



Home Office

**NON EXECUTIVE
BOARD MEMBER – SCOTLAND
SECURITY INDUSTRY AUTHORITY**

Recruitment Information Pack

February 2017



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Welcome Note from Jeremy Oppenheim

Dear Applicant,

Thank you for taking the time to consider applying for the role of Non Executive Board member – Scotland. The successful individual will have the full responsibilities of a Non-Executive and in addition will bring insight into Scotland's security interests to the Security Industry Authority (SIA) Board and Senior Management Team, as well as awareness of the political and stakeholder landscape in Scotland. The SIA has a number of key projects underway and we are keen to ensure that somebody is appointed who can contribute to the continuing development of the SIA.

The SIA has introduced a new system to improve the licensing service and deliver cost efficiencies. They are working with the industry to shift the balance of responsibility for improving standards and to play a part in public protection. They are improving quality through their Approved Contractor Scheme.

Engagement with buyers and suppliers, with partner regulators and with law enforcement agencies is essential as the SIA move forward.

We are expecting the recently completed Review to report shortly and there is scope for exciting developments which will build on what the SIA has achieved so far.

I do hope you will consider applying to join the SIA to lead those developments.

Jeremy Oppenheim
Director of Safeguarding, Home Office

About the Security Industry Authority

The SIA is the organisation responsible for regulating the private security industry. It is an independent body reporting to the Home Secretary, under the terms of the Private Security Industry Act 2001. Its purpose is to regulate the private security industry effectively; to reduce criminality, raise standards and recognise quality service. Its remit covers the United Kingdom.

Role and Background

The SIA has two main duties. One is the compulsory licensing of individuals undertaking designated activities within the private security industry; the other is to manage the voluntary Approved Contractor Scheme, which measures private security suppliers against independently assessed criteria.

SIA licensing covers manned guarding (including security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV), vehicle immobilisation (in Northern Ireland) and key holding. Licensing ensures that private security operatives are fit and proper persons who are properly trained and qualified to do their job.

The SIA's Approved Contractor Scheme sets out operational and performance standards for suppliers of private security services. Organisations that meet these standards are awarded Approved Contractor status. This accreditation provides purchasers of private security services with independent proof of a contractor's commitment to quality.

The SIA believes that a professional, regulated private security industry is a valuable member of the extended police family, helping to reduce crime, disorder and the fear of crime.

The SIA comprises four directorates: Operations, Partnership & Interventions, Corporate Services and Strategy, Policy & Communications. Each directorate is composed of smaller teams that are responsible for specific areas of day-to-day operations. The SIA Board is currently comprised of:

- Elizabeth France (Chair)
- Bill Matthews
- Sir Ian Johnston
- Geoff Zeidler
- Sir Desmond Rea
- David Horncastle

The position being advertised is to fill the vacancy which will arise when the appointment term of Bill Matthews on the Board ends in Summer 2017.

Further Reading

For detailed information on the Security Industry Authority and its activities, please refer to the SIA website: www.sia.homeoffice.gov.uk. This includes the SIA's latest Annual Report and Accounts.

Role Description

Title:	Non-Executive Board Member – Scotland
Reports to:	Home Secretary, through the SIA Chair
Duration:	Three year appointment
Remuneration:	£9,160 per annum, based on an expected time commitment of 32 days attendance.

The Home Office is seeking to appoint a Non-Executive Board member to the Board of the SIA to represent the interests of Scotland.

As a Non-Executive Board Member your key responsibilities will be to:

- work with the Chair and other Board members in setting the strategic direction of the SIA, and ensuring the Authority discharges its statutory duties in line with the requirements of the Private Security Industry Act 2001, overseeing the timely production of realistic and costed business and forward plans;
- ensure that the Executive Team is held to account and systems are in place to enable them to discharge their responsibility effectively, monitoring and challenging performance, finance and the management of risk;
- in reaching Board decisions, to take proper account of guidance provided by the responsible Minister or Sponsor Department;
- chair and participate in Board sub Committees (such as the Audit and Risk Committee);
- oversee the work of the Chief Executive in managing the organisation and its delivery programme;
- play a key role in representing the Board and the SIA in communications with key stakeholders; and
- adhere to the code of practice for Board members of executive NDPBs.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the other criteria listed in **Part Two**.

Part One – Essential Skills and Experience

- Successful track record of achievement in a Board-level or comparable role within a major organisation.
- Thorough understanding of issues arising from delivering services and business improvements within a high profile and sensitive environment, working with external partners.
- Evidence of a good understanding of issues relating to the regulation of the private security industry or a sector with similar characteristics to the private security industry.

In addition, as the Board member for Scotland, you will bring:

- A good understanding and knowledge of Scottish interests in relation to the security industry and public protection and the ability to represent Scotland's security interests to the Board and Senior Management Team.
- An awareness of the political and stakeholder landscape in Scotland, and understanding of the sensitivities encountered by a UK regulator operating in a devolved administration.

