

The Nominating Committee: Code of Practice Appointments to *Quasi* Judicial Committees

1. The Code of Practice

The Code of Practice covers all appointments to the *quasi* judicial committees within the Professional Standards area. These are:

- Audit Registration Committee
- Insolvency Licensing Committee
- Investment Business Committee
- Review Committee
- Investigation Committee
- Disciplinary Committee
- Appeal Committee

Appointments to the Chartered Accountants' Compensation Committee are also dealt with under this Code of Practice.

2. Principles

(a) Council responsibility

The ultimate responsibility for appointments rests with the Institute Council which has delegated its power to the Nominating Committee.

(b) Merit

All 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 needs of the committee in question.

(c) Scrutiny

The Nominating Committee shall not make any appointment without the proposal first being scrutinised by the Head of Executive Office.

(d) Probity

All appointees must be committed to the principles and values of service in the public interest and perform their duties with integrity.

(e) Openness and transparency

The process of appointment must be transparent by making information about the process and appointments made publicly available.

3. Monitoring

The appointments process is monitored **by independent scrutiny** as an integral part of the process. The Nominating Committee will not make any appointment unless it has first been scrutinised by the Head of Executive Office and it has his agreement (see principle (c) above).

4. Annual Report

The Nominating Committee will report at least annually to the Institute Council on the appointments process and any issues that arose during the year.

5. Appointments

Candidates for appointment will normally be identified in the following ways:

(a) Advertisement

Appointments may be advertised in the professional press and/or national or local press, and on the Institute website.

(b) List

The Executive Office will maintain a list of candidates who have contacted the Institute to express an interest in appointment or have been identified through an earlier advertisement. Names may be kept on such a list for up to three years and individuals will be considered for vacancies as they arise.

(c) Nomination by other bodies

The Institute may approach professional or other reputable bodies for nomination of suitable appointees.

(d) The Public Appointments Unit (PAU)

The Public Appointments Unit in the Cabinet Office maintains a database of people who have expressed a general interest in being considered for appointment to a national public body. The Institute may approach the PAU to identify potential appointees from its database.

(e) Executive Search agencies

The Institute may engage the services of professional search and recruitment agencies to identify suitable candidates if it considers it appropriate in any particular case.

6. Interviews

The Chairman of the committee concerned (or his nominee) and the Head of Executive Office (or his nominee) may interview candidates before formal appointment to ensure their suitability for appointment. The Secretary of the Committee may accompany the Chairman if s/he so wishes. A report of the interview will be made to the Nominating Committee when it considers the appointment.