



Candidate Brief

Brief for the position of

Board Member, Independent Parliamentary Standards Authority

July 2018



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Introduction

Dear Candidate,

As Chair, I am delighted that you have indicated your interest in applying to become a member of IPSA's Board. It is an exciting time to join the organisation, as we transform our systems and processes to deliver a modern, efficient and effective support service to MPs. We are keen to attract individuals with knowledge of service delivery, communications and engagement with our stakeholder communities as we enter the next stage of the organisation's development.

IPSA has been operating since 2010. We have come a long way since then, and we now have an acknowledged place in the constitutional framework of Parliament. But, we still face a challenging agenda. As a regulator we are, quite properly, under regular scrutiny from the public, the media and Parliament. We have a demanding range of responsibilities in setting and administering MPs' business costs and expenses, salaries and pensions. In carrying out these responsibilities, we must pay due regard both to the interests of taxpayers and to the needs of MPs who need to be resourced appropriately to do their jobs.

We now have new challenges ahead of us. These will include transforming the quality of services provided to MPs and their staff, including through use of digital technology, and continuing to be a world-leading regulator of elected politicians. We must also ensure that we remain as open as possible in all that we do, so that the public has assurance about what their taxes have been spent on. This need for effective communication between IPSA, MPs and the public is a fundamental priority. And all of this has to be delivered in a way which ensures that we remain, and are seen to remain, independent of Parliament and Government.

The statutory requirements for membership of the Board of IPSA are clear and specific. The Board is made up of myself and four individuals. We each bring our own experience and skills from our fields of activity. I believe that this gives us a breadth of vision and a range of views that are central to our work and a great strength. But our respective contributions are not limited to our areas of expertise. We are individually and collectively responsible for all that the Board decides, working with the Executive.

Membership of the Board can attract interest from the media, can involve contact with a wide range of interested parties, and can, at times, be challenging. But, most of all, it is an important and fascinating task, and one we have been entrusted by Parliament to perform on behalf of the electorate.

I hope you find the information in the recruitment pack and on our website (www.theipsa.org.uk) helpful in making your decision to apply.

Ruth Evans

Chair

The Independent Parliamentary Standards Authority (IPSA)

IPSA was established by the Parliamentary Standards Act 2009 as an independent authority responsible for the regulation and administration of MPs' business costs and expenses and for paying the salaries of MPs and their staff. IPSA started operations at the General Election in May 2010, at which point it became responsible for all MPs' costs and expenses. Since 2011 IPSA has also had responsibility for setting MPs' pay and pensions.

IPSA's rules are a clean break from the old system of allowances. The new rules have to be fair (to MPs and the public purse), workable and transparent. IPSA subjects all claims for reimbursement to rigorous verification.

There are clear processes enabling MPs to request reviews of IPSA's decisions, and members of the public can contact the [Compliance Officer](#) if they have concerns about a claim.

IPSA processes in the region of 15,000 claims from MPs for business costs each month and publishes details of these claims every two months on its website. IPSA also administers the payment of salaries to 650 MPs and around 3,200 members of their staff. It also provides MPs with other services including answering hundreds of telephone calls and emails each month on their budgets and financial transactions.

IPSA is independent of parliament, government and of political parties. In everything it does, it focuses on its main responsibilities: to provide appropriate support to MPs which reflects the interests of both the taxpayer and MPs.

As well as the links provided here, additional background information on IPSA can be found on the website <http://www.theipsa.org.uk/>.

IPSA'S Board

The Board of IPSA is made up of a chair and four members. The Parliamentary Standards Act requires that:

- At least one member must have held, but no longer hold, high judicial office;
- At least one member must be eligible for appointment as a statutory auditor by virtue of Chapter 2 of Part 42 of the Companies Act 2006; and
- At least one of the members (the 'Parliamentary Member') who has been (but is no longer) a member of the House of Commons.

Apart from the Parliamentary Member, no one who has been an MP at any time within the last five years may be a member of the Board of IPSA.

IPSA's Board provides the strategic leadership of the Independent Parliamentary Standards Authority. The Board is responsible for ensuring that IPSA exercises its statutory obligations including reviewing and overseeing the operation of the Scheme of MPs' Business Costs and Expenses.

The Board sets the strategic priorities for IPSA as an organisation, ensuring that it is efficient and cost-effective, and delivers its objectives.

