkage to Council Strategy (2019-23)	
Strategic Theme	Leader and Champion
Outcome	Establish key relationships with Government, agencies and potential strategic partners
Lead Officer	Director of Corporate Services

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1. **Purpose of Report**

The purpose of this report is to present correspondence for Members' consideration.

2. The following correspondence had been received:

2.1 **The Local Government Staff Commission for Northern Ireland – Dissolution Funding and Continuing Operations 2021** (copy attached)

Correspondence has been received on 5 February 2020 from the Local Government Staff Commission for Northern Ireland in relation to the Dissolution Funding and Continuing Operations 2020/21.

The Department for Communities has informed the Commission that they have no new information in relation to the Dissolution Order to wind up the Commission and as such in order to implement their statutory functions, it is necessary for the Commission to determine a financial scheme up to 31 March 2020.

In accordance with Schedule 3, paragraph 7 of the local Government Act (NI) 1972, the budget for the operation of the Local Government Staff Commission is to be apportioned between all District Councils and the NIHE. Causeway Coast and Glens Borough Council is required to pay 5.7890% of £370,141 namely £21,427 (£20,180 in 2019/20).

2.2 **Department of Infrastructure – Appointment of Councillors to the Drainage Council for Northern Ireland** (copy attached)

Correspondence has been received requesting Council submit two nominees to be considered by the Department for Infrastructure (DfI) Minister for appointment to the Drainage Council.

The Drainage (Northern Ireland) Order 1973, sets out provision for ten people appointed to the Drainage Council to be members of the local Councils.

The appointments will be effective from 1 June 2020 and will last for as long as the appointee remains a Councillor, up to a period of 4 years.

2.3 Ancre Somme Association – Ribbon of Poppies UK & Commonwealth 2020 Campaign (copy attached)

Correspondence has been received from the Ancre Somme Association in relation to the Ribbon of Poppies UK & Commonwealth 2020 Campaign.

Ancre Somme Association wish to continue their request to create a “Living Memorial” in memory of the British, Commonwealth and Allied forces combined with educational resources on all conflicts on all fronts.

The aim of the campaign is to raise community awareness, especially that of the younger generation, regarding the impact of conflicts on previous generations through various interactive projects.

In addition this year they are also asking Council to consider planting out verges and hedgerows with wild flowers, incorporating the poppy, so that people travelling through our Council area will be reminded daily of the sacrifice paid so that we can live in peace. While cutting less, cutting later will save your Council money, it will also help bring back the multitude of bees, butterflies, birds and bugs that are sadly disappearing from our countryside.

3. Recommendation

It is recommended that the Corporate Policy and Resources Committee consider the correspondence.



THE LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND

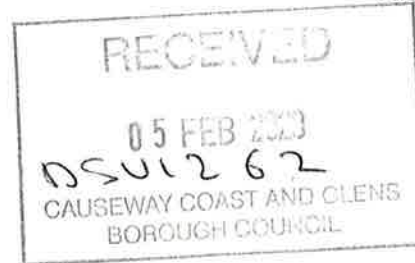
Commission House, 18-22 Gordon Street, Belfast BT1 2LG Telephone: (028) 9031 3200

E.mail: info@lgsc.org.uk Website: www.lgsc.org.uk

HH/PM

4 February 2020

Mr David Jackson MBE
Chief Executive
Causeway Coast and Glens Borough Council
"Cloonavin"
66 Portstewart Road
Coleraine BT52 1EY



Dear Mr Jackson

LOCAL GOVERNMENT STAFF COMMISSION - DISSOLUTION FUNDING AND CONTINUING OPERATIONS 2020/21

The Department for Communities has informed the Commission that they have no new information in relation to the Dissolution Order to wind up the Commission and as such in order to implement our statutory functions, it is necessary for the Commission to determine a financial scheme up to 31 March 2021.

In accordance with the 2019/21 Management and Dissolution Plan, the Commission has estimated its total financial requirement to be £405,141 for the year ahead. Income from ongoing operations, which is offset against this figure is estimated at £35,000, leaving an amount of £370,141 to be raised from District Councils and the NIHE (the NIHE paying £70,776).

You will be aware that in accordance with Schedule 3, paragraph 7 of the Local Government Act (NI) 1972, the budget for the operation of the Local Government Staff Commission is to be apportioned between all District Councils and the NIHE.

By virtue of the apportionment arrangements Causeway Coast and Glens Borough Council is required to pay 5.7890% of £370,141 namely £21,427 (£20,180 in 2019/20). I therefore attach an Account for this amount and would be grateful if it could be remitted to the Commission by 30 April 2020.

If you have any queries in relation to the work of the Commission or the services provided or require further information, please do not hesitate to contact me.

Yours sincerely

Helen Hall
Director of Corporate Services

Enc.



Local Government Staff Commission

INVOICE

To:

Causeway Coast and Glens Borough Council
"Cloonavin"
66 Portstewart Road
Coleraine
BT52 1EY

Invoice No. 254
Invoice Date 1/02/2020
Account No. CAU01

Details

LGSC Council Contribution 2020/21

Net

21,427

Please make BACS payments to:

First Trust Bank

Main Street

BANGOR

Co Down

Sort Code 93-82-03

Account No 02235469

Remittances to:

Local Government Staff Commission

Commission House, 18-22 Gordon Street

Belfast, BT1 2LG

Tel no: 028 9031 3200

Total Net Amount £21,427

Invoice Total £21,427



Mr David Jackson
Causeway Coast and Glens
Borough Council
Council Headquarters
Cloonavin
66 Portstewart Road
Coleraine
BT52 1EY

Public Appointments Unit
Room 5-42
Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB

Telephone: (028 905) 41074
Email: Dorcas.cutrona@infrastructure-ni.gov.uk

10 February 2020

Dear Mr Jackson

Appointment of Councillors to the Drainage Council for Northern Ireland

Further to my letter of the 18 November I am writing to invite you to submit two Councillor nominees to be considered by the Department for Infrastructure (DfI) Minister for appointment to the Drainage Council. Please note a similar request will be issued to all Northern Ireland Councils.

The Drainage (Northern Ireland) Order 1973, sets out provision for ten people appointed to the Drainage Council to be members of the local Councils.

You are aware from the last round of Councillor Appointments that these are not positions of responsibility as defined under the 2014 Local Government Act, which are required to be shared across the parties using d'Hondt or the Saint-Lague formula of the Single Transferrable Vote method. They are appointments to be made by the Minister after consultation with the Department and Councils, and in compliance with the Commissioner for Public Appointment Northern Ireland (CPANI) Code of Practice.

Members of the Drainage Council for Northern Ireland, including the Chair, have corporate responsibility for ensuring that the Drainage Council for Northern Ireland complies with all relevant statutory or administrative requirements including requirements in respect of the use of public funds. The role of the members of the Drainage Council is to ensure the impartial and uniform application of the DfI Rivers' drainage and flood protection programme throughout Northern Ireland.

The new appointees will be expected to attend the Drainage Council meetings and other ad hoc meetings as required. Three to four Drainage Council meetings are held per year, depending on the volume of Drainage Council business to be considered. Meetings are held in such locations within Northern Ireland as the Council may determine. Drainage Council meetings may vary in time commitment but meetings are generally inside normal working hours. Members of the Drainage Council can claim reasonable travel expenses incurred on Drainage Council business but receive no other remuneration for their work.

In order to provide the DfI Minister with a choice of nominees as required by the Commissioner for Public Appointment Northern Ireland (CPANI), the Department is inviting your Council to nominate two Councillors.

The Commissioner for Public Appointments also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total. Please ensure that those who you are considering nominating will not have served more than one term on the Drainage Council. Councillors who have already served two terms, of whatever lengths, will not be eligible to be interviewed.

The appointments will be effective from 1 June 2020 and will last for as long as the appointee remains a Councillor, up to a period of four years.

I enclose copies of the Information Booklet, the Application Form and a guide for Public Appointments. Full details of the appointment process are set out in the Information Booklet.

Each nominated Councillor should complete the short application form. They will then be invited to attend interview. Dates for interviews are listed within the Information Booklet. The interview panel will comprise Jonathan McKee, DfI Rivers and Bronagh McKeown an independent member allocated by the office of the Commissioner for Public Appointments.

The interview will explore the nominee's knowledge, experience and capacity in their contribution to their Council or Public Life, and their Communication skills. Integrity, conflicts of interest and the time commitment involved in the appointment will also be discussed. The panel will draft a record of these discussions, with applicant summaries then being presented to the DfI Minister to help her make her selection of ten appointees.

Finally, DfI wants to improve diversity on our Boards. We would welcome Council nominations from the following under-represented groups; women, younger people, people with disabilities and people from ethnic minority backgrounds.

