

**HOUSE OF LORDS APPOINTMENTS COMMISSION**

**MINUTES OF THE 18<sup>TH</sup> MEETING HELD ON 12 MAY 2003**

**Present:** Lord Stevenson (Chairman)  
Baroness Dean  
Lord Dholakia  
Dame Deirdre Hine  
Mrs Felicity Huston  
Mrs Angela Sarkis  
  
Mr Jim Barron - Secretariat  
Ms Geraldine Alexander - Secretariat  
Mr Ekpe Attah - Secretariat

**Apologies**

1. Apologies were received from Lord Hurd.

**Minutes of the seventeenth meeting of the Commission**

2. The minutes of the meeting held on 25 November 2002 were agreed.

**Reappointments**

3. The Prime Minister's office had agreed the Commission's amendments to his proposed letter of intent.
4. The Chairman undertook to write to the Prime Minister's office confirming that Commission members were willing to be reappointed. He would circulate a copy of the letter to Commission members.

**Report on the first term**

5. In the course of a page-by-page review a number of changes to the draft report were agreed. The Secretariat would amend the draft accordingly and then send to the Chairman for final approval. It was agreed that the report should be published to coincide with the Prime Minister's letter of intent and ministerial statement.

**Nominations process**

6. The Commission considered the paper on the nominations process. It was agreed that the procedure for nominations should mirror that for self-nominations as closely as possible and both types of candidate would be assessed on the same nomination form and considered fairly and consistently.
7. It was also agreed that – if requested by a nominator - the Secretariat could send nomination forms directly to a nominee. In doing so it would be important for the Commission not to give the impression that those who had been nominated received preferential treatment over the self-nominated.

### **Changes to the information pack**

8. The Commission considered the paper on changes to the information pack. It was agreed that the revised pack would not include closing dates for the receipt of completed nomination forms, but that it would operate on a continuous basis.
9. The Secretariat would send the final draft to the Chairman for approval before the pack was published.

### **Media handling**

10. It was agreed that most of the communications activity surrounding the Commission's 'relaunch' should be left to the Prime Minister's office. It would be necessary to liaise closely with his office to ensure it was communicating the appropriate message.
11. Media activity on the part of the Commission should be understated and restricted to factual information about the Commission's future work. The extent of this would depend on initial reactions to the Prime Minister's statement and would be discussed in more detail with the Commission's press officer.

**Commission Secretariat  
May 2003**