

## **Focus on Farnworth Board member recruitment and selection process.**

When there are vacant roles on the Focus on Farnworth Neighbourhood Board, the Chair will advertise the vacancies on the website <https://focusonfarnworth.org> and on the Social media page on Facebook 'Focus on Farnworth'

The role description hyperlink will be located within the advertisement and expressions of interest are requested by email to the [board@focusonfarnworth.org](mailto:board@focusonfarnworth.org) email address outlining how the individual meets the role description.

A deadline for submission will be advertised.

After that date, the Chair will share the expressions of interest with the Board Members by email to enable Board members to read and independently score the expression of interest for each individual in readiness for discussion at the next Board meeting when scores for each expression of interest (outlined below) will be discussed. **(Any members of the board must declare any conflicts of interest with any applicant and abstain from the discussion and process on that occasion.)**

### **Shortlisting**

Each expression of interest will be scored against the criteria using the scale below and assessed for evidence of:

- **Vacant role on the Board for their circumstances/background for which they are applying**
- **Commitment or demonstrable positive interest in Farnworth**
- **Lives or works in Farnworth (This is a requirement in the new prospectus)**
- **Demonstrates the Vision for Farnworth**
- **Willingness to serve**
- **Ability to commit time**

<b>Score</b>	<b>Meaning</b>
<b>1 – Limited evidence</b>	Mentions experience but not relevant or not demonstrated
<b>2 – Some evidence</b>	Shows partial experience or understanding
<b>3 – Good evidence</b>	Clear, relevant examples and understanding
<b>4 – Excellent evidence</b>	Strong, specific examples showing high capability

- The MP, Chair of the Board and Local Authority Principal Officer of the Focus on Farnworth Board score expressions of interest independently according the criteria above
- Scores are collated during a subsequent meeting into a spreadsheet for each individual applicant from assessor.

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- Scores are then compared and a shortlist of applicants who would be invited to the next stage made.
- Shortlisted candidates (to a maximum of 2 for each open vacancy) will meet 1:1 with the Chair of the board
- If successful at the 1:1 meeting (informal interview questions will be asked and notes made by the chair) Applicants will then be requested to seek at least 1 character reference by the Chair to support their suitability for the role.
- The MP will be asked to confirm the approval or otherwise of the proposed members to the board.
- Feedback to applicants from the Chair within 6 weeks of the deadline for expressions of interest outlining acceptance or other available opportunities to be involved in the programme if there are more applicants than vacancies.
- An induction to the board for successful members will be arranged by the Chair upon successful appointment.