I should be grateful if you could arrange for the completed applications forms to be returned to publicappointments@infrastructure-ni.gov.uk no later than **12 Noon, Friday 13 March 2020**. Applications can also be posted to;

Jennifer Macrory
DfI Public Appointments Unit
Clarence Court
10-18 Adelaide Street
Belfast BT2 8GB

If you have any queries please do not hesitate to contact me.

Yours sincerely

Signed

Dorcas Cutrona
Dfl Public Appointments Unit

These are examples only. Please remember that identifying a conflict will not necessarily stop you being appointed. You should consider carefully your own circumstances to decide whether or not a real, perceived or potential conflict exists and be ready to discuss it with the Selection Panel at interview.

Even if you have not identified any conflicts of interest when applying for the post, you will still be asked about the issue if you are interviewed.

Integrity

Anyone applying for a public appointment must understand and be committed to the principle of integrity. You will be asked about this at interview.

Feedback

You may request feedback on the outcome of your application from the Department running this public appointment competition. This application pack contains relevant contact details. Feedback can be delivered in writing, by e-mail or by phone. It is up to you. It should be useful, jargon-free and based on the assessment of the selection panel. Please see paragraphs 3.47 and 3.48 of the Code of Practice.



The Commissioner
for Public Appointments
Northern Ireland

John Keanie, Commissioner

Thank you for your interest in this appointment.

Public bodies have an important role to play in the lives of everyone. Among other things, they help run our health and social care services, arrange our education services and provide a wide range of social, economic, cultural and environmental services. Appointments to boards of public bodies are commonly known as *public appointments*.

Public Appointments are made by individual Government Ministers. If you decide to apply for a public appointment the administration of your application will be handled by civil servants in the relevant Department, and may sometimes involve a recruitment consultant. Whoever deals with the competition, it is overseen by me as Commissioner for Public Appointments for Northern Ireland. I regulate the process but I am not involved in individual competitions.

Departments must follow my 'Code of Practice for Ministerial Appointments to Public Bodies in Northern Ireland', to ensure that appointments are made on merit, after fair and open competition. The Code of Practice covers Ministerial appointments to a wide range of boards and public bodies. A full list can be found on the CPA NI website. The Code of Practice is also there. www.publicappointmentsni.org

Making a Complaint

If you apply for a public appointment, and you feel you have not been treated correctly, you may make a complaint.

I am responsible for investigating complaints about public appointments. I will look at the process used to make an appointment and the way an application was handled.

You should first raise your concerns with the relevant Department. If, after you have received a reply, you still feel you have not been treated correctly, you should contact me at the address below:

Commissioner for Public Appointments for Northern Ireland
Dundonald House, Annexe B,
Upper Newtownards Road, Belfast, BT4 3SB
Tel: 028 905 24820 Email: info@publicappointmentsni.org

Guidance on Conflicts of Interest and Integrity

As part of the assessment process for a public appointment, you will be asked if you know of any possible conflicts of interest in connection with that appointment. Conflicts of interest are not always a barrier to appointment. However, real, perceived and potential conflicts must be explored by the selection panel to ensure that the public can have confidence in the board's independence and impartiality and in your position on that board.

To give you an idea of what might constitute a conflict of interest here are a few examples of areas which could lead to real or apparent conflict:

- you are the director of a building firm and the board to which you are seeking appointment conducts regular procurement exercises for building materials – *you could benefit personally from decisions taken by the board*
- you are a manager in a voluntary organisation, whose funding applications are considered by the board to which you are seeking appointment – *the body for which you work could benefit financially from decisions taken by the board*
- you have, in the past, contributed or lent significant funds to the political party to which the appointing Minister belongs – *your appointment could be viewed as a reward for past favours*

Public Appointments Guide

An overview of Public Appointments in Northern Ireland and helpful information for those wishing to apply.



The
Executive Office
www.executiveoffice-ni.gov.uk

Introduction

The purpose of this Guide is to raise awareness of the public appointment opportunities that exist in Northern Ireland.

Public appointments cover many aspects of our daily lives, from the arts to agriculture, from education to the environment, from planning to public safety and from transport to tribunals. If you decide to take up a public appointment you will become involved in making decisions that help develop, shape or deliver government policy and public services.

This Guide has been designed to provide much of the information needed to understand what it means to be a member of the board of a public body. It also seeks to explain the type of bodies currently in existence and how the process of appointing people to these bodies works in practice.

The Executive is committed to increasing diversity within our public appointments, subject to the principle of appointment on merit. Ministers have set challenging timescale targets for achieving gender equality in public appointments as part of a package of measures to broaden involvement of under-represented groups in public life.

The Government believes that it is essential that people from a wide range of backgrounds apply and take up public appointments so that the boards of public bodies reflect the rich diversity of our society and better understand the needs of the communities they serve.

Appointments are made on merit and applications are welcome from all sections of society particularly those sectors which are currently under represented on our public bodies, including women, people with a disability, people from an ethnic minority background and those under the age of 30.

It's not who you know, it's what you can do.

Contents

Public Appointments explained:

What is a Public Body?	04
What is a Public Appointment?	05
The Role of the Board of a Public Body	06
Being a Board Member	06
Being a Board Chairperson	07
Diversity	07
Guaranteed Interview Scheme	08
Time off for Public Duties	08
Remuneration	09
Double Paying	09
Standards of Behaviour	10
Conflicts of Interest	11
Personal Liability	11
Case Studies	12 - 13

The appointments process:

How Appointments are made	14 - 15
Independent Advice	16
Criteria for Appointment	16
Sift	16
Shortlisting	17
Other Eligibility Factors	17
Completing the Application Form	18 - 20
Monitoring	21
The Interview	22 - 23
Ministerial Choice	24
Feedback	24
The Commissioner for Public Appointments for Northern Ireland	25
Further information	26
NI Direct	26

Section 1

Public Appointments Explained

What is a Public Body?

Public bodies in Northern Ireland cover everything from arts to sport and consumer interests to more specialised areas such as historic buildings and monuments.

These bodies are organisations set up to provide advice or carry out functions on behalf of Government.

To preserve their independence public bodies operate separately or what is commonly referred to as 'at arms length' from Central Government.

Ministers are ultimately responsible for the activities of the public bodies sponsored by their Departments.

Public bodies are also sometimes known as QUANGOS - Quasi Autonomous Non Government Organisations.

The most common type of public body are Non Departmental Public Bodies (NDPBs) of which there are three main types.

Executive NDPBs generally operate under a specific piece of legislation, employ their own staff and manage their own budgets. They carry out a service or function on behalf of Government. Tourism Northern Ireland and the Northern Ireland Housing Executive are examples of Executive NDPBs.

Advisory NDPBs provide independent and expert advice to Ministers and Departments on specific issues or services, sometimes in technical or specialist areas. The Historic Monuments Council and the Charities Advisory Committee are examples of Advisory NDPBs.

Tribunal NDPBs have jurisdiction to operate in a specialised field of the law but do so independently of Government. The Fair Employment Tribunal and the Planning and Water Appeals Commissions are examples of Tribunal NDPBs.

The term 'public body' also covers public corporations and health and social care bodies/agencies.

Public Corporations are publicly owned and controlled but have substantial freedom to conduct their own affairs e.g. Northern Ireland Transport Holding Company.

Health and Social Care Bodies/Agencies administer and deliver health and personal social services to the public e.g. Patient and Client Council.

What is a Public Appointment?

A public appointment is generally an appointment, made by a government Minister, to the Board of a public body. Joining as either a member or a chair, is an opportunity for individuals and communities to partner with organisations, enhancing our public services for everyone.

A public appointment allows individuals from different backgrounds to play a part in directing and managing the services that government provides.

Public appointees bring independence, balance and a fresh, external perspective to the work of the Board and, where appropriate, bring specific skills, knowledge or expertise to bear.

As a public appointee you will take part in discussions, review paperwork, work with partner organisations and oversee the preparation, approval and implementation of corporate plans.

Public bodies are, in the main, managed by a Board or Management Committee made up of a number of executive and independent non-executive directors.

The executive directors are drawn from the body itself, for example, the Chief Executive or the Finance Director.

The non-executive directors, including Chairpersons, are drawn from society and are classed as public appointments. Executive and non-executive directors are full and equal members of the Board.

The majority of appointments are filled by members of the general public. However a small number are held by people who have been nominated by organisations such as local councils, trade unions or the main churches.

Most positions are part time and whilst some are paid, many are not, although you may be able to claim travel and other relevant expenses (for example childcare). A public appointment usually lasts between one and five years and may be renewed for a second term (up to a maximum period of 10 years).

Current public appointment opportunities can be found on NI Direct.

