The Prison Service Pay Review Body (PSPRB)

Member with Trade Union Experience

CANDIDATE INFORMATION PACK

Reference number: GSe20073
Closing date for these posts is: Noon on Monday 16 March 2015

Applications (CV and supporting letter) should be submitted via
www.mojpublicappointments.com

Alternative format versions of this candidate information pack are available on request from: GatenbySanderson on 020 7426 3976

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A message from the Chair

Dear Candidate,

Thank you for your interest in becoming a Member of the Prison Service Pay Review Body (PSPRB).

You may already have some idea about the important work of the PSPRB and the following pages will tell you more about the Review Body's purpose and the nature of the Member's role.

The PSPRB is an independent body which advises the Government on matters referred to it, primarily making recommendations about pay levels for staff in the England and Wales Prison Service and in the Northern Ireland Prison Service.

Each year the Review Body receives written and oral evidence from both the Government and trade unions representing prison staff. The Review Body weighs the evidence and its own independent research to formulate its recommendations, and submits its reports to Government, usually in February.

The members of the PSPRB together provide a pool of knowledge and experience of labour market economics, personnel, pay and other relevant matters. We are now looking for a new member with a background in a trade union (or equivalent experience of collective bargaining from an employee perspective). You will be joining other members who find great satisfaction in the importance and challenge of the work they do and of the contribution they make.

I do hope you will consider applying for this important position.

If after reading the material you have further questions about any aspect of this post, you are welcome to speak to recruitment advisor at GatenbySanderson on 020 7426 3976.

If you believe you have the experience and qualities we are seeking, we very much look forward to hearing from you.

Peter Knight
Chair, Prison Service Pay Review Body
Diversity of opportunity is something the Ministry of Justice cares passionately about. Applications are encouraged from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability, gender identity. We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background.

We would also particularly welcome applications from those currently working in, or with experience of, the private sector, and those who have not previously held public appointments. We want to explore the widest possible pool of talent for these important appointments.

Flexible working practices
We recognise flexible working practices but Members need to be able to attend meetings, mostly held in London on Thursdays at the Office of Manpower Economics.

Arrangements for candidates with a disability
Guaranteed Interview Scheme
The Ministry of Justice operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. Under the GIS a disabled candidate will be selected for interview if they meet the minimum criteria for the role decided by the selection panel at sift. To ensure fairness, the panel will not be informed of who has applied under the GIS until they have set the minimum criteria at the start of the sift meeting. If you wish to apply for consideration under the scheme, please complete the Guaranteed Interview Scheme Declaration and upload it with your application.

Adjustments
If you have a disability and require adjustments to help you attend interview then you may wish to contact:
- Tunde Alebiosu within the Public Appointments Team (by e-mail PublicAppointmentsTeam@justice.gsi.gov.uk or on 020 3545 8786) about your requirements at the interview stage should you proceed in the process;

If you require adjustments to help you in the role of the Board member then you may wish to contact:
- Dawn Camus at OME (by e-mail Dawn.Camus@bis.gsi.gov.uk or on 020 7211 8257) about your requirements to carry out the functions of the post should you be successfully appointed.

Diversity Monitoring Form
The online Diversity Monitoring Form is for monitoring purposes only. By collecting and analysing the data of those applying and obtaining an appointment, we can improve our diversity strategy. This form is not part of the selection process and will be treated in confidence. It will be kept separate from your application and not be seen by the selection panel.
The Prison Service Pay Review Body (PSPRB) is one of the seven independent Review Bodies. The other six cover the Armed Forces, Doctors and Dentists, the National Health Service, School Teachers, Senior Salaries and the National Crime Agency. An eighth is currently being established to cover the Police.

The PSPRB makes recommendations to the Prime Minister and the Lord Chancellor and Secretary of State for Justice on the remuneration of prison staff in England and Wales and to the Minister of Justice on the remuneration of prison staff in Northern Ireland. The PSPRB’s remit covers around 25,000 staff in England and Wales and 1,500 staff in Northern Ireland.

The PSPRB is independent of Government, the Prison Services and trade unions, and all Review Bodies operate independently of each other.

The Review Body operates with eight members (including the Chair) – individuals who have senior-level experience on pay and related matters from the private or public sectors. Together they provide a pool of knowledge and experience of labour market, industrial relations, personnel and pay issues.

Overview of the PSPRB Role and Terms of Reference

The role of the Prison Service Pay Review Body is to provide independent advice on the remuneration of governors and operational managers, prison officers and support grades in the Prison Services of England and Wales, and Northern Ireland.