Members currently are:

- Ruth Evans (Chair)
- Sir Robert Owen (former holder of high judicial office)
- Rt. Hon. Jenny Willott (former member of parliament)
- Will Lifford (eligible for appointment as a statutory auditor)

This recruitment is prompted by the resignation of previous Board member, Jackie Smith.

On this occasion we are recruiting for:

- One Board member who is subject to no statutory requirements.

Appointment Process

As required in statute, following a fair and open competition, members of the Board of IPSA are selected by the Speaker of the House of Commons, with the agreement of the Speaker's Committee for the Independent Parliamentary Standards Authority.

Candidates for these roles will be interviewed by an Independent Selection Panel who will then make recommendations to the Speaker.

The Selection Panel will comprise:

- Mark Addison (Former Civil Service Commissioner and Chair of the Selection Panel)
- Ruth Evans (Chair, IPSA)
- Shrinivas Honap (Lay Member, Speaker's Committee on IPSA)
- Meg Munn (Former MP)

The Speaker and/or the Speaker's Committee for the IPSA may want to meet the recommended candidates before making their final decisions.

Once the Speaker and the Speaker's Committee for the IPSA have come to an agreement, a motion is then put to the House of Commons proposing the name of the person to be appointed. The appointment is then formally made by Her Majesty on an address of the House of Commons.

A provisional timetable for this recruitment process can be found at the end of this document.

Description of the Role

To contribute to the strategic leadership of the Independent Parliamentary Standards Authority (IPSA), ensuring that it delivers its aim to assure the public that MPs' use of taxpayers' money is well regulated and that MPs are resourced appropriately to carry out their parliamentary functions. In doing so, to ensure that IPSA achieves its aim by working effectively, efficiently and transparently in all that it does, espousing its values of professionalism, respect, integrity, collaboration and improvement.

To ensure that IPSA exercises its statutory obligations to:

- review and set MPs' pay and pensions.
- review and operate a Scheme of MPs' Business Costs and Expenses.

Responsibilities of the Role

As part of the Board to:

- Contribute to the development and articulation of IPSA's vision, values, strategies and plans.
- Contribute towards IPSA's engagement with key stakeholders, including through the implementation of IPSA's external stakeholder strategy.
- Review the Scheme of MPs' Business Costs and Expenses.
- Determine the salaries to be paid to MPs.
- Determine the pensions available to MPs, including contribution levels and a scheme for reviewing and revising them as appropriate.
- Scrutinise the performance of the organisation in meeting its objectives and hold the executive to account for their delivery, including the services and support provided to MPs by IPSA.
- Scrutinise the organisation's budgetary information and financial management
- Ensure appropriate policies are in place to manage risks to the achievement of IPSA's strategic objectives.
- Oversee the development of a Corporate Plan, Annual Report and Estimate of IPSA's use of resources.
- Determine and review the procedures to be followed by the Compliance Officer for the IPSA.
- Issue and, from time to time, revise a code of conduct for IPSA Board Members
- Appoint the Chief Executive and the Compliance Officer.
- Determine the terms and conditions of the Chief Executive and staff.

Person Specification

IPSA is looking to appoint one member to the Board under the terms of the Parliamentary Standards Act (as amended). The panel is committed to seeking candidates who bring a breadth of experience as well as specific professional backgrounds.

There are no specific legislative restrictions on this Board member, although no candidate can have been a Member of the House of Commons within the last five years.

Essential

- Proven experience of contributing to the leadership and strategic direction of a complex organisation, including scrutinising financial and budgetary information, and of working successfully with an executive to set the strategic direction of the organisation.
- An understanding of regulation and the role of the regulator, based on excellent analytical ability and a capacity to consider regulatory issues from a principles-based perspective.
- Demonstrable understanding of customer-focused service delivery, with experience delivering service improvements to meet the needs and expectations of a diverse and demanding customer base.
- A clear understanding of the principles of diversity and equality and their relevance to the role, work and challenges of being an MP.
- Excellent interpersonal, communication and stakeholder management skills and a successful track record of communications with complex stakeholder communities.
- Track record of operating in an environment subject to significant scrutiny, and of demonstrating integrity, objectivity and commitment to transparency in decision making.
- Experience of delivering transformative business change and utilising business technology to improve service delivery.

Desirable

- Current or recent experience of operating as a non-executive board member, or with a board which included non-executive members.

It is essential that in your written application you give evidence of examples of experience against each of the essential selection criteria. These responses will be developed and discussed with those candidates invited for interview.

