



Department for

**Infrastructure**

An Roinn

**Bonneagair**

[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

Ms Suzanne Wylie  
Chief Executive  
Belfast City Council  
Belfast  
BT1 5GS

Public Appointments Unit  
Room 5-42  
Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB

**Telephone:**

(028 905) 41074

**Email:**

[Dorcas.cutrona@infrastructure-ni.gov.uk](mailto:Dorcas.cutrona@infrastructure-ni.gov.uk)

31 October 2019

Dear Ms Wylie

### **Appointment of Councillors to the Board of Belfast Harbour Commissioners (BHC)**

I am writing to invite you to submit a number of Council nominees to be considered by the Permanent Secretary for the Department for Infrastructure (DfI), for appointment to the Board of Belfast Harbour Commissioners.

The recruitment process will be run under Northern Ireland (Executive Formation and Exercise of Functions) Act 2019 (the EFEF Act). Please note that should there be any amendment to the EFEF Act post 13 January 2020 or should the Assembly return before the end of the recruitment/selection process we will write to you to provide an update of any change to this process.

The Belfast Harbour Order (NI) 2002 provides that a maximum of four Commissioners shall be Members of Belfast City Council. The DfI Permanent Secretary proposes to appoint four Councillors to the BHC Board.

You are aware from the last round of Councillor appointments that these are not positions of responsibility as defined under the 2014 Act, which require to be shared across the parties using d'Hondt or Saint-Lague formula of the Single Transferrable Vote method. They are appointments to be made by DfI after consultation with the Council, and in compliance with the Commissioner for Public Appointment Northern Ireland (CPANI) Code.

The Non-Executive Members of the Board, together with the Chair, have corporate responsibility for ensuring that Belfast Harbour Commissioners complies with all relevant statutory or administrative requirements including requirements in respect of the use of public funds. The role will be to work as a member of the Board to bring experience and judgement to bear on issues of strategy, performance and governance. Members should bring wide experience and critical detachment to the work of the organisation and be prepared to constructively criticise and assist executive management in the development of strategic objectives and policies.

The new appointee will be expected to attend the full monthly Board meetings and other ad hoc meetings as required. Board meetings may vary in time commitment from month to month. The appointment may involve a commitment both inside and outside of normal working hours, including representing the Port at occasional evening engagements. Meetings are normally held at the Harbour Commissioners Office, Corporation Square, Belfast, BT1 3AL.

In order to provide the Permanent Secretary with a choice of Council nominees as required by the Commissioner for Public Appointment Northern Ireland (CPANI), the Department invites your Council to nominate eight members to be considered by Katrina Godfrey for appointment to the Belfast Harbour Commissioners Board. The Permanent Secretary will be unable to make the appointments unless at least two nominations are put forward for each vacancy.

The Commissioner for Public Appointments also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total. Please ensure that those who you are considering to nominate will not have served more than one term on the Board of Belfast Harbour Commissioners. Councillors who have already served two terms, of whatever lengths, will not be eligible to be interviewed.

I enclose copies of the Information Booklet and Application Form for completion by each Councillor nominated by the Council to be considered for appointment. Full details of the process are set out in the Information Booklet.

The date of appointment will be 1 April 2020. The appointments will last for as long as the appointee remains on the Council, up to a maximum of four years.

Nominees should complete the short application form. They will be invited to attend interview on the 23 or 24 January 2020, I am sorry but there is no flexibility around these dates. The interview panel will comprise two departmental officials and an independent assessor allocated by CPANI. The interview will explore nominees' understanding and experience of corporate governance and the role of a board member. Integrity, conflicts of interest and the time commitment involved in the appointment will also be discussed. The panel will draft a record of these discussions to be sent to the Permanent Secretary to help her decide who to appoint.

Finally, DfI wants to improve diversity on our Boards. We would welcome Council nominations from the following under-represented groups; women, younger people, people with disabilities and people from ethnic minority backgrounds.

I should be grateful if you could arrange for the completed application form for each nominee to be returned no later than **12 noon GMT, Friday 3 January 2020** to:

[publicappointments@infrastructure-ni.gov.uk](mailto:publicappointments@infrastructure-ni.gov.uk)

or

Jennifer Macrory  
DfI Public Appointments Unit  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

If you have any queries please do not hesitate to contact me.

Yours sincerely

*Signed*

**Dorcas Cutrona**  
**DfI Public Appointments Unit**