**PEACEPLUS Social Partner Pre-Selection and Shortlisting Criteria**

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| --- | --- |
| **Name of Nominee / Applicant** |  |
| **Nominating Organisation (if applicable)** |  |
| **Reference Number of Applicant** | **ANBC/PPP/SP/** |

**Commitment of Applicant (For Noting)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **For noting, not scored** |
| Do they commit to actively promoting, participating in and encouraging participation in the Antrim and Newtownabbey PEACEPLUS programme across all parts of the community? |  |  |  |

**MANDATORY CRITERIA**

Does the applicant demonstrate compliance with the following **Three MANDATORY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pre- Selection Criteria - Mandatory** | | | **Official use only** |
|  | **Yes** | **No** | **Pass (Tick)** |
| 1. Is the applicant a resident within or work within the Antrim and Newtownabbey area |  |  |  |
| 1. Have they submitted an equality monitoring form |  |  |  |
| 1. Does the applicant have the capacity to commit the time required to the work of the Partnership (Min 6-8 meetings per annum plus sub-committees- c.2 hours per meeting) |  |  |  |
| **If yes to all three, proceed to next stage** |  |  |  |

**PRE-SELECTION CRITERIA – candidates must affirmatively answer section A, and indicate compliance with at least one criteria from Section B**

| **Section A - Pre- Selection Criteria – Essential** | | | **Official use only** |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Pass (Tick)** |
| 1. Does the applicant live within, or represent a Community and Voluntary Sector organisation from, one of the seven District Electoral Areas (DEAs) in the Antrim and Newtownabbey Borough Council area – Airport, Antrim, Ballyclare, Dunsilly, Glengormley, Macedon, Threemilewater |  |  |  |
| **Note which DEA they represent** |  | |  |
| **Note which Organisation they represent** |  | |  |
| **Section B – Pre-Selection Criteria –Other (must comply with at least one)** | | |  |
| 1. Is the applicant an individual nominated by a recognised local organisation? (as per the list provided) |  | |  |
| **Note which one** |  | |  |
| 1. Does the applicant represent a Section 75 / Equality group? |  |  |  |
| **Note which one** |  | |  |
| 1. Does the applicant have experience either through work or volunteering in the field of Good Relations / Race Relations/ peace and reconciliation / dealing with the legacy of the past |  |  |  |
| 1. Does the applicant represent a sector of specific relevance to the PEACEPLUS programme e.g., Irish or Ulster-Scots language/ culture; Church/ Faith / Minority Faith/ Inter-faith-based organisations; those most impacted by the legacy of the past (such as victims and survivors and those dealing with legacy issues such as ex-prisoners and former members of the security forces; |  |  |  |
| **Note which one** |  | |  |
| 1. Is the applicant a young person under the age of 25 (linked to a local youth group) or their representative (must be over 18) |  |  |  |
| **If yes to Section A and at least one from Section B, proceed to next stage** |  |  |  |

**ESSENTIAL CRITERIA - Experience of the nominated Social Partner**

All social partner applicants will be required to meet **AT LEAST** **TWO** of the following **ESSENTIAL CRITERIA.** The applicant must score at least 3 in each of these 2 (or more) essential criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Shortlisting Criteria - Essential Criteria** | **Ability to meet criteria** | **Score 1-5** | **Comments** |
| 1. Level of skills and experience gained through professional and /or community and voluntary endeavours, which are directly applicable to the PEACEPLUS Programme |  |  |  |
| 1. Relevance of the applicant’s skills / experience / knowledge to the PEACEPLUS Programme and its three core themes: Local community regeneration and transformation; Thriving and peaceful communities and Building respect for all cultural identities |  |  |  |
| 1. Level of experience of partnership working involving a range of partner organisations e.g., community organisations, statutory bodies, local councils etc. |  |  |  |
| 1. Relevance of knowledge in the project appraisal process including assessing funding applications, or in the monitoring and evaluation of projects |  |  |  |
| 1. The ability to promote and participate in the PEACEPLUS Programme and encourage uptake and involvement of all sides of the community |  |  |  |
| **If more than 2 essential criteria met, then applicant can be shortlisted.** | **Total No?** | **Score** |  |

