

Cabinet Office

Council of Ministers Public Appointments

Guidance Notes for applicants

For public appointments made by the Council of Ministers, the recruitment process is as follows:

- Appointments are made either directly by the Council of Ministers ('Council') or by Council subject to the approval of Tynwald; this depends on the appointing legislation for each Board or Body.
- Appointments made by Council will usually be for a term of five years. It is the practice of Council not to re-appoint for more than two terms, unless there are exceptional circumstances.
- When a vacancy arises on a Board or Body, a notice will be displayed via the press, social media and on the Public Appointments website. If you have registered an interest in public appointments with the Cabinet Office then an email will be sent to you advising of the vacancy. If you wish to register, the form of registration is available on the Public Appointments website.
- A comprehensive Information Pack outlining all relevant information about membership of the Board or Body and how to apply will be uploaded to the Public Appointments website. It is important that you read through the Information Pack before completing the application form, in particular the requirements of the '**Person Specification**'.
- The application form can also be found on the Public Appointments website and must be accompanied with a CV. You will be asked to show on your CV how you meet the requirements of the Person Specification this can be in the form of a table following the format of the Person Specification.
- Upon receipt of your application it will be assessed against the Person Specification.
- Shortlisting – an Interview Panel [see below for a description of the Interview Panel], acting on behalf of Council, will meet with a representative Department/Committee officer, the officer will be present in an advisory capacity only. A member of the Cabinet Office will also be in attendance.
- If you are not selected for interview you will be notified immediately following the shortlisting meeting.
- If you are shortlisted, you will be invited to attend an informal interview with the Interview Panel, this will usually last for approximately 20 minutes; a member of the Cabinet Office will be in attendance. The date of interview will be given in the Information Pack.
- Following the interview process, if you have been chosen by the Interview Panel for referral on to Council, the Cabinet Office will email you to ask:
 - (i) For the contact details of two people who may be asked to act as your referees. The first referee will be asked to comment on you in a 'professional or other activity capacity'. The second referee will be asked to comment on you in a 'personal capacity'. Should references be required, they will be requested immediately on receipt of the contact details; and
 - (ii) if the appointment requires Tynwald approval, you will be asked for permission for details of your relevant career history to be forwarded to Tynwald. This is a standard procedure and the information will be taken from your application form / CV.

- At a meeting of Council consideration will be given to the Interview Panel's recommendation.
- Following Council's consideration:
 - (i) If you have not been selected for appointment you will be notified at the earliest opportunity
 - (ii) If you have been selected by Council for appointment you will receive:

In the case of a Council of Ministers appointment - a letter of offer

In the case of a Council of Ministers appointment subject to Tynwald approval – an email advising you that a motion recommending your appointment has been submitted on to Tynwald. Subject to the approval of Tynwald a letter of offer will then be forwarded to you.

Interview Panel

The Council of Ministers representatives on the Interview Panel will be as follows:

Statutory Boards – The Council nominated Minister and the Chair of the Board, who will be Member of Tynwald

All other Bodies – The Council nominated Minister

Exceptions are:

- (i) Should the Council nominated Minister be unavailable or declare an interest then another Minister will stand in on behalf of Council; and
- (ii) Following the House of Keys General Election when there will be a particularly high number of appointments, Council will nominate a Minister(s) for each Interview Panel.