Part Two – Personal abilities and behaviours

- An innovator and motivator, able to promote new thinking to achieve change and continuous improvement.
- Able to build strong working relationships and communicate effectively, using a range of medium, to Ministers, officials, staff, a diverse range of stakeholders, the public, Parliament and the Devolved Administrations.
- Strong negotiating and influencing skills and the ability to convince through personal credibility.
- Undisputed personal integrity and a personal style that demonstrates authority and commitment.

Terms of Appointment

Appointment Term:

- Your appointment as SIA Non-Executive Board member will be made by the Home Secretary.
- The appointment will be for a fixed period of three years.
- Re-appointments can be made at the end of the period of office for a further term of up to three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this post is a public appointment; Non-Executive Board members are neither employees of the Crown, Home Office nor of the SIA.
- Appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration and Time Commitment:

- Members will receive £9,160 per annum, based on an expected time commitment of 32 days attendance. The remuneration is taxable through payroll but the appointment is not pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on SIA business at rates set centrally by the Home Office.
- Applicants should note that the successful candidates cannot be remunerated for this role, if they are being paid for an existing full time role from the public purse.

Location: The role will be home based and members will be required to attend meetings in Scotland, central London, at SIA HQ (90 High Holborn, London, WC1V 6WY) and regionally, as required. If the successful candidate resides in Scotland he or she can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on SIA business in line with SIA policy.

Availability: The successful candidates will be encouraged to take up this appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or to obtain security clearance to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

Nationality: This is a non reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. In order to confirm your eligibility for this post, please complete the Nationality form found at the end of this candidate pack. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 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 under a disqualification order under the Company Directors Disqualification Act 1986 and Companies Act 2006; and
- anyone who has been removed from trusteeship of a charity.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Review Body's "Codes of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life.

Registration of interests: The purpose of these provisions is to avoid any danger of SIA Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the SIA Board in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their time on the Board and must declare any party political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

The (online) Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political 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 may if you choose include it separately in the main body of your application.

Response Instructions

If you wish to apply for these positions, please supply the following **by midnight on 19 March 2017**.

- A **comprehensive CV** setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
- In addition, please also complete and return via email the **forms at Annex A**, relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to publicappointments@homeoffice.gsi.gov.uk.

If you can not apply online, please post applications to:

Public Appointments Team
Home Office
2 Marsham Street
Ground Floor, Seacole Building
London
SW1P 4DF

Further Information:

If you have any queries about this role, please contact Jagdeep Sidhu on 020 7035 5395 or email Jagdeep.sidhu3@homeoffice.gsi.gov.uk.

If you have any queries about the recruitment process for this role, please contact Pauline Hyman on 0207 035 5409 or email Pauline.Hyman@homeoffice.gsi.gov.uk.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Interview Access Scheme for Disabled Persons: As a member of the Employers Forum on Disability, we are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for the

appointment, as outlined in the relevant role description. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary. A copy of the form is included within Annex A.

Whether you choose to apply under the Interview Access Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Data Protection

The Home Office takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. We are required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil the Commissioner's formal complaints investigation role and for audit purposes.

Our data protection policy is in line with the requirements of the Data Protection Act and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address will be held by the Home Office for a period of at least 2 years.
- If you submit an application form, the form and any supporting documentation will be retained for at least 2 years.
- Information held electronically, including your contact details and the monitoring information which you provide will also be held for at least 2 years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please contact Pauline Hyman on 0207 035 5409.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.

Advert Closing Date	Midnight, 19 March
Short List Meeting	w/c 27 March
Final Panel Interviews	w/c 24 April
Meeting with Minister (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The competition will be chaired by Jeremy Oppenheim (Director of Safeguarding, Home Office), who with Elizabeth France (Chair of the SIA Board), will ensure the appointments are made in accordance with the Code. The selection panel will also include Linda Hamilton, Deputy Director; Defence, Security and Cyber Resilience Division; Scottish Government and Deputy Chief Constable Iain Livingstone as an independent panel member.

The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for preliminary interview.

Interviews are expected to take place in Scotland and to last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

The decision to appoint to these roles rests with the Home Secretary. Appointable candidates may be invited to meet with the Home Secretary, or another Home Office Minister, before she makes a final decision. As a result there may be a delay in informing candidates of the outcome of the competition.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Will Nixon
Public Appointments Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London, SW1P 4DF.

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments
Room G/8, Ground Floor
1 Horse Guards Road
London SW1A 2HQ
Tel: 0207 271 0849

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/>

Information about the Commissioner's policy and manner in which complaints are investigated are set out in the Commissioner's leaflet Your Guide to Making a Complaint about a Public Appointments Process which can be found at: <http://publicappointmentscommissioner.independent.gov.uk/contact>