The Role of the Board of a Public Body

The role of the Board of a public body is to provide leadership, vision, continuity of purpose and accountability to the general public. Many public bodies are set up by legislation, which sets out the powers and duties of the body concerned.

In addition to these responsibilities the main tasks of any Board are:

- to set the organisation's aims and objectives;

- to oversee development of strategies, plans and policies;
- to ensure effective financial control;
- to monitor how the organisation is performing; and
- to promote the organisation's role in the community it serves.

Being a Board Member

A board member's role will vary depending on the nature of the public body to which he or she has been appointed and the capacity in which they have been appointed.

As a general rule board members are expected to:

- set the strategic direction of the public body and provide stewardship of all public resources entrusted to it;
- attend board meetings regularly and be well prepared by reading relevant papers in advance;
- attend subcommittee meetings in areas such as audit and finance;
- attend training events and keep up to date with issues relevant to the work of the organisation;

- contribute to board discussions and decision making and share responsibility for those decisions;
- when required, represent the board at events; and
- abide at all times by the Principles of Public Life

The relevant body will provide induction which is appropriate for the particular appointment. Members are further supported with additional development needs or training as necessary.

Being a Board Chairperson

Being the Chairperson of a Board is a challenging and exciting opportunity. The Chairperson will be expected to provide clear and strategic leadership to the Board, often acting as the Ambassador for the organisation.

A Chairperson would likely be involved in building constructive and effective relationships at a strategic level and liaising with both external and internal stakeholders.

Diversity

The Executive is committed to a policy of attaining greater diversity in public appointments. Ministers have set challenging timescale targets for achieving gender equality in public appointments as part of a package of measures to broaden involvement of under-represented groups in public life.

Every public appointee brings their own personal qualities, skills and experience to the board. These may have been gained through current or previous employment, involvement in community or voluntary activities, leisure activities, activities undertaken at school or college, in their personal life or simply as a service user or consumer.

A traditional career path is not a prerequisite to taking up a public appointment. With such a wide variety of public appointment opportunities, there is no single type of 'right person' – on the contrary, as diverse a range of individuals as possible are required to provide the full spectrum of views, skills and experience which Boards require. Indeed it is a diverse range of viewpoints and life experiences which help to make Boards operate effectively.

Appointments are made on merit and applications are welcome from all sections of society particularly those sectors which are currently under represented on our public bodies, including women, people with a disability, people from an ethnic minority background and those under the age of 30.

Guaranteed Interview Scheme

Some departments operate the Guaranteed Interview Scheme (GIS). The aim of the GIS is to provide applicants with a disability, who demonstrate that they meet the criteria for the post, a guaranteed invitation to interview.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who

has, or has had in the past, a physical or mental impairment which has had a substantial adverse long term effect on their ability to carry out normal day to day activities.

Full details will be provided in application packs.

Time off for Public Duties

The time commitment required varies from appointment to appointment. Between one and two days a month (including perhaps some evening meetings and public events) would not be unusual although some appointments may require a greater or lesser commitment.

You have the right to time off for certain public duties and services. Your rights vary depending on what you do and what the duty or service is.

Under the law, you are allowed time off for public duties if you are an 'employee' and one of the following:

- a justice of the peace
- a member of a local authority, police authority or district policing partnership, local education authority, educational governing body, health authority or primary care trust
- a member of any statutory tribunal or of the boards of prison visitors

If you qualify, you are allowed reasonable time off to go to meetings or to carry out your duties. Your employer doesn't have to pay you while you take time off for public duties, although many do.

More information can be found at www.nidirect.gov.uk/index/information-and-services/employment/employment-terms-and-conditions/time-off-and-holidays/time-off-for-public-duties.htm or by contacting:

The Department for Economy

Employment Relations Policy and Legislation Branch
Adelaide House
39-49 Adelaide Street
Belfast
BT2 8FD

Remuneration

Public bodies differ in terms of size, structure, responsibilities and profile. Most public appointments are part time and whilst some are paid, many are not, although you may be able to claim other expenses such as travel.

The three most common forms of remuneration are an annual fee (or honorarium), daily rate and attendance fee/allowance.

Double Paying

Applicants who already work in the public sector need to be aware that 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 applicants who already work in the

public sector may not be entitled to claim remuneration for a public appointment if the duties are undertaken during a period of time for which they are already paid by the public sector.

Standards of Behaviour

Ministers expect that the conduct of those they appoint to serve on the boards of public bodies will be above reproach.

Like others who serve the public, public appointees are expected to uphold the seven principles of public life set by the Committee on Standards in Public Life, the seven principles are:

Selflessness

Holders of public office should act solely in terms of the public interest;

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships;

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this;

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing;

Honesty

Holders of public office should be truthful; and

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Conflicts of Interest

Any interests that a potential board member might have which may be relevant to the work of the public body concerned must be declared when applying for a public appointment.

Conflicts of interest are not always a barrier to appointment, however you should expect that any real, perceived or potential conflicts will be explored by the selection panel to ensure that there is full confidence in both your position on the board and the board itself.

A conflict of interest could arise in a number of ways, including:

- financial or other interests relevant to the work of the public body;
- relationships with other people or organisations that could lead to divided loyalties, real or perceived;

- access to privileged information or trade secrets that could give an unfair personal advantage to people with allied business interests;
- the perception that an appointment is a reward for past contributions or favours; or
- membership of some societies or organisations.

No board member should use, or give the appearance of using, their position on a public body to further their own interests or those of others.

Personal Liability

Board members have some liability for the decisions taken by the board and for their conduct and actions as board members.

Any board member who acts honestly and in good faith will not have to meet any personal civil liability that may be incurred as a result

of carrying out his or her responsibilities as a board member. However, this indemnity does not protect a board member who acts recklessly or in bad faith.

Case Studies

There are examples of people from all walks of life already involved in public appointments. Nisha Tandon is a Board Member of the Arts Council and Sharon O'Connor is Chairperson of the Education Authority.

Nisha Tandon

Board Member of the Arts Council

Nisha Tandon has been a Board Member of the Arts Council since 2012. She is the Executive Director of ArtsEkta - one of the few organisations on the island of Ireland proofing ethnic arts, culture and heritage. She founded the organisation in 2006. She has also been involved with a range of other arts-related groups, for example being a Director of Cahoots Theatre Company and being involved in Belfast City Council's Festival Forum Strategy group and recently selected as a member of a UK/Ireland Advisory Panel for Voluntary Arts Ireland.

She played an important part in the development of the Indian Community Centre. Nisha is a graduate of the National School of Drama in New Delhi and is a trained Indian classical dancer.

Nisha believes strongly in the importance of increasing involvement in the arts by all those in Northern Ireland from ethnic communities, recognising the contribution they can make to the cultural diversity and richness of the entire community.

She sees the Arts Council as having a particular role to play and enjoys the opportunity being on the Board gives her to be part of that work. She sees the engagement with established ethnic communities and with new residents as something for all arts organisations, not just for those with a focus on this area, and sees the Intercultural Arts Strategy as a key part of this engagement. Nisha welcomes the breadth of vision and involvement that being on the Board gives her and her colleagues.

Sharon O'Connor

Chairperson of the Education Authority

Sharon O'Connor was appointed as Chairperson of the Education Authority in April 2015. Throughout her life Sharon has been involved in voluntary work, motivated by trying to make a positive contribution where she can. She started out as a young mother getting involved in a committee concerned with play and education matters in her local community.

Sharon originally applied for a public appointment as part of her own continuous professional development. Responsible for the cultural economic development of Down District, she was keen to keep abreast of developments in the arts, heritage, cultural and tourism sectors and so applied for and was appointed to the Board of the Arts Council.

Sharon quickly realised that her role as a member of the Arts Council was more about contributing to the strategic development and governance of the organisation rather than the issues she was originally interested in. As a result of this insight Sharon went on to undertake a range of further professional development to enhance her skills as a Non Executive Director and also undertook a Diploma in Director Development provided by the Institute of Directors achieving Chartered Director status.

As Chairperson of the Education Authority, Sharon's job is to provide leadership to the Board ensuring that it manages governance, risk and finance and oversees the work of the Executive team. The Board also set the Strategic direction for the Authority taking direction from the Minister and his officials to progress the education agenda.

Sharon believes her career has been enhanced as a result of taking on public appointments. She encourages those considering applying "If you are interested in making a contribution to civic society I urge you to apply, ask for help from someone who has come through the public appointments process and get involved.

A rich mix of people and talents makes for a good board so if you want to contribute and are open to new experiences why not make an application?".

Section 2

The Appointment Process

How Appointments are made

The aim of the public appointments process is to appoint candidates capable of carrying out the role, selected on merit, using fair, open, transparent and appropriate procedures.

