

# Draft Byelaws for the BDA Selection Committee and Selection Process

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## Introduction and Process

The Selection Committee is accountable to the BDA Council and has a key role in the recruitment and appointment of company Directors, in accordance with Article 39 of the Memorandum and Articles of Association. The following procedure will be used for the appointment of the members of the Selection Committee. This procedure has been designed to ensure that a consistent approach is used when appointing the members of the Selection Committee.

The Selection Committee has five members normally comprising:

- i. between 3 and 4 BDA members/staff
- ii. between 1 and 2 non-BDA members

The Chair of the Selection Committee shall be appointed by the members of the Committee. Each committee member is normally appointed for up to three years and may serve a maximum of two terms. This may vary to accommodate rotation and succession planning.

## The Appointment Procedure for Selection Committee

Selection must be made in a way which upholds the Nolan principles of public life and adheres to good practice in relation to equality and diversity.

A BDA staff member will monitor membership of the committee for forthcoming vacancies. A role description and person specification will be developed internally and approved by the Council for every new appointment. The person specification will set out the experience, personal qualities, professional qualifications (if appropriate) and competencies (including exclusion criteria) against which applications will be assessed. The selection criteria will not discriminate unlawfully against any group or groups in society.

The BDA Council will ensure that the Selection Committee is suitable resourced and supported, is trained or developed to ensure it performs to the best of its abilities and that it has a suitable range of skills/expertise.

All appointments will be marketed and/or advertised in an appropriate and proportionate way and will always, as a minimum, be advertised on the BDA website, in BDA magazines or in newsletters (for BDA member vacancies). Marketing and any advertising used will seek to encourage a diverse range of candidates, particularly for non-member vacancies. Specialist journals, press or websites may be used to target specific skills or professions, sought by the Directors.

Information packs will be made available for download from the website and/or from an assigned BDA staff contact as advertised on the website.

Applicants will be required to provide information on any potential conflicts of interest. Applicants will be requested to submit a diversity monitoring form with their application.

Applications will be accepted in the manner and time agreed by the BDA Council, which may include the use of an application form and tests.

Appointments will be made by the Council either on the basis of a paper exercise or through an interview process. The Council will delegate responsibility for interviewing candidates to agreed members of the Council and staff. The outcome or recommendations of interviews will be reported to Council for approval.

During the appointments process, it may be necessary to sift applications. All sifting processes must:

- be approved by the BDA Council
- be based on the person specification and
- ensure selection is based on merit.

Records must be kept of the processes used to sift applications.

The BDA Council may seek advice from the CEO, current Selection Committee members or external advisors, as it sees fit.

## **The Selection Process for Director Vacancies**

Selection must be made in a way which upholds the Nolan principles of public life and adheres to good practice in relation to equality and diversity.

A BDA staff member will monitor membership of the Council for forthcoming vacancies. A role description and person specification will be developed and approved by the Council for every new appointment. The person specification will set out the experience, personal qualities, professional qualifications (if appropriate) and competencies (including exclusion criteria) against which applications will be assessed. The selection criteria will not discriminate unlawfully against any group or groups in society.

All appointments will be marketed and/or advertised in an appropriate and proportionate way and will always, as a minimum, be advertised on the BDA website, in BDA magazines or in newsletters (for BDA member vacancies). Marketing and any advertising used will seek to encourage a diverse range of candidates, particularly for non-member vacancies.

Information packs will be made available for download from the website and/or from an assigned BDA staff contact as advertised on the website.

Applicants will be required to provide information on any potential conflicts of interest.

Applications will be accepted in the manner and time agreed by the BDA Council in consultation with the Selection Committee. The process may include the use of an application form and tests.

Applicants will be invited to submit a diversity monitoring form with their application.

Interviews will be undertaken by the Selection Committee, on behalf of the Council. The outcome or recommendations of interviews will be reported to Council for approval.

During the appointments process, it may be necessary to sift applications.

All sifting processes must:

- be approved by the Selection Committee
- be based on the person specification and
- ensure selection is based on merit.

Records must be kept of the processes used to sift applications.

The Selection Committee may seek advice from the Chairman, CEO, or external advisors, as it sees fit. The Selection Committee will self-select a panel for any interviews to fill Director vacancies, according to the requirements set out in these Byelaws.

The panel will include a minimum of 3 members of the Selection Committee and, normally, no more than 4. At least one member of the panel will not be a BDA member.

The panel will appoint one of its members to chair all the interviews.

Panels will have access to BDA staff and Human Resources advice as required.

A member of the panel who knows a candidate must declare the nature and extent of the relationship. The decision of the panel chair will be final on the question of what further action, if any, is needed to manage prior knowledge and conflicts of interest appropriately.

Interview questions will be based on the competencies outlined in the person specification, the candidates' CV or their application. The panel will make a note of the key interview performance points that influenced them. The chair will keep a clear and objective record of the panel's rating of each candidate and agreed decision.

Recommendation of the most suitable candidate for the appointment will only be made on merit on the basis of information provided by them in their application forms, references, any tests, and their performance at interview.

The Council will usually accept the recommendations of the Selection Committee but may consult with the Selection Committee before reaching a final decision. The Council will not be bound by the Selection Committee's recommendations.

## **Post Selection Procedure**

When a decision on appointment has been made, all candidates will be notified in writing with the minimum of delay.

Under the Data Protection Act (GDPR), candidates may request feedback on interview performance or an account of the process undertaken. Such requests will be dealt with promptly by a member of BDA staff, using the appointment panel's agreed records of sift and interview outcomes.

Appointments will be offered subject to the provision of satisfactory references which may be taken up prior to interview should the panel consider it necessary. No references will be taken up without the candidate being informed in advance.

All paperwork (including applications, scoring sheets and hand-written notes) should be kept and filed securely for 4 months (in the case of unsuccessful applicants) or the period of the appointment (in the case of successful applicants) after which they should be destroyed securely.