

CIVIL SERVICE COMMISSION

PLANNING FOR THE ANNUAL REPORT & ACCOUNTS (AR&A)**Issue**

1. The Commission's statement of accounts and annual report must be laid before Parliament by the summer recess. We need to plan when these documents will be cleared by the Audit and Risk Committee and by the Board. It would be helpful to have a small editorial board to review content at an earlier stage.
2. It would also be helpful if the Board could have an initial discussion on the key themes for this year's report.

Timing

3. The Comptroller and Auditor General will lay the AR&A before Parliament by 17 July 2013.

Recommendations

4. That the Board:
 - a) considers the core themes that it wishes to emphasise in the AR&A, especially in light of the progress outlined in Board Paper CB(13)19;
 - b) agrees the proposed process for producing the AR&A, the editorial board membership, ARC's role and the Commission Board's role.

Detail**Background**

5. Paragraphs 16 and 17 Schedule 1 to the Constitutional Reform and Governance Act 2010 require the Commission, respectively, to prepare a statement of accounts for each financial year and, as soon as practicable after the end of each financial year, to prepare a report about the carrying out of its functions during the year. A reminder of the Commission's formal functions is at Annex A. Although listed separately in the Act, the accounts and report are not entirely separate entities – the National Audit Office (NAO) will scrutinise both for consistency and to ensure that the text in the report properly supports the financial and other data in the accounts and vice versa.

Content

6. We recommend that the overall **structure** of the report follows a similar format to last year's (see Annex B). This allows readers more easily to compare information from year to year, particularly where we are reporting figures relating to our statutory functions.

7. We will, however, want to ensure that this year's report is sufficiently distinctive so as not to appear simply to be a rehash of last year's. Subject to the Board's view, we recommend that the **core themes** that should be emphasised throughout the report include:

- The Commission's response to the Civil Service Reform Plan, including its public statements on the important role Ministers can play in senior appointments, and the Commission's approach to requests for short-term senior appointments without fair and open competition, in particular for specialist roles.
- A renewed emphasis on encouraging the Civil Service to identify skills deficits and to plan effective mitigation strategies.
- A revised communications strategy with targeted interventions in the public debate on Civil Service Reform, and more active engagement with stakeholders, civil servants and the public e.g. the Open Week, increased number of awareness sessions for HR and other staff who lead recruitment etc. This includes, most significantly, the articulation of a four-year strategy for the Commission in the Strategic Framework 2012-16.

8. We will also want to trail some other issues that we expect are likely to form the central core of the Commission's work in the coming year, 2013-14, including:

- A revised compliance and capability monitoring regime to provide a more nuanced approach to risk assessment.
- A focus on diversity issues, building these into the revised compliance and capability monitoring approach, and piloting new ways to collect and use diversity data.

Process and Timetable

9. Once the Board has agreed the overall structure and core themes, the Secretariat will produce the first draft of the AR&A. We recommend that the development of text be overseen by a small editorial board, made up of the First Commissioner, the Chairs of each of the three Standing Committees (Neil McIntosh, Christine Hallett and Eliza Hermann) and Adele Biss, who has taken a leading role in the Commission's external communications strategy.

10. The full Board will have an opportunity to see the AR&A in draft prior to its meeting on 12 June, by which time the text should have been provisionally cleared by both the editorial board and ARC. Any further issues should be remitted to ARC to review at its meeting that afternoon.

11. The final version will then be sent to the Board, by email, on 21 June 2013. Clare, as Chief Executive, needs to sign the AR&A early w/c 24 June in order to get the documents to the National Audit Office for auditing (we have no flexibility on this).

12. The Comptroller and Auditor General will then lay the AR&A before Parliament by 17 July 2013. The Commission also sends copies of the AR&A to the First Minister of Scotland and the First Minister of Wales who must lay a copy of the report before the Scottish Parliament and the National Assembly for Wales respectively.

Secretariat
April 2013

Annex A THE COMMISSION'S STATUTORY FUNCTIONS

References to sections of the Constitutional Reform and Governance Act 2010 (CRaG) are shown in italics for ease of reference.

Civil Service Recruitment

The Commission must publish a set of principles to be applied for the purposes of the *requirement* that selection for recruitment to the Civil Service must be on merit on the basis of fair and open competition [*section 11*]. In doing this, the Commission may require its approval to be obtained for a selection and may participate in the process for a selection [*section 12(1)(a) & 12(2)*]. The Commission may also except a selection from that requirement [*section 12(1)(b)*].

The Commission must investigate complaints from individuals about competitions being conducted in contravention of Consider the Recruitment Principles [*section 13(3)(a) & (b)*]. After considering a complaint, the Commission may make recommendations about how the matter should be resolved [*section 13(3)(c)*].

The Commission must carry out whatever reviews of recruitment policies and practices it thinks are necessary to establish that the principle of selection on merit on the basis of fair and open competition is being upheld, and that the requirement and the recruitment principles are not being undermined in any way (apart from non-compliance) [*section 14*].

Civil Service Code

The Commission must investigate complaints made by Civil Servants about possible breaches of the Civil Service and Diplomatic Service Codes and may make recommendations about how the matter should be resolved [*section 9*].

Senior Appointments

In addition to its responsibilities for external recruitment to the Civil Service, the Commission has been asked by the Government to regulate internal appointments at SCS Pay Band 3 and Permanent Secretary level [*additional function conferred under section 17*].

Annex B – proposed structure

Part	Section
------	---------

Annual Report	
"Pursuant" page	
1 Foreword	
2 Our role	Who we are
	What we do
	Working with departments and agencies
	Secretariat Support
	Links with other governments/international organisations
	Civil Service Reform
3 Recruitment	Recruitment Principles
	Chairing competitions
	Summary of appointments
	Compliance monitoring approach
	Compliance monitoring findings 2011/12
	Exceptions
	Complaints under the Recruitment Principles
4 Code	Role of the Commission
	Summary of Code cases
	Audit of departments
	Civil Service Staff survey
	Promotion of Civil Service values
5 Meet the Commissioners	
6 Appendices	Appointments
	Timeline
	Compliance monitoring visits

Annual Accounts	
Chief Exec's report	Management Commentary
	Meeting attendance
	Corporate matters
	Risks and uncertainties
	Remuneration
	Board fees
	Pension of Chief Executive

Part	Section
Annual Accounts	<i>Cont.</i>
AO statement	Responsibilities
	Governance Statement
C&AG certificate	
Main Accounts	Comprehensive Net Expenditure
	Statement of Financial Position
	Statement of Cash Flows
	Changes in Taxpayers Equity
	Notes to the accounts
	Staff Numbers and Related Costs
	Other Expenditure
	Income
	Assets
	Liabilities
	Related Party Transactions
	Events after the Reporting Period