The Commissioner for Public Appointments for Northern Ireland regulates Ministerial appointments to most public bodies and publishes a Code of Practice (available online at www.publicappointmentsni.org), which provides Departments with guidance on the process to be followed when making public appointments.

The Code of Practice is underpinned by seven principles that govern how public appointments should be made. The seven principles are:

Merit

All public appointments will be made on the basis of merit. Only those individuals judged to best meet the requirements of the post will be recommended to Ministers for appointment to public bodies.

Diversity

The make-up of the Boards of Northern Ireland public bodies do not adequately reflect the make-up of the population.

The opportunity to appoint the best people is greatly increased when every potential applicant is attracted and encouraged to apply and when individual differences are truly valued.

Departments should ensure, as far as possible, that Boards are balanced in terms of skills and experience, and that opportunities to apply for positions on Boards are open to the communities they serve.

Equality

Departments must ensure equality of opportunity and equal treatment of all applicants at every stage of the appointment process, including adherence to anti-discrimination law. It is for Ministers and their Departments to ensure that they are fully versed in these matters.

Openness, Transparency and Independence

The practices employed by Departments at every stage in an appointment round must be open, transparent and consistent with the recognised principles of open government. All public appointment competitions must include a demonstrable element of independent participation in the assessment of applicants.

Integrity

Public appointees must be people who understand, apply and are committed to the principle of integrity and will perform their duties with moral rigour and honesty without personal or corporate gain.

Proportionality

Whilst the Commissioner's code must be followed for every appointment, the procedures applied at each stage of an appointment should be proportionate to the size and purpose of the public body and to the posts to be filled. The proportionality principle must not be used to circumvent proper procedures or avoid good practice.

Respect

Throughout the public appointment process, candidates should be treated with respect; this applies from the first contact with the Department through to completion of the appointment process.

Independent Advice

The Commissioner's fourth principle includes independence, which in practice means the use of an Independent Assessor on the selection panel.

The role of the Independent Assessor is to assist Ministers and their Departments to make effective public appointments by providing an assurance that appointments have been made on merit.

Independent Assessors are external experts who play a full and active part of the appointments process.

Criteria for Appointment

When a public appointment competition is being held, an information pack will be available for all those considering applying. The pack will contain details of the appointment including the criteria required to perform the role and details of how to apply.

For those competitions that use an online application form, hard copies and alternative formats are available upon request.

Selection criteria may vary from appointment to appointment depending on the position being filled.

The selection criteria describe the competences required, i.e. what an appointee must be able to do in order to be effective in the role being filled.

The application form is an essential part of the process and is designed to allow applicants to use specific examples of past behaviour to show how they meet the criteria for appointment.

The Sift

An initial sift of all submitted application forms will be carried out to identify all those applicants who (i) are eligible, i.e. not disqualified because they work for the public body or have already served two terms on the board, and (ii) who have demonstrated that they meet the selection criteria set out in the information pack.

These individuals will be called for interview.

Any applicants who are not eligible or do not demonstrate that they meet the selection criteria will not proceed beyond this stage of the process.

Shortlisting

If, following the initial sift, the number of candidates eligible to progress to the next stage is considerably greater than the number of vacancies and a Department feels there are too many people to call for interview, a shortlist may be drawn up.

When a shortlist is required, the application forms of the candidates who passed the sift will also be assessed against any short listing criteria set out in the information pack.

Any candidates who do not demonstrate that they meet the short listing criteria will not proceed beyond this stage of the process.

Those candidates who pass both the sift and short listing will be called for interview.

Other Eligibility Factors

Issues such as immigration control, nationality, a criminal history record check and proof of identity are not mandatory for every public appointment process and will

only be applied where a Department deems them relevant or necessary. Full details will be provided within the particular application pack.

Completing the Application Form

Application forms are the preferred application method because they offer the best opportunity for ensuring the consistent assessment of candidates.

A Curriculum Vitae (CV) may not always provide evidence of how a candidate meets the specific criteria for appointment. Applicants need to be assessed on a 'like for like' basis and only applications completed in a similar format will make this possible. For this reason CVs are seldom asked for or accepted.

The application form will ask you to provide certain personal information about yourself and to provide evidence showing how you meet the criteria for appointment. You may also be asked to supply the names of at least two individuals who would be willing to provide a reference on your behalf.

It is recommended that you spend time to research and understand the functions of the organisation to which you are applying. Think about how your experience can contribute to the public board's needs.

If you are not from a public sector background take time to understand the governance environment of a public body. It may be useful to look at the Programme for Government (www.northernireland.gov.uk/topics/work-executive/programme-government), Managing Public Money (www.finance-ni.gov.uk/articles/managing-public-money-ni-mpmni) or the sponsor Department's corporate plan.

Many people are not used to writing about themselves or describing what they have achieved. Remember to follow any instructions carefully and bear in mind the following points when completing the application form:

- review the selection criteria before completing the form;
- provide at least one example for each of the criteria (more if requested);
- the same example (provided it is relevant) can be used to demonstrate how you meet two or more selection criteria;
- never combine any of the selection criteria or address a criterion by referring the reader to other parts of the application form;
- there may be several aspects to a criterion so ensure you provide evidence that shows how you meet all of it;
- use actual examples that show how you meet the criteria, describe what you personally did and the impact it had. Think in terms of outcomes and achievements;
- avoid personal attitudes and opinions or saying how you would do something;

- examples can be drawn from any aspect of your experience be it education, work, leisure, community or voluntary activity etc;
- do not assume that the reader has any prior knowledge of the subject;
- use simple and easy to understand language, avoid jargon; and
- make sure if completing a hard copy form, that your completed application form is legible and that for both electronic and hard copy applications you keep a copy.

The key is to give the reader specific information about how well you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes and make sure you take full advantage of the space available to provide practical evidence that best demonstrates how you meet the selection criteria.

The following model may help you to structure your examples and express them in a logical manner:

Situation: Briefly outline the situation.

Task: What was your objective?
What were you trying to achieve?

Action: What did you actually do?
What was your unique contribution?

Result: What happened?
What was the outcome?
What did you learn?

Teamwork is a criterion often found in many public appointments. It may be expressed as 'making an impact with others' or 'working as part of a team'. Many public appointments involve some element of teamwork although the type and size of the team may vary from board to board.

What the criterion is seeking however, is evidence of how you operate in a team environment. This could be based on a team you have previously been in or are currently in, it could be a work team or it could be a team from a community, voluntary or sporting capacity.

You should describe the type of team it is and its purpose [situation], what it does and who else is involved [task], your individual contribution to the team [action] and how your contribution assisted the team to meet its aims [result].

The following examples demonstrate two possible approaches to this criterion. Example A is incomplete and provides little substantive evidence of the applicant's ability to work as part of a team. Example B is a more complete answer and provides direct evidence of how the applicant has made an impact in a team environment.

Example A

Making an Impact with Others — describe a team of which you are or have been a member, and the contribution you have made to the success of that team.

“I have been a school Governor for the last two years and I also sit on several subcommittees. On a personal level I am committed to collective decision-making and responsibility.

I believe that effective working relationships with those around you are very important and that it is vital that decisions are made as a group. I have no difficulties in working with others.

I have excellent interpersonal skills and believe I am more than competent in negotiating, influencing and building consensus”.

Example B

Making an Impact with Others – describe a team of which you are or have been a member, and the contribution you have made to the success of that team.

“I have been a member of the Board of Governors of my local school for the last two years and as well as being an ordinary Board Member, I also sit on the Finance Subcommittee.

In my role as a school governor I work as part of a team (7 people) during our Board meetings. As a school governor I have been directly involved in negotiating, influencing others and building a consensus during Board meetings and in making decisions collectively as a group. [Situation]
Recently the Chairperson on the Board rang me before a meeting to say he wouldn't be able to attend and asked if I would stand in for him and chair the meeting. [Task]

As this was my first experience of chairing the meeting, before it began I explained to the rest of the Board of Governors what had happened and checked that they were happy for me to carry on and chair the meeting. I did this because some on the Board had been school governors longer than me and I felt that, in order for the meeting to go smoothly, it was important that everyone present was in agreement with what was being proposed.

I acted as Chair for the duration of the meeting and did my best to encourage everyone present to contribute to the board's discussions.

I worked my way down through the agenda and made sure that each item was discussed in turn. I checked that whenever any decisions were taken that agreement had been reached on the basis of a consensus around the table. I also ensured that any decisions we made were fully recorded in the minutes of the meeting.
[Action]

At the end of the Board meeting all agenda items had been discussed and a course of action agreed for each of them. A number of issues had been put on the agenda for the meeting because they needed to be decided and these were resolved satisfactorily thus helping the school to run more smoothly
[Result]”.