During the spring and summer, the Members visit prisons to meet staff in the remit groups and in the autumn the PSPRB receives written and oral evidence from both the Government and representative organisations covering its remit groups. The PSPRB then weighs the evidence and its own independent research to formulate recommendations on the remuneration of its remit groups. It then submits its report to the Government. Review Body Reports are available from The Stationery Office and are also published on the Government website at: https://www.gov.uk/government/organisations/prison-services-pay-review-body

In reaching its recommendations the Review Body must take the following into account:

- The need to recruit, retain and motivate suitably able and qualified staff taking into account the specific needs of the Prison Service in England and Wales and the Northern Ireland Prison Service;
- Regional/local variations in labour markets and their effects on the recruitment and retention of staff;
- Relevant legal obligations on the Prison Service in England and Wales and the Northern Ireland Prison Service, including anti-discrimination legislation regarding age, gender, race, sexual orientation, religion and belief, and disability;
- Government policies for improving the public services, including the requirement to meet Prison Service output targets for the delivery of services;
- The funds available to the Prison Service in England and Wales and the Northern Ireland Prison Service as set out in the Government’s departmental expenditure limits; and
- The Government’s inflation target.
The Review Body:

- Shall also take account of the competitiveness of the Prison Service in England and Wales with the private sector, and any differences in terms and conditions of employment between the public and private sectors taking account of the broad employment package including relative job security.
- May also be asked to consider other specific issues.
- Is also required to take careful account of the economic and other evidence submitted by the Government, staff and professional representatives and others.

PSPRB reports and recommendations for the Prison Service in England and Wales are submitted to the Prime Minister and the Lord Chancellor and Secretary of State for Justice. Reports and recommendations for the Northern Ireland Prison Service are submitted to the Minister of Justice, Northern Ireland.

**Role of Review Body Members**

As a Member of the Review Body you will have responsibility for working collaboratively to:
- assess the evidence of the parties (Government and trade unions); and
- contribute effectively to the Review Body’s consideration of its annual recommendations to Government under the guidance of the Chair of the Review Body.

Members have responsibility for working corporately, with guidance from the Chair of the Review Body, to:
- consider the parties’ written evidence, views and proposals;
- take oral evidence from the parties;
- assimilate information and data on pay, policy, economic, workforce and financial matters;
- weigh evidence and undertake independent analysis;
- meet groups of staff and managers/leaders; and
- formulate conclusions and make recommendations to the Government.

**Secretariat support**

The Office of Manpower Economics (OME) – a non-statutory public body – provides the secretariat for all seven Pay Review Bodies. The OME is independent of Government. It is staffed by civil servants drawn mainly from the Department for Business, Innovation and Skills (BIS). Further information can be found on the OME website: [https://www.gov.uk/government/organisations/office-of-manpower-economics](https://www.gov.uk/government/organisations/office-of-manpower-economics)
Person specification and eligibility criteria

For this post, a person cannot be appointed as a Board member if he or she is employed in the civil service of the state or a member of the judiciary. There must be no employment restrictions, or limit on your permitted stay in the UK.

Essential Criteria

Professional experience

- Experience of collective bargaining from an employee standpoint in a public, private or voluntary sector organisation, for example as a national trade union official.
- You must demonstrate at least one of the following
  - A record of significant achievement operating at a strategic level within a complex organisation.
  - A sound understanding of pay, pensions, performance management and reward issues.
  - A sound understanding of the policy, financial and operational factors affecting pay decisions in the public sector.
  - An understanding of national issues relevant to the work of the Pay Review Body.

Personal qualities

- Ability to understand and interpret complex, qualitative information including, economic and statistical data, and to develop evidence-based, workable recommendations.
- Strong communication, interpersonal and stakeholder engagement skills. Ability to gain respect and keep the confidence of others through effective communication and influencing skills, and confidence to challenge opinions where necessary.
- Able to demonstrate high standards of corporate and personal conduct – including a strong commitment to equal opportunities, to act impartially and to uphold the independence of the Body.

Conditions of appointment

Remuneration, allowances and abatement

- The role will require a commitment of approximately 20 days per year, and be remunerated at a daily rate of £300.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- The post is not pensionable.
- Reasonable standard-rate travel and subsistence expenses will be payable

Appointment and tenure of office

- Members are appointed by the Prime Minister
- Appointments are for a three year term with the possibility of re-appointment for a further term, at the discretion of Ministers. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. If re-appointed, the total time served in post will not exceed 10 years.
• It will be important that a Member’s other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflicts of interest must be declared.

