



Home Office

NATIONAL REFERRAL MECHANISM INDEPENDENT MULTI-AGENCY ASSURANCE PANEL CHAIRS

Recruitment Information Pack

September 2018



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Background

The Prime Minister, Theresa May, has described modern slavery as the greatest human rights issue of our time. It's a sad fact that around the world today, millions of men, women and children are cruelly enslaved and exploited. However, this is not something that just happens overseas, it is happening here and now across cities, towns and villages in the UK. Last year over 5,000 people were referred to the National Referral Mechanism (NRM) - the process which we use to identify and support victims of modern slavery in the UK.

Taking action against human trafficking and modern slavery is a top priority for the UK Government and the Prime Minister personally chairs a modern slavery taskforce to drive progress. In 2015, we introduced the world-leading Modern Slavery Act which gives law enforcement the tools and powers they need to catch and punish those who perpetrate these vile crimes. It also provides a range of protections for victims and ground-breaking legislation to tackle slavery and human trafficking in business supply chains.

The NRM was introduced in 2009 to meet the UK's obligations under the Council of European Convention on Action against Trafficking in Human Beings.

Its purpose is to:

- ensure suspected victims of modern slavery are identified to enable appropriate safeguarding action to be taken;
- provide support that enables victims to leave situations of exploitation, secure specialist care, enabling them to begin to recover, rebuild their lives and build resilience; and
- officially acknowledge the abuse and exploitation experienced by victims of modern slavery.

The NRM process comprises of decisions as to whether a person is a victim of modern slavery.¹ In summary, First Responders (in designated public bodies and certain other organisations) refer suspected victims to Competent Authorities (currently the National Crime Agency and UK Visas & Immigration), who decide on the victim's status, first taking a 'reasonable grounds' decision and finally a 'conclusive grounds' decision.

All adults with a positive reasonable grounds decision (and their dependents) have access to specialist tailored support. This support is provided for a minimum of 45 days and until a conclusive grounds decision is made. Support in England and Wales is currently delivered by the Salvation Army and a number of subcontractors. Local authorities have statutory responsibilities to safeguard and promote the welfare of all children in their area. Trafficked children are protected by the statutory duties placed on local authorities under the Children Act 1989 to safeguard and promote the welfare of children, with children in some areas having access to an Independent Child Trafficking Advocate².

For more information on the NRM process can be found here³.

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/652652/typology-modern-slavery-offences-horr93.pdf

² Independent Child Trafficking Advocates (ICTAs) are an independent source of advice for trafficked children and somebody who can speak up on their behalf. ICTAs have been introduced in three early-adopter sites, Greater Manchester, Hampshire and nationally in Wales, since 30 January 2017. ICTAs will also be available in the West Midlands from October 2018.

³ <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales>

NRM Reform

In October 2017, the Government announced a wide-ranging package of reforms to the NRM. This included the creation of a Single Competent Authority (SCA) within the Home Office where all trafficking decisions will be made regardless of the nationality of the potential victim and the development of a digital system to support the NRM process.

A further feature of the reform programme is the establishment of independent multi-agency assurance panels to review all negative conclusive grounds decisions. The purpose of the panels will be to ensure robust and consistent decision-making processes within the NRM, ensuring that victims get the support that they need, as well as improving victim and stakeholder confidence in NRM decisions.

The panels will assure themselves that the decision made by the SCA was made in line with NRM guidance, and that the evidence provided and used in the decision-making process was appropriately weighted and considered. The panels will be able to disagree with the decision made by the SCA and provide feedback to support their conclusion. The SCA will review this feedback; however, the final decision will remain with the SCA.

Role Description

Title:	Chairperson (10 posts available)
Duration:	18 months fixed term appointment with the possibility of extension or re-appointment
Remuneration:	£300 per day (we expect each panel along with subsequent report writing to take around 1.5 days)
Time Commitment:	Expected to be approximately 30 days per annum (plus 2-3 days training in February 2019)

Purpose:

We are seeking to appoint chairs for Independent Multi-Agency Assurance Panels, which form a key part of the programme of reform to the NRM. The panels will be responsible for quality assuring all negative conclusive grounds decisions made by the SCA.

Chairs will be responsible for:

- chairing the panel and achieving a consensus among panel members in its review of all negative conclusive grounds decisions referred to them by the SCA;
- recording and reporting back the decisions made by the panel highlighting significant discussion points to inform the continued development of the process;
- ensuring that panel members fulfil their obligations and perform their role effectively; and
- attending quarterly meetings with the SCA, providing them with the opportunity to share lessons learned and best practice identified during the panel.

We anticipate based on current volumes of NRM referrals that Ministers will appoint up to 10 panel chairs.

Role Description

The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below.

Given the nature of the role we are looking for candidates who understand the modern slavery landscape, but are not currently employed by a statutory agency or a modern slavery related non-governmental organisation.

Essential:

- Knowledge of modern slavery issues.
- Experience of working in a multi-disciplinary environment, ideally with professionals from adult / children's social services, the police and non-Governmental organisations.
- Excellent communication, interpersonal and influencing skills, with a personal and professional demeanour that generates trust and confidence in others.
- Strong organisational skills and the ability to effectively chair meetings.
- Ability to think logically and objectively in analysing complex information in order to identify key issues and make effective decisions.
- Report writing skills

As a public appointee, you will be expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life.