The use of the words situation, task, action and result in the example are for illustrative purposes only. Your completed application form must be submitted by the specified closing date and from the forms received the Department will decide who will go forward to the next stage of the process.

Monitoring

In the public interest and to ensure that equal opportunity measures are effective, Government Departments in Northern Ireland monitor equality data such as gender, age, ethnic origin, community background, and any disability of all applicants for public appointments.

This information is gathered, maintained and processed for public appointment purposes only and strictly in accordance with the Data Protection Act. Monitoring information is published anonymously each year in the Public Bodies and Public Appointments Annual Report.

The information gathered through the equal opportunities monitoring form is for statistical purposes only and forms no part of the selection process. It does not form part of the sift and is not shared with the interview panel at any point.

Once the successful candidate has been selected, he/she will be asked to complete a political activity form. The political activity relates to information already in the public domain and does not ask for private information such as voting preference. The information provided will be included in the press release regarding the appointment.

The Interview

As a general rule no one should be appointed to the Board of a public body solely on the basis of the written evidence contained in their application form.

Criteria based interviewing is currently the most common method of conducting appointment interviews. It is a means of identifying candidates who have the ability to perform the role of board member.

Candidates are required to provide evidence in the form of examples of past behaviour that demonstrate their ability. It doesn't simply focus on what you may have done but also how you did it.

Criteria based interviewing tests candidates against the specific selection criteria for a particular appointment. The application form gives you an opportunity to provide examples relevant to the specific selection criteria, these in turn provide the interview panel with information and evidence about you and gives a starting point for questions designed to obtain a deeper understanding of your abilities.

An interview panel should consist of at least three members, at least one of who should be an Independent Assessor.

Don't underestimate the importance of the interview; it is a crucial part of the appointments 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 the interview;
- rehearsing how you might relate your experiences to the interview panel emphasising your own role and contribution; and
- not assuming that your qualities and experience will speak for themselves.

During the interview:

- listen carefully to the questions, if you don't understand a question ask for clarification;
- answer with good clear examples that provide evidence of your ability and which relate to the criteria the panel is looking for; and
- don't sell yourself short, be positive and show enthusiasm.

An interview panel can only speculate about how you would actually perform as a board member. The best way to convince them that you could do well is to offer evidence of past behaviour.

If it appears from information on your application form that there might be a conflict of interest or that one might arise in the future, the interview panel will explore this with you to establish if it would prohibit you from holding the appointment.

Interview panels should also ensure that candidates demonstrate they have an understanding of and are committed to the seven principles of public life.

At the end of the interview you may have an opportunity to add anything you feel may be relevant. If you think you can improve on your previous answers or give additional relevant information do so at this point, but remember the panel will be working to a timetable so keep additional information as concise as possible.

Ministerial Choice

After the interview process is complete the panel will draw up a list of candidates that they consider have the ability to perform the role effectively. The recommendations the panel makes will inform the Minister's ultimate decision on who should be appointed. The successful candidate or candidates (if there is more than one appointment) will, in due course, receive a letter of appointment.

A Minister may also create a reserve list, operative for one year from the date of the Minister's decision. This can be used to fill any further vacancies in the particular Board that may arise during the lifetime of the competition.

Once an appointee has confirmed acceptance of the appointment the Department is required to publicise it and usually does so by issuing a press release.

In line with the Commissioner for Public Appointments' Code of Practice, the press release will include information on the person being appointed, the length of the appointment and whether it is paid or unpaid, details of any other public appointments the person holds and any declared political activity.

Feedback

Everyone who applies for a public appointment will be kept informed by either the Department or HRConnect (on behalf of the Department) of the progress and ultimate outcome of his or her application in a timely manner.

Unsuccessful candidates may wish to contact the Department or HRConnect and ask for feedback on their performance. Details on this will be found in the Information Pack.

The Commissioner for Public Appointments for Northern Ireland

The Commissioner for Public Appointments for Northern Ireland (CPA NI) regulates, monitors and reports on Ministerial appointments to most public bodies in Northern Ireland.

The Commissioner is required to prescribe and publish a Code of Practice and to audit Departmental appointment processes to establish whether the Code of Practice is being observed.

The Commissioner also investigates complaints about the handling of appointment processes. Complaints should, in the first instance, be referred to the Department making the appointment.

If a complainant is dissatisfied by the Department's response, they may then ask the Commissioner to investigate the matter. However, the Commissioner does not investigate how a body is run or the actions of its members.

One of the requirements of the Commissioner's Code of Practice is that the 'CPA NI Regulated' logo (see below) must appear on all publicity material for competitions to appoint members to the boards of public bodies that fall within the Commissioner's remit.



The Commissioner is required to publish an Annual Report, available online at www.publicappointmentsni.org or from the Commissioner's Office:

The Commissioner for Public Appointments for Northern Ireland

Dundonald House
Annexe B
Stormont Estate
Upper Newtownards Road
Belfast
BT4 3SB

Telephone:
028 9052 4820

E-mail:
info@publicappointmentsni.org

Further Information

A Report on Public Bodies and Public Appointments in Northern Ireland is produced annually. The Annual Report sets out in detail the number of applications received and the number of appointments made by the nine Government Departments. Appointments made by the Northern Ireland Office (a UK Government Department) are not included in the Annual Report.

The Central Appointments Unit (CAU) in the Executive Office has central policy responsibility for public appointments in Northern Ireland.

CAU publishes a six-monthly list of forthcoming public appointment vacancies called 'All Aboard'. This list is compiled using information provided by the sponsoring Departments and includes telephone numbers for departmental contacts who can deal with queries about specific appointments.

CAU maintains a mailing list for those who wish to receive a copy of the biannual All Aboard. If you would like your name to be added to the CAU mailing list please contact:

Central Appointments Unit

Room A5.09
Castle Buildings
Stormont
Belfast BT4 3SR

Telephone:

028 9052 3495

E-mail:

admin.cau@executiveoffice-ni.gov.uk

Both the Annual Report on Public Appointments and All Aboard are available at www.executiveoffice-ni.gov.uk/articles/public-appointments

nidirect

All public appointment vacancies across government are advertised on the nidirect website at www.nidirect.gov.uk/public-appointments.htm

DEPARTMENT FOR INFRASTRUCTURE

Public Appointments Information Pack

MEMBER OF THE DRAINAGE COUNCIL FOR NORTHERN IRELAND

Councillor Appointments

This information pack can be made available in other formats, such as Braille, large print, audio etc. To request this or any other information on the appointment process please contact:

Jennifer Macrory
Public Appointments Unit
Department for Infrastructure
Clarence Court
10-18 Adelaide Street
Belfast BT2 8GB

Tel: 028 9054 1002
Text relay service 18001 028 9054 1002
E-mail your request to: publicappointmentsunit@infrastructure-ni.gov.uk

CONTENTS OF THIS PACK

Section 1	Information about the Drainage Council
Section 2	Role Profile and Person Specification
Section 3	Application and Selection Process
Section 4	Equal Opportunities Monitoring and Complaints Procedure
Annexes	Expenses Form & Probity and Conflicts of Interest Guidance

KEY APPOINTMENT PROCESS STAGES

Stage in Process	Timescale
Closing Date for applications	Noon, Friday 13 March 2020
Interviews	23, 26, 31 March and 1 April 2020
Date of appointments	1 June 2020

Privacy Notice

The Department for Infrastructure will only process the personal data you provide us for the purpose of recruiting members to the Board of the Drainage Council and in line with the Commissioner for Public Appointments NI Code of Practice. For more information, please see our Privacy Notice at www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/public-appointments-privacy-notice.pdf

Section 1 – Background Information - DfI Rivers and the Drainage Council

1. Nominations from all local Councils are invited to fill ten Councillor Member positions for the Drainage Council. The vacancies will arise 1 June 2020.

DfI Rivers Vision and Responsibilities

2. Our vision is to manage flood risk to facilitate the social, economic and environmental development of Northern Ireland.
3. To support this vision, Rivers aims to reduce the risk to life and damage to property as a result of flooding from rivers and the sea. This involves undertaking watercourse and coastal flood risk management in a sustainable manner.
4. Rivers also discharges Lead Government Department (LGD) responsibilities for the co-ordination of flooding emergencies. Part of this responsibility involves Rivers providing expert guidance and information to other organisations, Councils and Departments who are involved in the emergency response to flooding.
5. We also provide secretariat and administrative support to the Drainage Council for Northern Ireland, a non-Departmental Public Body which carries out a general scrutiny role on the drainage functions of the Department.
6. Key areas of responsibility for DfI Rivers include:
 - implementation of sustainable flood risk management policies to facilitate development management and planning decisions. This assists in meeting society's social, environmental and economic needs;
 - river and sea defence maintenance;
 - construction of flood alleviation schemes;
 - provision of flood maps and risk information.

