

Advisory Committee on Toxic Substances Paper		ACTS/05 /2010	
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## ADVISORY COMMITTEE ON TOXIC SUBSTANCES

### Reconstitution of ACTS - Indicative Timeline

#### Background

1. At the ACTS meeting on 12<sup>th</sup> April 2010, the Chair asked the secretariat to produce a timeline for reconstitution and for this to be copied to ACT members.

#### Approach to reconstitution

2. Following the merger of the Health and Safety Commission and the Health and Safety Executive, a paper<sup>1</sup> was put to the HSE Board asking for agreement to a framework to govern the reconstitution of existing, or establishment of, new bodies it wished to sponsor. In reconstituting ACTS due regard will be given to the principles included in that paper along with the Code of Practice for Ministerial Appointments to Public Bodies<sup>2</sup> (membership of ACTS is not by Ministerial appointment).
3. All members of the reconstituted ACTS will be expected to comply with the Seven Principles of Public Life. These two sets of principles can be found in the Code of Practice and for ease of information are reproduced in Annexes 1 and 2 respectively.

#### Timeline

4. Annex 3 shows the major milestone and indicative dates of completion, covering the period from July 2010 culminating in April 2011 with the first meeting of the reconstituted committee.
5. The interim milestones relate mainly to the appointment process, and cover the process from placing advertisements in the media, sifting applications, interviewing applicants and making offers to successful applicants.
6. The work necessary to complete the timeline activities will be carried out in the main by the Secretariat, including arranging an induction day for new members. Secretariat will be responsible for monitoring meeting the timeline dates and, if appropriate, bringing instances of delay to the attention of ACTS Chair.

<sup>1</sup> HSE/08/06 Framework for bodies established under the governance of the HSE Board

<sup>2</sup> See [https://www.publicappointmentscommissioner.org/Code\\_of\\_Practice/](https://www.publicappointmentscommissioner.org/Code_of_Practice/) from the Commissioner for public Appointments website

**Contact**

Judith Arthur

judith.arthur@hse.gsi.gov.uk

### **The Seven Code Principles**

#### **Merit**

All public appointments must be governed by the overriding principle of selection based on merit, by 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.

### **Seven Principles of Public Life**

#### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

July 2010 – April 2011 timeline showing major milestones

