



## Access to Public Information Request

**Applicant:** Shelaine Green – Women in Public Life

**Date of receipt:** 12 November 2021

**Date of response:** 2 December 2021

### Women in Public Life – Appointment process for STSB Non-States Member

**Request for information:** *In May 2021, the States' Trading Supervisory Board advertised for a new Non-States Member. We would be grateful for information about the recruitment process, as laid out in the questions below. The intent of our request is to assist States' Committees by improving future external initiatives to encourage more members of the public to consider Non-States Member roles.*

#### **Responses provided by the States Trading Group Executive**

**Q1** *How many a) women and b) men made enquiries about the Non-States Member role?*

A total of 13 enquiries were received, comprising a) three women; and b) ten men.

**Q2** *What written information e.g. job description, person specification, application form was supplied to potential candidates? Please provide copies, if possible.*

Prospective applicants were directed to a dedicated page on the States of Guernsey website (via the URL [www.gov.gg/newstsbmember](http://www.gov.gg/newstsbmember)). This provided an overview of the role, and the applications process, and included the following documents:-

- Job Description/Person Specification
- Introduction to the States' Trading Supervisory Board and States Trading Group (PowerPoint presentation)
- States' Trading Supervisory Board 2019 Annual Report
- Fair Processing Notice

Following the completion of the recruitment process and the appointment of a new Board Member, the web page is no longer live. Copies of the relevant documents have been provided with this response and are available on request.

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*Q3 How many a) women and b) men made an application to be considered for the role?*

A total of nine applications were received, comprising a) one woman and b) eight men.

A further application was received from a second woman, who indicated she did not wish to be considered for the STSB Non-States Member role, but was interested in being considered for an STSB business adviser role when such vacancies arose.

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*Q4 What was the selection process?*

Applications were initially reviewed by an STSB-designated panel comprising the President and Vice-President, supported by the Managing Director. This panel considered applications against the Person Specification, which had previously been agreed by the full Board.

All STSB members (excluding Mr John Hollis, the then outgoing Non-States Member) were sent the panel's recommended shortlist for interview, as well as details of all other applicants to ensure they were content with the shortlist.

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*Q5 How many a) women b) men were shortlisted at each stage of the selection process?*

A total of three candidates were shortlisted for interview, comprising a) one woman; b) two men.

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*Q6 If there was an interview (or interviews) as part of the selection process, who were the members of the interview panel?*

The interview panel consisted of the STSB Members with the exclusion of Mr Hollis.

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*Q7 If written information is not available (see Question 2), what criteria did decision makers use to evaluate candidates?*

See response to question 2 above.

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*Q8 Which members of the Board participated in the final choice of the successful candidate? Were there any other participants in the decision?*

Following the interviews, the final choice of candidate was unanimously agreed by all Members of the STSB (with the exclusion of Mr Hollis). There were no other participants in that decision, however the Board was supported in the process by the Managing Director.

In accordance with the States Rules of Procedure, the appointment of the recommended candidate was subject to approval by the States of Deliberation and a related Proposition was considered and approved by the Assembly on 13 October 2021.