

*Mid Copeland  
GDF  
Community  
Partnership*

*Guidance Notes  
for Applicants*



**Mid Copeland  
GDF Community Partnership**

# Introduction

A person appointed as a community representative plays an important role in the Mid Copeland GDF Community Partnership. The public appointment process should be designed to ensure that appropriate people, that reflect the makeup of the community, are recruited. This guidance sets out the principles that should underpin all public appointments.

## Principles of a good appointment process

All recruitment processes will adhere to the four principles, as outlined below:

### Merit

All selection decisions will be based on evidence of candidates' merit. This means recruiting individuals whose skills and experience have been judged to best meet the needs of the Community Partnership.

### Fairness

The selection process will be fair, impartial and applied consistently. Processes will promote equality and will be free from discrimination, harassment and victimisation. Each candidate will be assessed against the same criteria.

### Transparency and openness

Public appointments will be advertised in a way that is designed to attract a strong and diverse field of suitable candidates. Information about the post and appointment processes will be open and transparent and be publicly available.

### Inspiring confidence

The process, by which community members are recruited, will inspire confidence that it is regulated in a way that is in the public's interest.

### Diversity

Public appointments should reflect the diversity of the community in which we live, and appointments will be made taking into account the skills and backgrounds of the candidates as detailed in the selection criteria.

## Appointment Process

Please read these notes for guidance before you prepare your application

When applying for a public appointment, you should keep in mind that:

- All appointments are made based on the selection criteria.
- The skills and qualities necessary for the post will be made clear to you - either in the original advertisement or in a recruitment pack.
- You will be asked to complete an application form.
- Your application will be initially assessed by the GDF Team, then the Mid Copeland selection panel, to ensure your skills and qualities meet those required for the role you are applying for - this will involve a formal 'sift' followed by an interview.
- The interview panel will make the final selection from those interviewed.
- Successful members will be notified and asked to formally join the Mid Copeland GDF Community Partnership.

### Addressing the criteria – your personal statement

For each criterion in the role specification, please give relevant examples of your skills, knowledge and experience. We ask this because the interview panel will assess your suitability for appointment by comparing the information you give in your application against the criteria.

Some people are not used to writing about themselves or describing what they have achieved. The following guidance will be of help when completing your personal statement:

Review the selection criteria before preparing your application (selection criteria will be provided as a separate document).

- Provide at least one example for each of the criteria.
- The same example (provided it is relevant) can be used to demonstrate how you meet two or more selection criteria.
- There may be several aspects to a criterion so ensure you provide evidence that shows you meet all of the requirements.
- Use actual examples that show how you meet the criteria, describe your approach, what you 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.
- Use simple and easy to understand language, avoid jargon and make sure your application is legible and that you keep a copy for yourself.

The key to a good application is to give the reader specific information about how you meet the criteria. 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.

### Interviews

When your application form is returned it will be assessed initially by the GDF team and then by a selection panel, where appropriate. The panel will look to see if you have demonstrated the skills and experience required for the post. If you have not met the selection criteria then your application will go no further. However, if you do meet the criteria you may be invited to an interview. The interview panel will consist of Community Partnership members, including the Chair.

### After the interview

The panel will discuss your responses to the interview questions, including the comments and scores they have each awarded you during the interview.

Once all the interviews are complete, the panel will draw up a list of people who are suitable for appointment. This is based on a transparent scoring system, which will be supported by written comments based on your interview answers.

The recommendations will be discussed between the Mid Copeland GDF Community Partnership members and a final decision on who should be appointed will be made. The successful candidates will then be notified of appointment.

### Diversity and standards in public appointments

The Mid Copeland GDF Community Partnership wants to encourage more people from different backgrounds to apply to become a member of the Community Partnership. Mid Copeland GDF Community Partnership is committed to improving diversity in all roles within the Partnership.

#### Qualities of a public appointee

You will be expected to behave appropriately and follow the seven principles of public life. These are as follows:

**Selflessness** - Holders of public office should act only 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 be prepared for the necessary scrutiny necessary that allows this.

**Openness** - Holders of public office should act and take decisions in an open and transparent way. 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.

**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 interests

You will be asked to declare any interests that, if appointed to represent the Mid Copeland GDF Community Partnership, might be seen to prevent you being impartial in the position. This could include financial interests or personal links to other organisations.

If you declare a potential conflict of interest, it will not stop you going forward to interview. It will, however, allow the interview panel to explore with you how best to address and manage any issues should you be successful.

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. No one should use, or give the appearance of using, their public position to further their private interests.

If you are unsure whether your circumstances constitute a possible conflict, you should still declare the information in your application, in order for it to be discussed with you at an interview if you are shortlisted.

Failure to declare a conflict would be considered on its merits, but the Partnership 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 the department may therefore not proceed with your application.

There are four main issues that could lead to a real or apparent conflict of interests.

These are:

- Relevant financial or other interests outside the organisation.
- Relationships with other parties/ organisations which could lead to perceived or real split loyalties.
- Access to information on pending Government Policy could give unfair personal advantage to people with business interests likely to be affected.
- Perception of rewards for past contributions or favours.

## Declaration

You will be asked to sign a declaration confirming that the information on the form is complete and correct to the best of your knowledge. You will also be asked to agree to details of your appointment being made public in a press release should you be successful.



Notes:





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