Applicants should note that DfI Rivers are not responsible for coastal erosion or water quality and pollution issues.

Drainage Council

7. The Drainage Council exists to perform a general scrutiny role in relation to the Department's drainage functions and has a statutory duty to ensure uniformity of treatment on drainage issues throughout Northern Ireland.

Key priorities

8. Key Priorities include:
 - determining which watercourses and sea defences should be designated for maintenance by DfI Rivers at public expense. Recommendations for designation may be put forward either by DfI Rivers or by any other Government Department or person;
 - making informed determinations if an Environmental Impact Assessment has been undertaken for a scheme, whether proposed drainage works should be approved;
 - ensuring equality of treatment in accordance with Government policies on fairness and equality (Section 75);
 - considering the Department's proposals in relation to flood defences, drainage schemes or variations to schemes;
 - considering the Department's proposals in relation to Bye-laws associated with drainage works;
 - acting in a consultative capacity on other flood protection and drainage related matters such as the Department's annual maintenance programme and in the environmental assessment of proposed drainage works; and
 - reviewing environmental statements and any supplementary information and reach a reasoned conclusion in accordance with the Drainage (NI) Order 1973 and provide the Department with their determination.

Constitution

9. By Statute, the Drainage Council's membership of 18 consists of 10 representatives from Councils, a specialist adviser on drainage matters, an officer of the Department representing drainage, a representative of fishery interests, a representative from each of

following: industry, tourism, agriculture and conservation interests and a representative from the Department to represent Planning interests.

10. A Chairperson and Deputy Chairperson are elected by members at the opening meeting of each new Drainage Council term.

Governance Arrangements

Accountability

11. The Drainage Council as a corporate body is responsible to the Minister of the sponsoring Department (DfI) who is in turn accountable to the public on the extent to which it fulfils its statutory duty and meets its objectives and general standards of public service.

Liability of Drainage Council Members

12. Drainage Council members have a corporate responsibility for all their actions. An individual member who has acted 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 or purported execution of his/her Council functions, save where the person has acted recklessly.
13. For further information on DfI Rivers please see link below: <https://www.infrastructure-ni.gov.uk/dfi-rivers-overview>

Section 2 – Role Profile and Person Specification

14. Applicants for these appointments will be local Councillors currently serving on one of the eleven Councils of Northern Ireland.
15. Applicants will be expected to be able to demonstrate an understanding of the representative role of Councils, in the context of the development of drainage and flood defence schemes.
16. Members of the Drainage Council for Northern Ireland, including the Chair, have corporate responsibility for ensuring that the Drainage Council for Northern Ireland complies with all relevant statutory or administrative requirements including requirements in respect of the use of public funds.
17. The role of the members of the Drainage Council is as follows:
 - make informed determinations regarding designations undertaken for maintenance by DfI Rivers at public expense.
 - ensure all applications are treated impartially and with equality in accordance with Government policies on fairness and equality (Section 75)
 - consider the Department's proposals in relation to flood defences, drainage schemes or variations to schemes;
 - make informed determinations if an Environmental Impact Assessment has been undertaken for a scheme, whether proposed drainage works should be approved;
 - consider the Department's proposals in relation to bye-laws associated with drainage works; and
 - acting in a consultative capacity on other flood protection and drainage related matters, such as the department's annual maintenance programme and in the environmental assessment of proposed drainage works.

Section 3 – Application and Selection Process

18. All Councillors who have been nominated by their Council will be invited to interview. The selection panel will comprise Jonathan McKee, a senior officer from the Department for Infrastructure, and Bronagh McKeown, an Independent Member from the office of the Commissioner for Public Appointments NI.
19. The Department will recognise less traditional career patterns and experiences, such as community involvement or voluntary work, as well as those experiences found in the employment field. Councillors can use examples from working or personal life. Please note in answering the selection questions it is important to demonstrate your personal role.
20. At interview Councillors will be expected to demonstrate that they have knowledge, experience and capacity in the following;
 - **Contribution to Council or Public Life** - examples of the type of evidence the panel will be looking for are listed below. You will not be expected to meet each and every one of the examples.
 - ❖ a positive contribution to public life and the wider Local Government sector for the benefit of the general public;
 - ❖ ability to challenge or scrutinise appropriately when necessary;
 - ❖ able to align policy and delivery considerations;
 - ❖ an understanding of the role of DfI Rivers.
 - **Effective Communication skills** – examples of the type of evidence the panel will be looking for are listed below. You will not be expected to meet each and every one of the examples.
 - ❖ excellent communication and interpersonal skills;
 - ❖ the ability to communicate effectively with colleagues, other senior leaders and the public;
 - ❖ ability to work collaboratively;
 - ❖ experience in applying influencing and negotiating skills to achieve mutually acceptable outcomes.

21. Potential or perceived Conflicts of Interest, along with probity and integrity will be reviewed with candidates at interview.
22. The panel will also check with the applicant that they can meet the time commitment involved with the appointment role.
23. At interview, all candidates must satisfy the panel that they adequately meet all recruitment aspects of the appointment. The Minister for Infrastructure will take the final decision on who to appoint.
24. A written record will be made of the discussions and an applicant summary will be prepared by the selection panel. The applicant summary will provide the Minister with an objective analysis of each candidate's skills and experience based on the information provided by the candidate at interview.
25. The Minister may decide to create a reserve list to cover any unforeseen vacancies that arise within 12 months of the date of the Minister's decision.

Period of Appointment

26. The appointment will be for a maximum of four years from 1 June 2020. The appointment will only remain valid while the person so appointed remains a member of the local Council.
27. It is the policy of the Department that there are no reappointments without a competition taking place. Outgoing Members will be eligible to serve a second term by again being nominated by the Council and going through the recruitment process. His or her application will also be subject to evidence of an appropriate standard of performance having been achieved during the initial period in office and evidence of continued adherence to the seven principles of public life.
28. The Commissioner for Public Appointments Northern Ireland also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total.

Training

29. Appropriate induction training will be provided to the new appointee and they will be expected to attend.

Time Commitment and Remuneration

30. The new appointees will be expected to attend the Drainage Council meetings and other ad hoc meetings as required. Three to four Drainage Council meetings are held per year, depending on the volume of Drainage Council business to be considered. Meetings are held in such locations within Northern Ireland as the Council may determine. Drainage Council meetings may vary in time commitment but meetings are generally inside normal working hours. Members of the Drainage Council can claim reasonable travel expenses incurred on Drainage Council business but receive no other remuneration for their work.

Expenses

31. Following appointment, reasonable travelling expenses and subsistence will be paid to attend meetings in accordance with Drainage Council's processes. Any additional costs associated with childcare, dependents or having a disability will also be considered to enable the Member to attend meetings. Expenses are subject to deduction of income tax and national insurance.
32. The appointment is not pensionable.

Code of Practice

33. A Code of Practice governs the activities of the Board. To ensure that public service values remain at the heart of the Drainage Council, Members are required, on appointment, to demonstrate high standards of corporate and personal conduct and to subscribe to the Code of Conduct for Board Members of Public Bodies.
34. Councillors when appointed will be expected to demonstrate a high standard of probity and integrity and commitment to the seven principles underpinning public life.

Diversity in Public Appointments

35. The Department of Infrastructure is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process. The Department is also committed to equality of opportunity and welcomes applications from all suitably qualified applicants irrespective of religious belief, gender, race, political opinion, age, disability, marital status, sexual orientation, or whether or not they have dependants.
36. The Department is committed to taking measures to improve the diversity of its Boards. Women, younger people, ethnic minorities and people with disabilities are currently underrepresented on the Board and applications from these groups would be particularly welcome.
37. This appointment is regulated by the Commissioner for Public Appointments for Northern Ireland (CPA NI) and the competition may be examined by CPA NI for compliance with the Commissioner's Code of Practice.

Application Procedure

38. Application forms or further information about the process can be obtained from Jennifer Macrory at the address on the cover of this document or by e-mailing a request to: publicappointmentsunit@infrastructure-ni.gov.uk.
39. Hard copy or electronic versions of the application form are acceptable. You must not reformat the electronic application form. CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.
40. Applications should be fully completed and as clearly as possible using black ink or Arial typescript minimum font size 12. All sections of the application form should be completed.

41. Information documents and application forms can be provided in alternative formats. Any applicants who require assistance should contact Jennifer Macrory. All reasonable adjustments will be made to accommodate the needs of Councillors with a disability.
42. Application forms should be submitted by post, email or in person to arrive with Jennifer Macrory by **12 Noon on Friday 13 March 2020** (see contact details on cover sheet).