Desirable:

- Experience of dealing with victims with an understanding of the law enforcement perspective OR experience of working in a safeguarding environment in relation to modern slavery.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on short-listed candidates.

Response Instructions

If you wish to apply for this position, please supply the following **by mid-night on Sunday, 14 October 2018**:

- A **comprehensive CV** (maximum two pages of A4 setting out your career history and including details of any professional qualifications)
- A **short supporting statement** (maximum two sides A4, minimum 11 font) 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 B**, relating to referees, diversity, nationality, political activity and conflicts of interest.

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

If you cannot apply online, please post applications to:

Public Appointments Team
Home Office
2 Marsham Street
Third Floor, Peel Building
London
SW1P 4DF

Please note it is your responsibility to ensure we receive your application by the closing date.

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please email Christopher Hicks at christopher.hicks@homeoffice.gov.uk.

If your query relates to the public appointments process then please contact Will Nixon in the Public Appointments Team in the first instance on 0207 035 5987.

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. We expect the Multi-Agency Assurance Panels to take place virtually by teleconference. We recognise flexible working practices but members would need to attend a training event and potentially attend quarterly meetings at venues which are yet to be identified.

As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex A). This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be anonymised, 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. If you wish to apply under the Interview Access Scheme, please complete the form at 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.

Indicative Timetable

Please note that these dates may be subject to change. Please let us know in your application letter if you are unable for interview on the date below.

Closing Date	Midnight, Sunday 14 October 2018
Short-list Meeting	Expected w/c 22 October
Candidate Interviews	Expected w/c 19 November
Meeting with Minister (if required)	Expected post interview

Recruitment Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016),⁴ 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 Miriam Minty (Head of the Modern Slavery Unit, Home Office) and will comprise Alice Matthews (Single Competent Authority lead, Modern Slavery Unit, Home Office); Liam Vernon (Director, National Crime Agency); and Dorian Kennedy (Department of Health and Social Care) as an independent member.

The Public Appointments Team will acknowledge your application 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 final interview.

Interviews are expected to take place in central London.

The decision to appoint to this role rests with Home Office Ministers. Appointable candidates may be invited to meet with a Minister, before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

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.

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

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or National Crime Agency. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment will be for a period of 18 months.

Remuneration and Time Commitment:

- The expected time commitment is 30 days per annum (plus 2-3 days training in February 2019 – dates tbc).
- Remuneration £300 per day. This is taxable through the Home Office payroll, but the appointment is not pensionable.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.

Location: We expect the panels to take place virtually.

Expenses: Travel and subsistence expenses will be paid in relation to the performance of your duties as Panel Chair, in line with Home Office policy.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to CTC level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It will usually take approximately 40 days to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Nationality: This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, and 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 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 under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk.

Conflict of interest: You should note particularly the requirement to declare any potential conflict of interest that arises in the course of panel business and the need to declare any relevant business interests, positions of authority or connections with organisations and individuals relevant to panel business. Panel Chairs will be expected to complete a register of members' interests.

Political Activity: You are expected not to occupy paid party political posts or hold particularly sensitive or high profile roles in a political party during your appointment as panel Chair. Subject to the foregoing, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise a proper discretion, particularly with regard to the work of the panel.

You will be required to complete a Political Activity Declaration as part of your application, which will be kept separate from your application and will only be seen by the Panel prior to interview. The Interview Panel may at that stage explore with you 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.

Data Protection: The Home Office takes its obligations under the Data Protection Act seriously. The Home Office takes its obligations under the General Data Protection Regulation and 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.

Our data protection policy is in line with the requirements of the General Data Protection Regulation and Data Protection Act. Our data protection officer can be contacted by writing to dpo@homeoffice.gov.uk.

In connection with your application we will collect, store, and use the information provided by you in your CV, supporting statement, forms at Annex A and your interview (where applicable). We will also collect information from referees named in your application.

We will use this information to assess your suitability for this role. We will retain it for two years, unless you consent to our retaining your CV and contact details for the purposes of alerting you to future opportunities as set out below.

Equal Opportunities Monitoring: As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex A). This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved and to enable us to comply with the public sector equality duty. Any information provided by you on this form will be anonymised, treated as confidential, and used by the Home Office for statistical purposes only. It will be retained for two years. Anonymised diversity data on public appointments and appointees will also be shared with Cabinet Office for the purposes of their audit of the procedures and practices of public appointments and to ensure compliance with the public sector equality duty.

The equal opportunities monitoring form is used for monitoring the selection process only. The form will not be treated as part of your application and will not be shared with the selection panel. If you do not wish to have these details recorded please return the form uncompleted.

Centre for Public Appointments Database: As set out in Annex A, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you would like to review, verify, correct or request erasure of your personal details, object to the processing of such or request that we transfer a copy of such to another party please contact dpo@homeoffice.gov.uk.

ANNEX A – THE SEVEN 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.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.