Code of Conduct and Register of Interests

The Chair and Members of the Board of IPSA are expected to comply with [IPSA's Code of Conduct for the Chair and Members of IPSA](#). In line with the Code, Board Members will be expected to declare any financial, personal or business interests which may conflict with their responsibilities to IPSA. The register of interests is published on IPSA's website and updated each quarter.

Candidates should note that membership of a political party, by itself, will not be a bar to appointments, but Board Members must not engage in specific political activities on matters directly affecting the work of IPSA.

Diversity, Equality and Fairness

IPSA recognises and values the diversity of its staff. It is committed to promoting equality of opportunity for all and developing working practices which will allow every member of staff to contribute their best. We are committed to ensuring fairness and equal access to all employees whatever their gender, nationality, ethnicity, disability, age, sexual orientation, religion or beliefs or gender identity.

Terms of Appointment

Remuneration/benefits

This is a remunerated non-executive position paying £400 per day. Travel and other reasonable expenses will be paid in line with IPSA's policy. The post is not pensionable.

Length of appointment and expected commitment

The appointment is for a term of up to 5 years, or up to 3 years in the case of a candidate applying for reappointment. Re-appointments, as per the requirements of the legislation, can only be made through open competition.

Members will be expected to commit up to two to three days per month to IPSA.

Board meetings are ordinarily held at IPSA's offices in Millbank, London, but may occasionally take place elsewhere.

The successful candidate should be available to take up post from 1 December 2018.

Standards in Public Life

Although the appointment does not come within the remit of the Commissioner for Public Appointments, it is being made using a process which takes into account the relevant guidance in the Government's Governance Code. The Seven Principles of Public Life, the 'Nolan' Principles to be upheld by all those taking up Public Appointments, are included at Annex A for convenience.

How to Apply

Members will be selected on the basis of a combination of a written application and interview.

All applicants are required to provide the following:

- A CV setting out career history, responsibilities and achievements. Please also include any unpaid or community achievements.
- A short supporting statement (maximum 3 sides of A4) giving evidence of the strength and depth of your ability to meet the essential criteria in the Person Specification for the role.

As part of the online application process, you will also be asked to complete:

- Diversity monitoring form – All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process. Your data will be stored separately from your application and will at no time be connected to you or your application.
- A conflicts of interest form. Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment. Any particular conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application. This form also asks for the names and contact details of two referees. These must be people who know you in a professional capacity to comment on your suitability for the post and will be expected to have authoritative and personal knowledge of your achievements. References will be taken by telephone on all candidates selected for final interview as soon as the interview arrangements have been made. Referees should be advised accordingly.
- The political activity declaration. This information will only be provided to the panel for those applicants selected for interview.

The preferred method of application is online at www.odgers.com/68217

If you are unable to apply online please email your application to:

68217@odgersberndtson.com

All applications will receive an automated response.

Any postal applications should be sent to the Assignment team and NOT to Response.

Government Practice

SJM/68217

Odgers Berndtson

20 Cannon Street

London EC4M 6XD

Closing date for receipt of applications: Friday 24th August 2018

Further Information

If you would like an informal conversation about this role, please contact Odgers Berndtson:

- Laura Spurgin, Associate Consultant, Government Practice on +44 20 7529 1072.
- Simon McDonald, Head of Government Practice on +44 20 7529 6359.

The Equality Act 2010 defines a person as disabled if he or she has a physical or mental impairment which has a substantial and long-term (i.e. has lasted or is expected to last at least 12 months) adverse effect on the person's ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

If you wish to apply and have any particular requirements in order to complete the application process please contact: nina.dempsey@odgersberndtson.com

Provisional Timetable

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| Closing date | Friday 24 th August 2018 |
| Longlisting (candidates are not required to attend) | w/c 27 th August 2018 |
| Preliminary interviews with search consultants | w/c 3 rd September 2018 |
| Shortlisting (candidates are not required to attend) | Thursday 13 th September 2018 |
| Final Panel Interviews | Monday 24 th September 2018 |

NB. The successful candidate will ideally attend Board's strategy away day scheduled for the 8th - 9th November 2018.

Annex A

The Principles of Public Life

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

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| <i>Selflessness</i> | Holders of public office should act solely in terms of the public interest. |
| <i>Integrity</i> | 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. |
| <i>Objectivity</i> | Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. |
| <i>Accountability</i> | 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. |
| <i>Openness</i> | 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. |
| <i>Honesty</i> | Holders of public office should be truthful. |
| <i>Leadership</i> | 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. |

These principles apply to all aspects of public life. The Committee on Standards in Public Life has set them out for the benefit of all who serve the public in any way.