Timetable / Time Frame

43. The deadline for receipt in all cases is **12 Noon on Friday 13 March 2020**. Applications will be individually date-stamped and the time of receipt formally recorded. It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with the Department on or before the deadline. **Late applications are generally not be accepted unless the Department believes there are extenuating reasons for doing so.** Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline. Applicants who send their application form electronically are also required to meet the closing deadline for receipt in this office.
44. Interviews are expected to be held on **23, 26, 31 March and 1 April 2020**, with the successful nominees confirmed as soon as possible thereafter.

Disqualified Candidates

45. There are no statutory disqualification criteria for this post.

Probity and Conflicts of Interest

46. The Department must ensure that any individual appointed is committed to the seven principles of conduct underpinning public life and values of public service. **These principles are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.** The successful candidate will be asked as part of their appointment to sign a declaration committing to the seven principles.

47. The information pack includes copies of the leaflets entitled “Probity and Conflicts of Interest – Guidance for Candidates” and an information leaflet from the Office of the Commissioner for Public Appointments (NI) about “Conflicts of Interest, Integrity and Making a Complaint”. These provide information on these issues, including some examples to help applicants evaluate whether or not they have a real, perceived or potential conflict.
48. The Department must take account of any actual or perceived conflict of interest. Therefore, applicants, in their application form, must disclose information or personal connections which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Failure to do so could lead to the appointment being terminated.
49. It is very important that all applicants provide appropriate details on their application form of any interests which might be construed as being in conflict with the appointment for which they have applied. If it appears, from the information provided on the form, that a possible conflict might exist, or arise in the future, this will be fully explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post. The Panel will do this at interview stage.

Other Public Appointments

50. Departments have a duty to satisfy themselves, as far as practicable, that those they appoint to the Boards of public bodies will carry out their duties in an efficient and effective manner. The Department for Infrastructure will, therefore, be checking with other Departments if there are any probity or performance issues associated with applicants who hold other public appointments. Similar information will be provided by the Department on request about all associated board members.

The Two Terms Rule

51. According to the CPANI Code, those who have served two terms in the same position on the same board cannot apply through open competition for a third term. If any applicant has served two terms in this position, his/her application will be discounted at the sift stage.

Double Paying

52. Applicants who already work in the public sector need to be aware that:
- they 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;
 - where applicable, they will be asked to confirm that they have permission from their employer to take up an appointment if one is offered; and
 - no one can be paid twice from the public purse for the same period of time. As a result, applicants who already work in the public sector may not be entitled to claim remuneration for this position if the duties are undertaken during a period of time for which they are already paid by the public sector.
53. In the interests of minimising the potential for double paying, the Department reserves the right to contact your employer regarding your candidature.
54. Former Civil Servants are subject to rules on the Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category, who wish to apply, should check their eligibility to do so with their former Department.

Publicising Appointments

55. A Press Release will be published to announce the appointment. The Commissioner for Public Appointments also requires that announcements about successful candidates should contain details of any recent political activity. Consequently, should you be appointed, you will be required to complete a political activity form. Details of any political activity, together with some of the information that you have provided in your application form, will be made public in the press announcement. This applies particularly to any other public appointments you may hold and to any significant political activity recently undertaken by you. The Press Release will include:
- Your name;
 - A short description of the body to which you have been appointed;

- A brief summary of the skills and knowledge you bring to the role;
- The period of appointment;
- Any remuneration associated with the appointment;
- Details of all other public appointments held and any related remuneration received;
and
- Details of any political activity declared in the last 5 years.

Section 4 - Equal Opportunities Monitoring and Complaints Procedure

Equal Opportunities Monitoring Form

56. The Department is committed to providing equality of opportunity. The Department monitors applications to ensure that equal opportunities measures are effective in its appointments processes. Applicants are therefore asked to complete the Equal Opportunities Monitoring Form attached to the application form. The information is purely for monitoring purposes. It is **not** made available to the selection panel and does **not** play a role in the decision-making process. The information will be analysed independently by staff in the Northern Ireland Statistics and Research Agency and will be treated in strict confidence.

Complaints Procedure

57. The Department is committed to getting this appointment process right first time. However, if you are not entirely satisfied with any aspect of our service, please tell us and we will do our best to resolve the matter. Our aim is to resolve any complaint quickly and you are invited initially to bring any concerns you may have to the official named below. However, if you still feel dissatisfied after this approach, you may initiate a formal complaint in writing. Please direct your concerns in the first instance to:

Dorcas Cutrona
Head of Public Appointments Unit
Department for Infrastructure
Room 5-08, Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB
Email: dorcas.cutrona@infrastructure-ni.gov.uk

If you remain dissatisfied you may then write to:-

Commissioner for Public Appointments for Northern Ireland (CPA NI)

Dundonald House
Annexe B
Stormont Estate
Upper Newtownards Road
Belfast
BT4 3SB
Email: info@publicappointments.org

Annexes

REIMBURSEMENT OF TRAVEL EXPENSES

Interview for: _____ **Venue** _____

Interview time: _____ **Interview date:** _____

Claim forms must be submitted within **one month** of attendance at interview. Please complete in Capital Letters

Name	Address	
Total number of miles claimed @ Public Transport mileage rate, currently (25.7p per mile) Insert No. of miles: <input data-bbox="469 958 636 1037" type="text"/>	Details of Return Journey	Official use
<u>Public Transport Fares</u> (Bus, Rail, Air - attach receipts) <i>Only receipted fares will be considered for reimbursement</i>		
Other (attach VAT Receipts) <i>Only receipted expenses will be considered for reimbursement</i>		
Total Claimed		Total Recommended

DECLARATION: I declare that I necessarily incurred all of the above expenses to attend the above interview and that the information provided is accurate and complete.

Signed: _____

Date: _____

DATE RECEIVED: _____

CLAIM CHECKED: I confirm that to the best of my knowledge, the facts given in this claim are correct. I recommend payment of: £ _____

Signed: _____ Date: _____

RECOMMENDED FOR PAYMENT

Signed: _____ Date: _____

NOTES:

Claim forms must be fully completed and original receipts for travel and other expenses must be attached.

Any claim that does not include the necessary information and/or receipts will be returned to the candidate.

Claims that are complete will be processed and payment made within 30 working days of the date of receipt.

If you have any query on your entitlement to make a claim, please contact:

Jennifer Macrory

PROBITY & CONFLICTS OF INTEREST

GUIDANCE FOR CANDIDATES

This guidance should be read in conjunction with the information contained in the leaflet “CPA NI Guidance on Conflicts of Interest, Integrity and how to raise a complaint” which provides examples of the types of issues that may give rise to conflicts of interests.

Standards of behaviour

Ministers expect that the conduct of those they appoint to serve on the Boards of public bodies will be above reproach. Everyone who puts themselves forward for a public appointment must be able to demonstrate their commitment to the maintenance of high standards in public life.

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.

As part of the selection process you will be tested on your commitment to maintaining high standards in public life with particular emphasis on probity issues and conflicts of interest.

What is a conflict of interest?

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

No-one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives a lot of media attention. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a board member can be extremely damaging to the body's reputation and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the Selection Panel as much information as possible.

If I declare a conflict, does this mean I will not be considered for appointment?

No - each case is considered individually. If you are short-listed for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively

and impartially on the Board and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the Panel believes that the conflict is too great and would call into question the probity of the Board or the appointment they can withdraw your application from the competition. The summary of the outcome of the interview process, which is put to the Ministers, will include clear written reference to any probity issues or perceived or actual conflicts of interest connected to any candidate put forward as suitable for appointment. It will include sufficient information to ensure that the Ministers are fully aware of any of these matters and can make an informed decision.

What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the seven principles of conduct underpinning public life and may terminate your appointment.

What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realise that a conflict might exist. In some cases, the Panel, with their wider knowledge of the body, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the board becomes apparent. The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the board and the Chief Executive of the body concerned, in consultation with the Sponsoring Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the board, if they would have to withdraw from a considerable amount of the body's routine business. In such cases, the member may be asked to stand down from the body.

You may be asked to sign a declaration of commitment to the above principles as a condition of your appointment.

EQUAL OPPORTUNITIES MONITORING

The Northern Ireland Civil Service (NICS) is committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible and therefore your help in completing and returning this monitoring form would be appreciated. Please note the information you provide in this monitoring form will be held separately from any identifying information. 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. Thank you for your cooperation.

