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[Security classification – minimum of In Confidence required]

Office of the Minister for x

Chair, Cabinet Appointments and Honours Committee

**NEW ZEALAND EXAMPLES BOARD: REAPPOINTMENT**

**Proposal**

1. This paper outlines my intention to reappoint Professor Jane Smith as Chair of the Board of the New Zealand Examples Board for a further three year term commencing on 1 July 2015 and expiring on 30 June 2018.

*This section should only be one or two sentences, and should clearly summarise who is being appointed or reappointed, name the organisation and note the term.  If the term does not begin on a set date, note that it will commence “on the date of appointment”.*

**Background**

1. The New Zealand Examples Board (the Board) was established under section 5 of the Examples Act 2000 (the Act). The Board exercises statutory powers to make examples, administer the register of examples, and manage a portfolio of examples.
2. Under section 6 of the Act, the Board comprises:
	1. a Chair appointed by the Minister for Examples;
	2. three members elected by the members of the Board, in accordance with regulations made under the Act;
	3. three members appointed by the Minister for Examples.
3. A list of the current membership is attached.

*This section should explain the role of the organisation (as well as relevant legislation) and its membership - clearly indicating how each member is appointed and any requirements for membership. An Organisation Form must be attached, listing the current membership of the body (i.e. including any vacancies that will be filled or members who have resigned and will be replaced by the proposed appointments).*

**Comment**

1. I intend to reappoint Professor Jane Smith as Chair of the Board for a further term.

*It is important to be clear whether it is an appointment or a reappointment.  If it is an appointment, this paragraph should note who is being replaced and why (e.g. if the current member has served for six years/did not seek reappointment/the Minister has decided not to reappoint them).*

*If a large number of appointments are being made at one time, it may be useful to summarise the details and attach a table indicating the people being appointed and the people leaving.*

1. Professor Smith's reappointment as Chair of the Board will be enhanced by her having already completed a term as Chair, and her long experience as a board member of Example2 Board.  She is a highly respected scholar specialising in example history and early example-example contacts.  This work has culminated in her appointment as a Distinguished Professor in Example Studies at Victoria University of Wellington.  Professor Smith brings a strong bicultural perspective and understanding to her position.

*After noting the person who will be appointed/reappointed, the paper should include a brief summary of the key skills that the person will bring to the role.  This paragraph does not need to be more than three to five sentences long.  It might include details of academic qualifications and previous work experience relevant to the position. A background paragraph should be included for each appointment/reappointment, regardless of whether the person is a current member or an ex-officio appointment. A Candidate CV Form must be attached for every appointment/reappointment. Compile the Organisation Form and all the Candidate CV Form(s) in one attachment per organisation.  It is important that the Candidate CV Form is accurate and up to date.*

**Representativeness of reappointment**

1. I am satisfied that the reappointment of Professor Smith as Chair of the Board will provide for a well-balanced Board in terms of gender, age, ethnicity and geographic representation, and an appropriate mix of skills and experience.

*Cabinet requires that Ministers consider the representativeness of all appointments/reappointments and include a sentence on this in the APH paper*.

**Remuneration**

1. The Board is classified as a Group 3a Level 5 Governance Board under the Cabinet Fees Framework.  The fee for the Chair is $19,000 per annum, which is consistent with the Fees Framework.

*Appointments papers must note the fees to be paid, and how these fit in with the Cabinet Fees Framework (set out in Cabinet Office circular CO (12) 6).  This section should note the group and level that the organisation fits within under the Fees Framework.  If the fees are not within the applicable Fees Framework range, the paper should explain why.  If the Minister intends to set a fee outside the parameters of the Fees Framework, consultation is required with the Minister of State Services about an exception to the Framework and, in some cases, exceptions will need to be considered by APH. The paper should include the outcome of the consultation with the Minister of State Services and, if required, should seek APH’s approval for the exceptional fee.  In these instances, officials should first discuss the proposed fees with the State Services Commission.*

**Appointment process and consultation**

1. I can confirm that an appropriate process has been followed in selecting the proposed appointee, in terms of the State Services Commission [or the Treasury] appointment guidelines.  In summary, that process comprised [specify steps taken, e.g. consulting Treasury/Ministry for Women/Te Puni Kokiri databases, discussions with the Board chair, consulting specified stakeholders, public advertising, interviewing candidates, reviewing the candidate’s CV].
2. This process was appropriate because [e.g. the proposed appointee will chair the board of an important Crown entity with a $100 million budget and a comprehensive selection process was, therefore, warranted; or this vacancy arose suddenly because of the death of a board member, and an abridged appointment process was, therefore, necessary].

*Ministers must provide details of the appointments process (these are usually broad) and indicate how this complies with the SSC Guidelines. The consultation section should be consistent with the consultation boxes ticked when the appointments paper is lodged in CabNet.*

**Conflicts of interest**

**EITHER** [Conflicts of interest enquiries have been carried out]:

1. I can confirm that appropriate enquiries concerning conflicts of interest have been carried out, in accordance with the State Services Commission [or the Treasury] appointment guidelines, to identify any conflict of interest that could reasonably be identified, and

**Either:** no conflicts of interest have been identified.

**Or:**  the following conflict of interest has been identified [explain the nature of the conflict].  The following regime is proposed to deal with the conflict [e.g. The Board's Terms of Reference require that members declare any conflicts of interest before a meeting and absent themselves for the discussion].

**OR** [Conflicts of interest enquiries have not yet been completed]:

1. Information concerning conflicts of interest is still outstanding because [explain why]. The appointment will not be finalised before appropriate enquiries concerning conflicts of interest have been carried out in accordance with the State Services Commission [or the Treasury] appointment guidelines. I will report to Cabinet on the outcome of these enquiries should any issues arise.

*This section has two parts - it should confirm that enquiries have been made regarding conflicts of interest, but it must also note whether or not conflicts have been identified.  If conflicts (actual, potential, or potentially perceived) have been identified, this section should explain how these will be managed.   If conflicts of interest are still being considered, this section should note the next steps, if any are identified.   This section should be very clear, and not leave Ministers with questions about how the situation will be handled.  This section must be consistent with the section in the Candidate CV Form regarding conflicts of interest.  If a conflict has been identified in the Candidate CV Form, it must also be addressed in this section.*

**Timing and Publicity**

1. A press statement will be issued once the reappointment has been approved and Professor Smith has been notified.

*This section should identify whether any publicity is intended, and if so, what publicity (public or with stakeholders) that will be made following the appointment.*

**Recommendation**

1. It is recommended that the Committee note my intention to reappoint Professor Jane Smith as Chair of the New Zealand Examples Board for a further three year term of office commencing on 1 July 2015 and expiring on 30 June 2018.

*The recommendations should set out who is making the appointment/reappointment, the appointee's full name, the position and organisation they are being appointed to, the term of appointment (including specific dates, if known), and who the person is replacing (if applicable).*

Authorised for lodgement

Hon John Jones

Minister for x