Social Partner applicants should demonstrate if and how they meet the following **DESIRABLE CRITERIA.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Shortlisting Criteria - Desirable Criteria** | **Ability to meet criteria** | **Score 1-5** | **Comments** |
| 1. Knowledge and experience of consultation and engagement and co-design or co-production in the development of action plans |  |  |  |
| 1. Qualifications/ training of specific relevance to the PEACEPLUS programme and the role of Partnership Member |  |  |  |
|  | **Total No?** | **Score** |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is the application signed? |  |  |
| Has nominating organisation signed? |  |  |
| Has applicant agreed to GDPR? |  |  |
| **Shortlisted –** (If at least 2 essential criteria met, applicant can be shortlisted) |  |  |

Note this score can be determined either by reviewing the application only, or if a tie break, then through an interview or both.

|  |  |  |
| --- | --- | --- |
|  | **Application only** | **Post Interview if amended** |
| **Score on Essential criteria:** |  |  |
| **Score on Desirable criteria:** |  |  |
| **Total Score** |  |  |
| **Decision to appoint** |  |  |

**Scoring Mechanism**

|  |  |  |
| --- | --- | --- |
| **Score** | **Rationale** | |
| 0 | Unacceptable / No Response | Response fails to address the question in virtually all areas. |
| 1 | Very Poor | A response with serious reservations. Limited detail and supporting evidence. |
| 2 | Poor | A response with some material reservations. Response does not convincingly demonstrate that the applicant understands the requirement and/or the response lacks detail and/or evidence. |
| 3 | Acceptable | Response generally meets requirements but with minor reservations in one or more areas. Demonstrates reasonable understanding of the requirements. |
| 4 | Good | A good response that meets the requirements with good, convincing supporting evidence. Demonstrates good understanding and ability to meet the requirements. |
| 5 | Excellent | Excellent response that meets the requirements. Response is clearly explained and provides detailed, unequivocal supporting evidence and no weaknesses. Demonstrates detailed understanding and strong ability to meet the requirements. |

**Review Process**

Applications ruled out following the assessment process will be offered the opportunity to appeal against the decision affecting them. They will be allowed two weeks from the date of the rejected decision letter to submit an appeal. Appeals will be considered by a Panel which is independent of the Selection Panel.

An appeal should be considered only under the following criteria:

* that the outcome was a decision that no reasonable person would have made on the basis of the information provided in the application; and/or
* that there was a failure in adherence to procedures or systems.

Appeals on any other grounds will not be considered. A request for an appeal should not include additional information/documentation in support of the application.

The Appeal Panel should receive all the documentation considered by the Selection Panel, including signed documentation relating to all stages of the selection process including the record of the reasons for the selection decision and a copy of the appeal request. The Appeal Panel will consider whether the applicant has demonstrated sufficient grounds for review to be upheld. The Appeal Panel will inform the applicant in writing of its decision and whether of nor it has recommended to uphold the original decision or asked for it to be reconsidered.

An Appeal Panel cannot re-assess or re-mark an application, nor overturn a Selection Panel’s decision. It can, however, conclude that a Selection Panel’s decision was unreasonable or that procedures were not properly followed, and require a Selection Panel to reconsider its decision in the light of those findings.

In coming to its final conclusion, the Selection Panel should have regard to the Appeal Panel’s findings and recommendations but may not be bound to follow all or part of these. However, unless there are over-riding legal or other relevant and defensible considerations the recommendations of the Appeal Panel will be accepted. The Selection Panel should not substitute an acceptance decision for a rejection unless the Appeal Panel has indicated grounds for doing so. This should be clearly stated in the documentation to the applicant.

Having considered the Appeal Panel’s considerations, the decision of the Selection Panel will be binding on the applicant and the Council/PEACEPLUS Partnership will not be subject to any further appeals.

**The appeal process must be completed within 2 weeks of receipt of the request for appeal unless it is impractical to do so.**