BACKGROUND AND REFEREE CHECKS

Background checks covering aspects such as credit checks, criminal record, qualifications check and past and current directorships, will be undertaken by an external provider. The nature and extent of those checks will be standard and will have been negotiated with the provider. There are no exceptions to the requirement to undergo background checks (for both new appointees and reappointees).

Information received from background checks must be reviewed thoroughly and matched with other information received from the candidates (eg, the CV). Any discrepancies or items that cause concern need to be dealt with on a case-by-case basis. In most cases, issues arising will be addressed via a phone conversation with the candidate.

The preferred candidates should have supplied the names and contact phone numbers of at least two referees. Contacting the referees should be undertaken by COMU, before the completion and submission to the Minister of the final report to the Cabinet Committee. In some instances it may be appropriate for someone outside of COMU to undertake the referee checks (eg, the Chair) if there is an established relationship with the referee.

Discussion with referees should focus, if possible, on the candidate’s previous roles as an independent director or on any governance roles previously held.