All Members are required to adhere to the Pay Review Body’s code of practice and rules of conduct - these documents are available at:
https://www.gov.uk/government/organisations/prison-services-pay-review-body/about/our-governance

Training
The Secretariat (part of the Office of Manpower Economics) will provide induction briefing on appointment including a familiarisation visit to a prison (if appropriate).

Performance appraisal
The member will be assessed at least once a year against their performance for each year of their appointment. This will be carried out by the Chair of the PSPRB.

Location
Meetings of the PSPRB are usually held in London at the Office of Manpower Economics, currently Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX (although one per year is usually held in Belfast). Members will also be expected to undertake around three or four visits a year to prisons across England, Wales and Northern Ireland.

Commitment
Members will be expected to read and consider papers outside meetings. Meetings may not be evenly spaced (they happen with greater frequency when evidence is being taken and considered – generally between October and March) but will, as much as is possible, be fixed well in advance and usually take place on Thursdays.

Standards in public life, political activity, disqualification from appointment and conflicts of interest

Standards in public life
Candidates must also confirm that they understand the standards of probity required of public appointees outlined in the “Seven Principles of Public Life” drawn up by the Committee on Standards in Public Life (see Appendix 1).

Public bodies are expected to maintain a register of members’ interests to avoid any danger of a member being influenced - or appearing to be influenced – by their private interests in the exercise of their public duties. Candidates invited to interview will be questioned about any real or perceived conflicts of interest. These do not constitute an automatic bar to appointment, but they must be manageable.

Political Activity
Members of the PSPRB will need to show political impartiality during their time on the Body and must declare any party political activity they undertake in the period of their appointment.

Due to the nature of the PSPRB it is not appropriate for members of the Body to occupy paid party political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example the House of Commons, the Northern Ireland Assembly, Scottish Parliament, the European Parliament, is not considered compatible with membership of the Body.
Subject to the foregoing, members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards for public life and exercise proper discretion.

The online Political Activity Declaration will be kept separate from your application and will only be seen by the selection panel prior to interview. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

**Disqualification from appointment**
Anyone in the categories listed below will not be considered for appointment as a member of the PSPRB (also see ‘Political Activity’ above):

- Employed in the civil service of the state.
- Anyone employed in a profession covered by the Review Body’s remit, or whose income is affected by the Review Body’s decisions (i.e. with a close family member working in the prison service).
- People who have received a prison sentence or suspended sentence of three months or more in the last five years.
- People who are the subject of a bankruptcy restrictions order or interim order;
- In certain circumstances, those who have had an earlier term of appointment terminated.
- Anyone who is on the Companies House register of disqualified directors (including those who have been voluntarily disqualified) under the Company Directors Disqualification Act 1986.
- Anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting: GatenbySanderson on 020 7426 3976.

**Conflicts of Interest**
You will be required to declare any conflict of interest that arises in the course of PSPRB business and must declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies. Any actual or perceived conflicts of interest will be fully explored by the panel at short listing or interview stage.

More generally, there are five issues most frequently encountered that could lead to real, or apparent, conflicts of interest:

- Financial interests or share ownership – for example, holding shares in a firm that provides or might seek to provide services to the prison services in the UK.
- Expertise or activity in particular areas, that whilst not precluding appointment may be perceived by the public as a conflict of interest – for example, it is especially important that associations with firms in the security sector are explored fully.
- Membership of some societies or organisations – for example, dealings with the security sector will need to be explored fully.
- Rewards for past or future contributions or favours.
- The activities, associations and employment of relatives or partners.
Further advice about conflicts of interest can be obtained by contacting: GatenbySanderson on 020 7426 3976.

**Indicative timetable and how to apply**

**Timetable**
- Advert date: Week commencing 16 February 2015
- Closing date: noon on Monday 16 March 2015
- Candidates informed if they will be invited to interview: April/May 2015
- Interviews currently planned for: April/May 2015
- Provisional appointment start date: June 2015

The final decision on the appointment will be taken after the dissolution of Parliament expected on 31 March 2015 and will be subject to confirmation by the new administration.

**How to apply**

To apply, please send:

A copy of your CV.

A supporting letter of no more than two sides that evidences how you meet all the essential criteria. Please provide examples of where your knowledge and experience matches the essential criteria required for the role. Your supporting letter should provide specific and detailed examples to demonstrate how you meet the essential criteria (including what you did to achieve a specific result).

