

# Advisory Group Selection Process

Our full decision-making process is laid out below.

When considering your application, the most important factor will be your written answer to the question “why do you want to be part of the advisory group”. The answers to the multiple-choice questions will be considered as a secondary factor.

## Step 1: Remove Partially Complete Applications

Discount all applications where the applicant has not provided enough information for a sound judgment call to be made.

## Step 2: Anonymise Applications

Arts, Culture and Heritage Officer will compile answers for “why do you want to be part of the advisory group” into a document and remove names. Applicants will be identified to the Chair and Vice Chair by an application number only.

## Step 3: Shortlist Created By Chair and Vice Chair

No. of applicants for shortlist set at 50% of total applications, or 40, whichever is higher.

The Chair and Vice Chair of the advisory group will receive answers and compile a shortlist based on the anonymised applications compiled in step 2. Their decision will be made based on two factors:

- a. Passion and enthusiasm displayed in written answer.
- b. How clearly the applicant has demonstrated that their skills and/or experience will benefit the advisory group.

## Step 4: Skills and Diversity Audit

The applicant numbers chosen for the shortlist will be provided to the ACH officer. The ACH officer will take the shortlisted applicants and create a “Board Composition Matrix” using the information provided by applicants in the additional questions from the application form. If a gap in the skills and/or backgrounds of the shortlisted applicants is identified at this stage, the ACH will compile a list of applicants rejected in Stage 3 who have the potential to fill these gaps for reconsideration in the next stage. This is to reduce the effect of unconscious bias in the shortlist. These applicants will also be added to the Board Composition Matrix for consideration in Step 5.

## Step 5: Decision Making

Chair, Vice Chair and ACH Officer will meet to make a final decision on who to appoint to the advisory group. The Board Composition Matrix will be anonymised to protect diversity data. Decisions will be made in order to create a list of successful applicants who collectively create the highest score on the Board Composition Matrix. In the event that two or more combinations of applicants score equally on the Board Composition Matrix, the final decision will be made by the Chair based on the Chair’s judgement of which skills and experiences will be more important to the advisory group, and the strength of their answer to the question “why do you want to be part of the advisory group?”.