

**HOUSE OF LORDS APPOINTMENTS COMMISSION**

**MINUTES OF THE 19TH MEETING HELD ON 5 JUNE 2003**

**Present:** Lord Stevenson (Chairman)  
Baroness Dean  
Lord Dholakia  
Dame Deirdre Hine  
Lord Hurd  
Mrs Angela Sarkis

Mr Jim Barron - Secretariat  
Ms Geraldine Alexander - Secretariat  
Mr Ekpe Attah - Secretariat  
Ms Beth Watson - Secretariat  
Ms Maggie O'Boyle - Press officer

**Apologies**

1. Apologies were received from Mrs Felicity Huston.

**Minutes of the eighteenth meeting of the Commission**

2. The minutes of the meeting held on 12 May 2003 were agreed.

**Arrangements for the future**

3. The Prime Minister's draft letter of intent and ministerial statement to accompany the Commission's report on its first term were with him for approval. They were phrased in such a way as not to commit the Commission to the timing and number of its next set of recommendations. It would be necessary for the Secretariat to liaise further with the Prime Minister's Office on both issues.

**Changes to the information pack**

4. A number of detailed changes were agreed. The Chairman would reconsider the text of some other sections of the pack before publication.

**Nominations**

5. The Commission agreed:
  - to interview all the 'holdovers'. The Commission would consider the timing of the interviews;
  - to consider the 'holdovers' alongside those among the more recent nominees who it decided to interview. The Commission invited the Secretariat to develop procedures for settling on the order in which nominees would be interviewed;
  - not to invite the more recent nominees or the 'holdovers' to update their nominations;

- to write to 'stops' on an ongoing basis informing them that their nominations had been unsuccessful.

#### **Sifting process**

6. The Commission approved the draft sifting process, subject to the modification that it would carry out random checks on 20% of nominations rejected during the first sift. It agreed that it would not be necessary for the Chairman to review the assessment of all nominations personally.

#### **Complaints process**

7. The Commission considered the paper on the complaints process. It agreed that the Secretariat would deal with complaints in the first instance followed by a sub-committee of the Commission, if necessary. However, for 'serious' complaints it might be more appropriate for the Commission alone to consider the matter. The Commission also agreed that it would refer to guidance on its complaints procedure on its website and include the guidance in the revised information pack. The Chairman would review the draft guidance before publication.

#### **Future Outreach**

8. The Commission agreed that it would not undertake another series of regional meetings or a mass mailing. Regarding its brief to take account of the range of expertise and spread of representation in the Lords, the Commission agreed that it would consider these factors when assessing the comparative merit of short-listed nominations. It would be necessary to do further work to determine where the 'gaps' in expertise and experience in the current House lay.

**Commission Secretariat  
June 2003**