National Insurance number

Please enter your National Insurance Number below:

--	--	--	--	--	--	--	--	--

Gender

Please tick one box:

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

Age

Please give your date of birth:

Day		Month		Year			

Community Background

Please indicate your community background by ticking the appropriate box below:

<input type="checkbox"/>	I have a Roman Catholic community background
<input type="checkbox"/>	I have a Protestant community background
<input type="checkbox"/>	I have neither a Protestant or Roman Catholic community background

Disability

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself to have a disability (Please tick one box below)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No



What is your ethnic group?

White

Indian

Black Caribbean

Chinese

Pakistani

Black African

Irish Traveller

Bangladeshi

Black Other

Are you a member of a Mixed Ethnic Group?

Yes

No

If you are of other ethnic origin, please specify

Language

Is English your first language? (Please tick one box below):

Yes

No

Sexual Orientation

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

Of the same sex (this covers gay men and lesbians)

Of a different sex (this covers heterosexual men and women)

Of the same sex and of the opposite sex (this covers bisexual men and women)

Marital status

Please indicate your marital status by ticking one box below:

Single, that is never married or in a civil partnership

Married

Separated, but still legally married

Divorced

Widowed

In a civil partnership

Separated, but still legally in a civil partnership

Formerly in a civil partnership which is now legally dissolved

Surviving partner from a civil partnership

Dependants

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No



ADDITIONAL INFORMATION

Which sector would you consider best reflects your employment history over the course of your career?

- Private Sector
- Civil Service
- Other Public Sector
- Voluntary Sector

Other, Please Specify:

What is your highest level of educational attainment?

- No Qualifications
- GCSE/ O-level or equivalent
- A-level or equivalent
- Degree or higher

DEPARTMENT FOR INFRASTRUCTURE

Application Form

**MEMBER OF THE DRAINAGE
COUNCIL NORTHERN IRELAND**

COUNCILLOR APPOINTMENTS

Closing Date – 12 Noon on 13 March 2020

Candidate No: _____

APPLICATION FORM
MEMBER OF DRAINAGE COUNCIL
COUNCILLOR APPOINTMENTS

The Application Form is in two parts. The closing date for the return of completed application forms is 12 Noon, 13 March 2020.

- Typewritten or electronic versions of the application forms are welcome and should be completed in Arial with a minimum font size of 12. Handwritten applications should be completed using **black ink**.
- If your application is submitted by e-mail we will require you to sign Part A when you attend interview.
- Please do not staple, tape or stick additional information to this form. CVs, letters or any other supplementary material in place of or in addition to the completed application form will **not** be accepted.
- We would advise you to retain a copy of your application for your own information.
- Applications will not be reviewed until after the closing date.
- We will only process the personal data you provide us for the purpose of recruiting members to the Board of the Drainage Council and in line with the Commissioner for Public Appointments NI Code of Practice. For more information, please see our Privacy Notice at www.infrastructure-ni.gov.uk/dfi-public-appointments

Please send both parts of your completed application to:

Jennifer Macrory
Public Appointments Unit
Department for Infrastructure
Clarence Court
10-18 Adelaide Street
Belfast BT2 8GB

Or by e-mail to: publicappointmentsunit@infrastructure-ni.gov.uk

Official Personal Data (when completed)

PART A: PERSONAL INFORMATION

1. PERSONAL DETAILS

Title (Prof/Dr/Mr/Mrs/Ms/etc):											
Surname:											
Forename(s):											
Former surname(s) (if any):											
National Insurance Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

Permanent address, including postcode :	
Telephone No (including STD code):	
Mobile:	
E-mail address:	
Address for correspondence, including postcode: (if different from above)	
Telephone No of correspondence address (including STD code): (if different from above)	

We will normally contact you by email; however, if you would prefer to be contacted by a different means then please indicate this here.

By Telephone

By Mobile

By Post

2. OTHER INFORMATION

Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have you ever been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Were you dismissed from any public office over the past 10 years?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If you answered **yes** to any of the questions above, please provide details below.

Note 1

- Individual Voluntary Arrangements (IVAs) and Fast-Track Voluntary Arrangements (FTVAs);
- Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);
- Debt Relief Orders (DROs); and
- Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs)

3. Reasonable Adjustments

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process.

PART B: PUBLIC APPOINTMENTS

Candidate No: _____

1. **PUBLIC APPOINTMENTS** – please list all current public appointments, giving the name of the public body, the position held, the length of the appointment and any remuneration paid.

Public Body	Position Held	Dates		Remuneration
		From	To	

Have you ever been a member of the Drainage Council Board?

Yes

No

If you have previously served on this board please indicate when and the positions held	Position Held	From	To

Official Personal Data (when completed)

PART B: PUBLIC APPOINTMENTS

2. PROBITY AND CONFLICTS OF INTEREST

Before you complete this section, it is important that you read the guidance on probity and conflicts of interest contained in your information pack.

- a) Are you prepared to abide by the seven principles of public life?

Yes No

- b) Have you, your partner or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have nominated for?

Yes No

- c) Are there any other probity issues which might cause embarrassment if, in the future, they are raised in public?

Yes No

If you answered **yes** to questions b) and/or c) above, please provide details below

Any potential probity issues or conflicts of interest detailed above will not prevent you from being called for interview but will be explored with you at that time to establish how you would address the issue should you be successful in your application.

Official Personal Data (when completed)

PART B: PUBLIC APPOINTMENTS

3. DECLARATION

I have read and understood the information provided in the Candidate Information Booklet. I declare that I am available to meet the time commitment required for this role.

I have read the 'Probity and Conflicts of Interest: Guidance for Candidates' information leaflet and I understand that, if appointed, I must raise with the Departmental Permanent Secretary and the Chief Executive of the public body, any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I undertake to inform DfI Public Appointments Unit in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.

I have read the information pack and understand my responsibilities in relation to statutory disqualifications and public appointments. I declare that the information I have given in support of my application is true and accurate to the best of my knowledge and belief and is a reflection of my own individual experience, personal achievements and undertakings and all statements contained therein relate to me personally. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.

I understand and accept that the information I have provided will be processed by the Department for Infrastructure, in accordance with its Data Protection Registration, for the purposes of making these public appointments; and that this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly Questions and other enquiries.

I also understand and accept that, if appointed, my name will be published in the Public Appointments Annual Report. Also that some of the information I have provided will be included in a press release announcing my appointment and therefore placed in the public domain.

Signed: _____ Date: _____

Ancre Somme Association
Brownlow House
Windsor Avenue
Lurgan
BT67 9BJ



Email: info@ancredommeassociation.co.uk
Website: www.ancredommeassociation.co.uk
Patrons: Lt Col Anthony Maher. Lt Col Jules McElhinney.
Register Charity No: SCO48597

RIBBON OF POPPIES UK & COMMONWEALTH 2020 CAMPAIGN

10 February 2020

Dear Sir/Madam,

Thank you for taking the time to read this letter regarding the Ribbon of Poppies UK & Commonwealth 2020 Campaign. We want to continue our quest to create a "Living Memorial" in memory of our British, Commonwealth and Allied forces combined with educational resources on all conflicts on all fronts. You may well have committed last year to support our campaign and as a result £2000 was raised for the Veterans with Dogs Charity.

Our aim is to raise community awareness, especially that of the younger generation, regarding the impact of conflicts on previous generations through various interactive projects.

We want to continue to recognise the sacrifice made by our British Military and we will endeavour to ensure that their bravery, both past and present, is remembered through our continued support towards our Armed Forces Charities and various Armed Forces legacy projects.

We have this year again a bespoke packet of Remembrance Poppy Seeds and these are available now from our website www.ribbonofpoppies.org.uk, for a donation of £1 per packet.

As we commemorate the 75th Anniversary of VE/VJ Day this year's Ribbon of Poppies Campaign has already had pledges from Scout, Cub, Guide, Brownie, Boys Brigade and Cadet groups across England, Scotland, Wales and Northern Ireland as well as a number of schools, councils and community organisations. I am writing to you today in the hope that your council will consider supporting this campaign. I would request that this letter be presented to your Council members for discussion.

Joining the campaign is very easy Step One – Pledge your support Step Two – Purchase your Poppy Seeds and finally Step Three – Sow the Seeds. For further information please visit www.ribbonofpoppies.org.uk.

In addition this year we would ask your Council to consider planting out verges and hedgerows with wild flowers, incorporating the poppy, so that people travelling through your Council area will be reminded daily of the sacrifice paid so that we can live in peace. While cutting less, cutting later will save your council money it will also help bring back the multitude of bees, butterflies, birds and bugs that are sadly disappearing from our countryside.

Once again thank you for taking the time to read this letter and we hope that you will look favourably on our request for support towards this worthy cause. If you have any queries or questions now, or in the future, don't hesitate to contact us on 07920746760.

Yours faithfully,

Ant. Maher
Lt Col Ant Maher
Patron

