

SIFT PANEL'S GUIDE TO MARKING AND DECISION MAKING

As a member of the selection panel you have a number of specific responsibilities to ensure a fair and open process

The Code states that the process by which appointable candidates are selected **must** comply with the Code Principles. It also states that all those involved in the selection of appointable candidates **must** be familiar with the Code Principles and be confident that any list of candidates has been compiled on the basis of merit.

The Code principles are set out overleaf.

BEFORE THE SIFT MEETING

- it is for the chair, in consultation with the panel, to ensure that the scoring / evaluation system has been **agreed** – **all** panel members **must** use same system
- individual sift matrices **must** be completed by each panel member for **every** candidate prior to the sift meeting

AT THE SIFT MEETING

- make any necessary declarations of interest in respect of knowledge of any of the candidates and ensure the declaration is recorded. The Code requires that “ If one ore more of selection panel knows one or more of the candidates, then this fact must be declared (together with the nature and extent of any relationship with a candidate) to the department and panel and recorded.
- express views and reach consensus on each candidate. The chair will then summarise the agreed conclusions, record these on the overall sift sheets for each candidate, so that this may be taken forward into the panel's sift report. It is very important that all decisions are fully recorded to ensure a full audit trail;
- identify any issues that may need to be explored with shortlisted candidates at interview (e.g. conflicts of interest, time commitment, etc) and possible interview questions

REMEMBER

- that under data protection any written comments made by the panel may be shared with the candidate
- the Welsh Assembly Government's commitment to equality of opportunity
- the process is confidential – do not discuss any aspect of the sift, or the individual candidates, outside the panel
- to return all papers to Public Appointments Unit

FINALLY

- confirm the date/s for interviews / conversations with a purpose

The Seven Code Principles

Ministerial Responsibility

The ultimate responsibility for appointments is with Ministers.

Merit

All public appointments **must** be governed by the overriding principle of selection based on merit, by the well-informed choice of individuals who through their abilities, experience and qualities match the need of the public body in question.

Independent Scrutiny

No appointment **must** take place without first being scrutinised by an independent panel or by a group including membership independent of the department filling the post.

Equal Opportunities

Departments should sustain programmes to deliver equal opportunities principles.

Probity

Members of public bodies **must** be committed to the principles and values of public service and perform their duties with integrity.

Openness and Transparency

The principles of open government **must** be applied to the appointments process, its working must be transparent and information provided about the appointments made.

Proportionality

The appointments procedures should be subject to the principle of proportionality, that is, they should be appropriate for the nature of the post and the size and weight of its responsibilities