

# LONG AND SHORT LISTS TO MINISTER WITH OPTIONS

The principal aim of a report to a Minister at this stage of the process is to set out the results of the consultation, show the range of candidates in the pool, and provide some guidance as to which of the candidates most closely fit the specification for the role. It is also an opportunity to firm up decisions as to which board members will retire and/or be reappointed.

Each Minister will have his/her own requirements as to how this information is presented. In general, however, COMU will include the following:

- ▶ summary of decisions previously made, reminder of positions under consideration, high level detail of what the 'call for nominations' process has produced, and details of the decisions now required, and the timing of the process going forward
- ▶ for each board under consideration, detail of current board membership and skills mix, forthcoming term endings, and the previously agreed requirements for any new candidates. The Chair's views will be incorporated
- ▶ summary details of all the candidates who applied or were nominated and the source of those nominations, and
- ▶ summary details of the candidates whom COMU and the Chair consider best meet the specification for the role (ie, COMU's "top picks").