Please ensure you include preferred daytime, evening and mobile telephone numbers, as well as a preferred e-mail address, which will be used with discretion.

You should also complete the online disclosure forms at [www.mojpublicappointments.com](http://www.mojpublicappointments.com) providing any political activity, conflicts of interest, public appointments currently held and the names and contact details of two referees. Please note referees will be contacted if you are shortlisted for interview.

Applications should be submitted through this website: [www.mojpublicappointments.com](http://www.mojpublicappointments.com).

Please note that applications may be passed, in confidence, to the Commissioner for Public Appointments (CPA) and the Commissioner’s auditors for the purposes of complaints investigation and audit (8.2 of the CPA Code of Practice refers).

The Closing date for applications is: **Noon on Monday 16 March 2015**

**Your personal information**

We will process your application in accordance with the Data Protection Act 1998 and the Ministry of Justice’s Information Charter, which can be found at [https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter](https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter)

**How we will handle your application**

The selection panel will include:
- Martin Williams, Director of the Office of Manpower Economics;
- Alison Wedge, Head of Ministry of Justice Arms’ length Bodies Governance Division;
- Peter Knight, Chair of the PSPRB;
- [TBC] (Independent panel member).

We will deal with your application as quickly as possible (timings below are indicative).

- Once you have submitted your application, its receipt will be acknowledged.
- You will receive an e-mail from the recruitment consultants requesting you to create an account via their website, where you will then be able to obtain an update on the progress of your application. (You will need to save your login details when you first apply for the role so that you are able to access your account to review the progress of the application at a later date.)
- Your application will be assessed against the essential criteria and experience for the post. It is important that you provide as much detail as possible within the constraints of two sides.
- You may be invited to a preliminary interview (in person or by telephone) by the recruitment consultants.
- By April/May – the panel will aim to have decided the candidates who will be invited for interview, taking account of the evidence provided on your application.
- Where a candidate is unable to attend an interview on the set date then an alternative date will only be offered at the discretion of the panel.
- **Interviews are currently intended to take place in April/May 2015** at either the OME, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX or Ministry of Justice, 102 Petty France - Reasonable travel expenses will be covered for attending interviews.
- If you accept an invitation to interview, the recruitment consultants or we will take two references in advance of the interview.
- If invited to interview, the panel will explore with you your experience and expertise to find whether you meet the essential criteria. You may be asked to start the interview with a short presentation.
- If, in the view of the panel, you have the skills for the post and are appointable, your name will be amongst those recommended to Ministers who will decide on the appointment.
- The Ministers may ask to meet each of the appointable candidates (after interview by the selection panel).
- If you are successful, you will receive a letter formally appointing you as a Member of the Review Body.
- If your application is unsuccessful, feedback will be available from the recruitment consultants.

**Security Clearance**
For the successful candidate, final confirmation will be subject to basic clearance checks, covering confirmation of identity and right to work in the UK plus a criminal record check. This will involve completion of several paper and electronic forms and can take up to **five weeks** to process following completion of the forms.
Complaints Process

If you feel that you have any complaint about any aspect of the way your application has been handled, please contact. If you are not satisfied with the response you received, then in the first instance please write, or e-mail, the Public Appointments Team at the address or e-mail address given below quoting the appropriate reference.

Mike Gibbs
Ministry of Justice
Head of the Public Appointments Team
ALB Governance Division
10th Floor, 10.10
102 Petty France
London, SW1H 9AJ

E-mail address: PublicAppointmentsTeam@justice.gsi.gov.uk

Complaints must be received by the Public Appointments Team within 12 calendar months of the issue or after the campaign has closed, whichever is the later.

Your complaint will be acknowledged within 2 working days of receipt and answered as quickly and clearly as possible; at the most within 20 working days of receipt. If this deadline cannot be met we will inform you why this is the case and when you can expect a reply.

Taking it further
If, after receiving a comprehensive response, you are still concerned, you can write to the address below:

Commissioner for Public Appointments, and Civil Service Commission
Room G/8, Ground Floor
1 Horse Guards Road
London, SW1A 2HQ

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Code of Practice is available from http://publicappointmentscommissioner.independent.gov.uk/

For full details of the complaints process for public appointments please click on the following link which will take you to the Commissioner for Public Appointments website http://publicappointmentscommissioner.independent.gov.uk/contact-us/
Alternatively please contact the Commissioner’s office on 020 7271 0831 for a printed copy.
Appendix 1

The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness
Holders of public office should act solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.